

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, September 18, 2024, at 6:00 p.m., in Room 125 of the University Center, Professional Development Center, Center Campus, 44575 Garfield Road, Clinton Township, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Lorenzo at 6:04 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 6:58 p.m.)

Absent:

Also present:

James Sawyer, President
Libby Argiri, Executive Vice President, Business
Kevin Chandler, Vice President, College Advancement & Community Relations
Joline Davis, Vice President, Human Resources
Samuel Geck, RCO Engineering
Tiffany Goliday, Executive Director, IDEA
Vikki Gordon, Apprentice Coordinator and Professor
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
William Leavens, Chief of College Police
Deb Mende, Executive Director, Office of the President
Patrick Rouse, Director, Workforce & Continuing Education, Engineering & Advanced Technology
Jeffrey Steele, General Counsel, Office of General Counsel
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

Chairperson Lorenzo clarified for Trustee Vitale there is a difference between critical incident mapping and the virtual campus map, which was presented as agenda item 11.3D (Interactive Virtual Campus Map and 360° Tours) at the August board of trustees meeting. The virtual campus mapping is for general campus use which can be used by students and the community.

Trustee Flynn stated agenda item 11.3B (Advantage Design Group Platform for New Student Orientation) is located in Jacksonville, Florida. President Sawyer responded that the college performed an exhaustive search for a software that was the best product for the students with the best value.

Trustee Flynn stated agenda item 11.3A (Firewall Software License Renewal and Hardware Replacement) is located in Ann Arbor, MI which is a positive.

Trustee Dean asked what the square footage of the terrace, in agenda item 11.5, (Center Campus K Building Culinary Restaurant Renovation and Terrace Addition) would be. William Simonson, Executive Director of Facilities and Operations, stated it would be 30' by 60'. The expected completion date is August 2025.

Chairperson Lorenzo asked if the terrace would be a three seasons terrace. William Simonson responded it is possible with external heaters, but it is not fully covered.

Trustee Cusumano asked if the Executive Director of Finance and Business is a new position. President Sawyer responded it is a conversion of a current administrative bargaining unit position. The bargaining unit position would not be replaced.

Trustee Cusumano requested a report of all non-bargaining unit employees.

6.0 ISSUES AND UPDATES

6.1 President's Report

President Sawyer thanked Sharon Kowal, Executive Administrative Assistant to the President and Board of Trustees, for her remarkable 32 years of service to the college. Throughout his entire presidency, Sharon served as his dedicated assistant, and for the past 9 years, she also supported the Board of Trustees. President Sawyer expressed his deep appreciation for her unwavering commitment and wished her all the best in her well-deserved retirement.

Enrollment Update

As of Monday, Fall, 2024 credit hours are up 2.4% compared to last year, headcount is up 2.1%. President Sawyer stated there has been a reduction in students dropping courses compared to Fall 2023. President Sawyer stated factors that may be contributing to the reduction are student success coaches, funding sources requiring full-time credit hour enrollment and broader use of the Macomb success link software.

“Received” Financial Assistance programs, enrollment for Fall 2024:

- Macomb Tuition Advantage Program: 2337 registered for 12+, current receiving 117, typically 600 receive
- MI Reconnect: 1976 eligible, 799 receiving
- MI Reconnect 21-24: 859 registered, 445 receiving
- Community College Guarantee: 754 registered for 12+ credit hours, 138 receiving

Agenda Item 9.0 Personnel Actions

Three positions support the U.S. Navy project. One position is funded by the D3C3 grant. One is a replacement faculty for Speech Communications. One is an appointment moving an administrative position to non-bargaining with expanded duties and lastly, approval of the president’s employment contract.

Administrative – Information Items

10.1 – MCCRMA Additional Insurance

The City of Eastpointe donated a 1998 fire truck to the college in August resulting in an additional contribution of \$1,353 for the college’s insurance with the Michigan Community College Risk Management Authority (MCCRMA). There will be a ceremony thanking Eastpointe for the donation on September 24, 2024.

