

APPROVED MINUTES OF INFORMATION SESSION OF THE BOARD OF TRUSTEES OF THE COMMUNITY
COLLEGE DISTRICT OF THE COUNTY OF MACOMB

An open information session of the Board of Trustees of the Community College District of the County of Macomb was held Wednesday, August 21, 2024, at 6:00 p.m., in Room K315/317, John Lewis Conference Center, South Campus, 14500 E. Twelve Mile Road, Warren, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Lorenzo at 6:02 p.m.

2.0 ROLL CALL

Present:

Katherine Lorenzo, Chairperson
Frank Cusumano, Vice Chairperson
Kristi Dean, Secretary
Roseanne DiMaria, Treasurer
Joan Flynn, Trustee
Shelley Vitale, Trustee
Vincent Viviano, Trustee (arrived at 6:44pm)

Absent:

Also present:

James Sawyer, President
Libby Argiri, Executive Vice President, Business
Christian Bonett, College Police Commander
Kevin Chandler, Vice President, College Advancement & Community Relations
Joline Davis, Vice President, Human Resources
Tiffany Goliday, Executive Director, IDEA
Carrie Jeffers, Vice President, Student Services
Leslie Kellogg, Provost, Vice President of the Learning Unit
Sharon Kowal, Executive Assistant to the President and Board of Trustees
Deb Mende, Executive Director, Office of the President
Jeffrey Steele, General Counsel, Office of General Counsel (remote)
Patsy Tannahill, Executive Assistant to the President and Board of Trustees

3.0 APPROVAL OF AGENDA

MOTION by DiMaria, supported by Flynn, to approve the agenda as presented.

ALL IN FAVOR:

AYES: DiMaria, Flynn, Cusumano, Dean, Vitale, Lorenzo

ABSENT: Viviano

NAYS:

MOTION CARRIED.

4.0 AUDIENCE PARTICIPATION

None.

5.0 REVIEW OF AGENDA ITEMS AND MATERIALS

Trustee Flynn mentioned that while some purchases are made from companies outside of Michigan, she is fine with it.

Trustee Cusumano stated there is an agenda item to hire a full-time Title IX Coordinator and asked how many Title IX complaints the college has received this year. Tiffany Goliday, Executive Director of Inclusion, Diversity, Equity and Access and current Title IX Coordinator, stated there have been 11 Title IX cases, with four leading to the full grievance process.

Trustee Cusumano asked if all complaints are processed for Title IX determination and President Sawyer stated yes.

Trustee Cusumano asked how Title IX cases are currently processed, and President Sawyer stated Tiffany Goliday, Jill Thomas-Little and Joline Davis currently have Title IX within their responsibility along with staff from Human Resources, General Counsel and the President's Office.

President Sawyer stated the new regulations, effective August 1, 2024, require mandatory training for all college staff and the timelines of a Title IX complaint require immediate attention in which the College has a need to commit a full-time staff member.

Trustee Cusumano stated there has been an unfilled position in the legal counsel department and the funding of that position has been reallocated to the Director of Compliance and Title IX Coordinator and asked if this position will report to General Counsel. President Sawyer responded the position will report to the President's Office.

Trustee Cusumano asked if there was discussion regarding contracted services for Title IX and President Sawyer responded the College has used two firms, Grand River and HR Advantage, for Title IX and may still need to use these services.

General Counsel Steele stated there has been a spike in Title IX complaints in the last two years and he believes this has to do with the publicization of the Title IX regulations. General Counsel Steele stated he anticipates an increase in complaints due to the redefined criteria of the new regulations which has significantly broadened what Title IX covers and protects. General Counsel Steele stated he believes the burdens of this position have become such that the College requires someone to do it full-time. General Counsel Steele stated he has made continuous inquiries for outsourcing, but none have been favorable. General Counsel stated the regulations also require every institution to have a Title IX Coordinator.