Administrative – Action Items

11.4 – Center Campus University Center 4 Rooftop Unit Replacement and HVAC controls

This project was shared with the BOT at the November 2023 meeting and is critical in nature. The system runs 24/7/365 resulting in a shorter lifespan in addition to the controls being proprietary and are no longer supported by the manufacturer resulting in increased repair costs and poor HVAC performance.

Due to the lack of controls support, critical network updates, patches and software are outdated posing a potential risk for a cyber security breach.

Total project cost is \$938,585 and includes selection of the lowest bidder in all categories except mechanical in which the 2nd lowest bid was chosen since it shortened the lead time on the rooftop unit by 10 weeks for a cost difference of \$1,500. Construction is expected to take place March through May 2025.

11.5 – Center Campus K Building Culinary Restaurant Renovation and Terrace Addition

The Learning Unit identified the renovation of CK culinary restaurant as a high priority since the dining room, bar area and working kitchen were last updated in 2002. The renovation includes changing the kitchen layout, updating the bar, ceilings, wall/floor finishes, improving traffic flow through the restaurant and reworking the main entrance to add more visibility to the space to showcase the learning and dining experience. The renovation also includes the addition of an outside cooking and dining terrace which will provide another state-of-the-art experience for students and guests, the cost of which

will be covered by a donation from the Shirley Glass estate. This renovation will enhance the educational environment, ensure that the program remains competitive and continues to provide industry-leading graduates. The total project budget is \$1,918,047 (with low bid in all categories) for which \$500,000 will be covered by the Shirley Glass estate.

Purchases

11.3A – Firewall Software License Renewal & Hardware Replacement

The network firewall is critical to IT security. Over 90 days, the firewall system blocked 6.8 million instances of spyware attempting to access college computers. Since January, the system blocked 102.3 million instances of access attempts made by high-risk countries that are targeting higher education institutions attempting to install ransomware or steal personal information of college employees or students. The current firewall was installed in 2020 and nearing its 5-year life. The bids resulted in the discovery of an incentive program where the college can replace both the hardware and extend licensing for 3 years which is \$1,000 less than replacing the licensing alone with AmeriNet of Ann Arbor, MI (\$725,992).

11.3B – Advantage Design Group Platform for New Student Orientation – Funded by D3C3 Grant

Both a business process review and the National Institute for Student Success recommended an overhaul of new student orientation, which is an action plan in Strategic Plan 2025. The Advantage Design Group (ADG) Platform provides an experience that will promote student success and aligns with the objective to redesign and implement a comprehensive student orientation providing “just in time” information. The orientation platform will be available 24/7/365 with unlimited access, will be customizable by student type, be accessible thru a single sign-on process, and allow students to create a personalized experience that creates a sense of belonging. Advantage Design Group’s platform is utilized by 350 other colleges and is the best option for the reimagining of orientation. Our plan is to launch the new platform by September 1, 2025, to utilize D3C3 grant funds for the purchase as well as timing with the contract with Beacon for the current orientation which ends on August 31, 2025. ADG is located in Jacksonville, FL and recommends a one-year contract totaling \$89,525.50.

70th Anniversary Book & Celebration

The 70th Anniversary celebration was held on Friday, September 13, 2024, at the University Center. President Sawyer thanked Chairperson Lorenzo for emceeding and trustees Flynn and Vitale for attending. President Sawyer stated staff, retirees and friends of the college attended.

Police Accreditation

President Sawyer congratulated Chief Leavens, Commander Bonett, Lieutenant Anthony Greene and the entire police force for obtaining accreditation. A presentation of the accreditation will be scheduled for a future board of trustees meeting.

IDEA Update

The Macomb Multicultural International Initiative (MMII) hosted its second annual Diversity Day on Monday, September 12, 2024. This year’s theme was ‘The Lemonade Experience’, focusing empathy, joy, and resistance in social justice work. Lemonade, or the fight for equality and pursuit of a society that authentically values diversity meant taking the sour moments along with the sweet ones; it served as a great way for our college community to come together.

Associate of Fine Arts Degree

The College has approved an Associate of Fine Arts degree. The approval requires curriculum committee approval first and will come to the Board as a revision to the “Awarding of Degrees & Academic Certificates” policy.

Agenda Item 11.6 Local Strategic Value

This is an annual request for approval to satisfy a state requirement. Performance funding is one element of our appropriation in Public Act 265. To qualify for performance funding, the college needs to demonstrate satisfaction in 4 of 5 best practice standards in the three categories. Macomb exceeds the requirement by meeting all five practices in each of the three categories. The law requires the board pass a resolution indicating Macomb meets the standard.

Health Care Recommendation

In October the board of trustees will be presented with the Health Care Coalition’s recommendation to approve either the hard cap or 80/20 funding model for health care costs.

Fraudulent activity related to student accounts

Plante Moran (PM) has issued the report of the findings from the forensic audit. PM analyzed 17,345 student accounts related to financial aid and refunds for the 2022-23 and 2023-24 academic years. Student accounts were categorized by the risk level: highest, high and medium. Risk was assessed based on the following characteristics: Pell recipient, no passing grades, duplicate address or phone, out-of-state address, duplicate MFA phone numbers, received refund and no bookstore purchases.

There were 85 student accounts in the highest category totaling \$189,000 in refunds. There were 193 student accounts in the high category totaling \$542,000 in refunds. There were 243 student account in the medium category totaling \$0 in refunds.

The forensic audit helped the college understand the potential fraud exposure and included the recommendation for the college to perform additional research on the student accounts focusing on the highest risk category and those with the higher refund amounts to determine if the accounts represent legitimate students. Also recommended was for the college to place holds on the student’s account until proper identification can be provided to the college.

The fraud task force will meet on September 30, 2024, to discuss the report after which the report will be shared with the Board.

The college has updated the Student Hold Policy to include a hold on a student account for identify verification and are implementing a software solution called SAFE that will help us identify potentially fraudulent students during the admissions process.

Trustee Request for Information at August BOT meeting

Trustees Cusumano requested the compensation analysis detail. President Sawyer provided the information in an email to all trustees on September 4, 2024.

October BOT Meeting

- Audit Presentation by Rehmann
- Microsoft Power Platform consultant
- Barton Malow contract extension

Presentations Tonight

1. Apprenticeship in Skilled Trades - Applied Technology and Apprenticeship
2. Michigan Maritime Manufacturing (M3) at Macomb

6.2 [Skilled Trades/Michigan Maritime Manufacturing \(navy\) Update - L. Kellogg, V. Gordon, and P. Rouse](#)

Leslie Kellogg, Provost, introduced Vikki Gordon, Apprentice Coordinator who provided an overview of the skilled trades apprenticeship program. V. Gordon introduced Samuel Geck, recent graduate of the skilled trades apprenticeship program who shared his experience with the program.

Patrick Rouse, Director, Workforce & Continuing Education, Engineering & Advanced Technology provided an overview of the Michigan Maritime Manufacturing (M3) project.

President Sawyer thanked the presenters.

7.0 [CLOSED SESSION](#)

None.

8.0 [ADJOURNMENT](#)

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

Motion carried.

The meeting adjourned at 7:02 p.m.

9.0 [CALL TO REOPEN](#)

The meeting was called to reopen by Chairperson Lorenzo at 7:02 p.m.

MOTION by DiMaria, supported by Flynn, to reopen the meeting.

Motion carried.

6.3 [Board of Trustee's Retreat Discussion](#)

Trustee Vitale proposed the opportunity to discuss the vision and future of the college during the retreat.

Chairperson Lorenzo proposed the opportunity to discuss providing more guidance for the future of the college.

Chairperson Lorenzo stated full participation of the board will be required.

Trustee DiMaria stated she is unavailable on Saturdays.

Trustee Flynn proposed the opportunity to discuss the purchase policy and other board policies.

Trustee Flynn requested to receive a copy of the Community College Act of 1966.

President Sawyer stated the meeting will follow the Open Meetings Act and a date will be determined.


8.0 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 7:20 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES


Secretary (ACOM)