Trustee Cusumano stated his concern in expanding the number of non-bargaining unit positions and asked if there are guardrails in principal that Title IX complaints will be handled in-house? President Sawyer stated the guardrails are dependent on volume and timeliness and the College must abide by the laws. President Sawyer stated it will also be dependent on how many complaints require a full investigation.

General Counsel Steele added the new regulations allow the Title IX coordinator more opportunity to investigate complaints whereas the previous regulations restricted the coordinator from doing investigations.

Trustee Cusumano thanked President Sawyer and General Counsel Steele for the information.

Trustees Vitale and Dean responded to agenda item 5.2 and stated they are unavailable on December 19th. Trustee Cusumano stated he will motion to amend the agenda during the regular session to remove agenda item 5.2.

Trustee Vitale asked if the State of Michigan is requiring institutions to have interactive virtual maps. President Sawyer responded the State of Michigan requires the College to have critical incident mapping.

Trustee Vitale asked if the mapping will be available to students and President Sawyer responded yes.

Trustee Dean asked if the request for approval on agenda item 11.4 was for the construction bid or the full proposal. President Sawyer responded the request is for the full proposal.

Trustee Flynn inquired about the 70th anniversary book and President Sawyer responded it would be available during the regular meeting.

Chairperson Lorenzo stated there will be a discussion at a future meeting regarding a Board of Trustee's retreat. Trustee Vitale stated she is in support of a Board of Trustee's retreat.

Trustee Cusumano asked why agenda item 10.1, compensation salary analysis, was not combined with the original contract. President Sawyer responded he was uncomfortable analyzing the whole college without knowing what the outcome would be. There was one unforeseen issue when the analysis originally began which pertained to the new exempt laws and this analysis has been added as an addition to the contract.

Trustee Cusumano requested a copy of the report.

6.0 ISSUES AND UPDATES

6.1 President's Report

President Sawyer stated as discussed at the June BOT meeting, General Counsel Steele is joining us remotely from Alaska. General Counsel Steele and his wife accompanied their son to the University of Alaska.

President Sawyer presented Trustee Flynn with her 5-year Pin from Michigan Community College Association (MCCA).

President Sawyer introduced Commander Bonett who is present on behalf of Chief Leavens who is taking his daughter to Ferris State University.

70th Anniversary Book & Celebration

The 70th anniversary celebration is scheduled for Friday, September 13, 2024, at the University Center from 4:00pm -7:00pm. There will be a short program at 5:30pm. There have been 500 copies of the anniversary book printed and will be available for a \$50 donation to the Macomb Community College Foundation. A copy of the book was presented to board members.

Closed Session

A closed session is scheduled pursuant to MCL 15.268 to discuss the president's evaluation

Enrollment Update

As of Monday, Fall, 2024 credit hours are up 0.9% compared to last year, headcount is up 0.4%.

"Received" Financial Assistance programs, enrollment for Fall 2024:

- Macomb Tuition Advantage Program: 2241 (registered for 12+, typical 600 receive)
- MI Reconnect: 636 (receiving)
- MI Reconnect 21-24: 754 (registered)
- Community College Guarantee: 597 (registered)

Agenda Item 9.0 Personnel Actions

Four positions presented are replacement faculty and administrators. Two positions support the US Navy project mentioned at the June meeting. These are temporary contract funded positions. One is a replacement instructional designer/trainer to support WCE-EAT and lastly, one is a reallocation of the associate general counsel position.

Administrative – Information Items

10.1 – Compensation Salary Analysis

HR hired HR Map Consulting to conduct a compensation analysis. The 2nd phase of the analysis resulted in the contract exceeding the purchasing policy dollar limit which was authorized by the President and Executive Vice President of Business to continue the timely work of the consultant (amount \$57,000).

10.2 – US Navy Submarine Industrial Base Contract

Due to lead times and the timeline for initiating training for the US Navy per our contract, several pieces of equipment and tooling have been ordered. As mentioned at the June meeting, a process like HEERF funds is being used and information item reports will be provided each month when purchases have been made in compliance with the Navy contract (amount \$3,077,925.02).

10.3 – Perkins Grant Fund – Leco Metallurgical Digital Microscopes

Due to the necessity of the equipment for college programs as well as the lead time for delivery and expending the Perkins grant fund, authorization was given to order 2 Leco microscopes and support items from Leco Corporation (amount \$170,973).

10.4 – 70th Anniversary Book from HOUR Media

Original quote did not include freight due to not being able to calculate the shipping weight until the books were bound and printed. The additional cost is \$561.00.

Administrative – Action Items

11.4 – Center Campus Building/Site Lighting Control Upgrades

This project was shared with the BOT at the November 2023 meeting and is critical in nature. Building codes require building and site lighting systems be controlled by an energy management system. These codes took effect in the early 2000's and were installed in all college buildings over the last 20 years. The lighting controls installed in several center campus buildings are now obsolete and are no longer serviceable. Replacement of these systems will result in energy savings, reliable lighting for center campus and bring the college into code compliance. Total project cost is \$932,000 and includes selection of the lowest bidder. Construction is expected to take place September through December 2024.

Purchases

11.3A – Annual Library Purchases and DALNET Maintenance Agreement

Annual purchase of library resources for the 2024-25 academic year to Midwest Collaborative Library Services (\$131,377) and annual maintenance agreement with DALNET (\$104,115).

11.3B – Student Evaluation of Teaching Software

An RFP was completed for a new student evaluation of teaching software to replace the current Class Climate software. SmartEvals of Buffalo, NY was selected for 3-year contract totaling \$72,960 (low bid).

11.3C – Title IX Training

With the new Department of Education Title IX regulations, Title IX training is now mandatory for all college employees. The college continues to be satisfied with the training provided by Vector Solutions of Tampa, FL and recommends a 3-year contract totaling \$57,571.25.

11.3D – Interactive Virtual Campus Map and 360° Tours – State of Michigan Funding

The Concept3D Enterprise Platform will provide an interactive map for all buildings including interior and exterior renderings and wayfinding and 360° tours of up to 25 panorama views. Also included is full-service setup, a content management system with client support including a client success manager for onboarding, support and training. The platform enhances campus safety, communication, accessibility, and the overall student and visitor experience. The platform also aligns with Strategic Plan 2025

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providing an improved virtual experience for students and visitors. The State of Michigan approved the college's use of the remaining allocation received for critical incident maps for Concept3D including 4 years of maintenance and support totaling \$199,000.

Skills USA

Culinary students Loretta Fisher won a gold medal and Ivan Thomas took 4th at the National Skills USA Competition.

Jacob McEachin, a 2024 General Motors Automotive Service Educational Program graduate, won gold medal in the Skills USA Automotive Service Technology division.

U.S. Navy Submarine Industrial Base Project

The U.S. Navy Submarine Industrial Base Project contract has been finalized and Macomb has been accepted as a Federal Contractor. Last month it was mentioned the timing of the U.S. Navy project necessitated the college taking personnel and purchasing actions in advance of the BOT meeting and actions would be reported at the following BOT meeting. Information item 10.2 goes into detail about the purchase commitments that have been made to date.

Michigan Maritime Manufacturing Initiative (M3) Announcement

On July 22, 2024, the College hosted the Secretary of the Navy, Carlos Del Toro, Senator Gary Peters, Governor Gretchen Whitmer and other dignitaries to launch the Michigan Maritime Manufacturing Initiative. This statewide initiative encompasses the U.S. Navy project that was shared at the June board meeting. Macomb is serving as the lead training provider. President Sawyer thanked Trustee Flynn for attending.

Police Accreditation

The college had our inaugural police accreditation visit on July 29, 2024 and July 30, 2024. Two reviewers visited to assess the College Police's policies, procedures and actions. The visit went very well. This culminates two years of extensive work for the entire force. President Sawyer recognized Chief Leavens, Lieutenant Greene, and Commander Bonett for their work on accreditation. The next step is for Chief Leavens to appear before the commissioners' board on September 11, 2024.

IDEA Update

All Learning Unit administrators were trained in Global Equity Literacy in late July/early August. The participants walked away with the knowledge and skills to recognize the dynamics of difference, implicit bias, microaggressions, and cultural and social identity markers.

Macomb Community College participated as a sponsor on Saturday, August 17, 2024 at the Macomb Pride Fest. The Office of IDEA and the Macomb Student Queer Strait Alliance Club enjoyed staffing the table at the event and passing out information about the college to festival attendees.

Academic Success Center

The College has rebranded the Learning Center, Tutoring and Reading & Writing Studio as the Academic Success Center. We believe the new name is a better descriptor for students.

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Athletic Logo Reveal

On July 17, 2024, the College unveiled the new Macomb athletic logo. The logo is a lion head symbolizing a Monarch, king of the jungle. County Executive Hackel and Trustee Flynn participated in the unveiling.

Emergency Operations

The initial emergency management risk/vulnerability meeting was held on August 9, 2024. We prioritized our areas of greatest risk at this meeting.

Employee Appreciation Event at Jimmy John's Field

The employee appreciation game at Jimmy John's was on August 16, 2024. There was a great turnout, and everyone had a good time. President Sawyer thanked Trustee Dean for attending.

Michigan Community College Association (MCCA) Summer Conference

The annual MCCA summer conference for president and trustees was held in July. President Sawyer thanked Trustees Cusumano, DiMaria, Flynn, and Vitale for attending.

Complaint Procedure - Updated

The Complaint Procedure Process contact information was updated to ensure the correct college representatives are getting the appropriate complaints to address and resolve. The forms for filing the complaints were also updated to route to the appropriate college representatives.

New Student Conduct & Resolution Office

This revitalized office will serve as a central hub for student mental health support, conflict resolution and conduct management, aiming to foster a respectful and supportive campus environment. The office opened in June and reports to the Dean of Student Success. The employees in the office are Michelle Koss, Associate Dean of Student Success, Greyson Lawler, Case Manager, and Michele Wilson, Administrative Support Personnel.

Bookstore

The partner for the college bookstores, Textbook Brokers, took over management of the bookstores in early June. The transition has gone very well with few issues and no major issues whatsoever. With the start of the fall semester, the stores were very busy this week. Inventory levels are being maintained, and books and materials are available to our students.

Fraudulent activity related to student accounts

Plante Moran continues their work on the forensic audit. The College anticipates receiving their report and being able to provide an update at the September Board meeting.

Trustee Request for Information at June BOT meeting

Trustees Cusumano requested the Fiscal Year Equated Students (FYES). Executive Vice President of Business, Libby Argiri, prepared an excel file that included history back to 1991. This was shared in an email to all trustees on June 24, 2024.

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Trustees Cusumano requested a current non bargaining unit (NBU) executive contract. A template of the NBU executive contracts and copy of agenda item 9.1 from the June 20, 2024, board meeting which includes the salaries of administrative NBU was sent in an email to all trustees on June 24, 2024.

September BOT Meeting

- IT
 - Microsoft Power Platform Consultant
 - PaloAlto Firewall Licensing Renewal
- UC4 HVAC unit and controls – anticipated to be \$1.5M (FYI -paid by Macomb not MSU)
- Culinary renovation with Glass Terrace addition – anticipated to be \$1.5M

Presentation Tonight

None.

7.0 CLOSED SESSION

MOTION by DiMaria, supported by Dean, to go into closed session for the purposes of the President's self-evaluation report.

ROLL CALL VOTE:

AYES: DiMaria, Dean, Cusumano, Flynn, Vitale, Viviano, Lorenzo

ABSENT: Viviano

NAYS:

MOTION CARRIED.


8.0 ADJOURNMENT

MOTION by Viviano, supported by DiMaria, to adjourn the meeting.

Motion carried.

The meeting adjourned at 7:52 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES


Secretary