

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB

A regular meeting of the Board of Trustees of the Community College District of the County of Macomb was held Tuesday, May 17, 2011, at 7:30 p.m., in Room K324 of the John Lewis Student Community Center, South Campus, 14500 Twelve Mile Road, Warren, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Kelly at 8:12 p.m.

2.0 ROLL CALL

Present: James F. Kelly, Chairperson
Christine Bonkowski, Vice Chairperson
Connie Bolanowski, Secretary
Nancy Falcone, Treasurer
Joseph DeSantis, Trustee
Roseanne DiMaria, Trustee
Charley Jackson, Trustee

Absent: None

Also present: James Jacobs, President
Patricia Martz, Secretary to the President
Hunter L. Wendt, General Counsel

3.0 APPROVAL OF AGENDA

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

Motion carried.

4.0 APPROVAL OF MINUTES

4.1 Information Session, April 26, 2011

4.2 Executive Session, April 26, 2011

4.3 Regular Meeting, April 26, 2011

MOTION by Bonkowski, supported by Falcone, to approve the minutes of the April 26, 2011 Information Session, Executive Session and Regular Meeting, as read.

Motion carried.

5.0 BOARD OF TRUSTEES REPORTS/PROPOSALS

5.1 Reports by Board Members (Verbal)

Charley Jackson is welcomed as the new Trustee.

6.0 PRESIDENT'S REPORTS

None

7.0 FINANCIAL REPORTS

7.1 Financial Statements – April 30, 2011

MOTION by Falcone, supported by Bolanowski, to receive and file the financial statements for the ten months ended April 30, 2011.

Motion carried.

7.2 Investment Report – May 1, 2011

MOTION by Falcone, supported by DiMaria, to receive and file the investment report of securities held as of May 1, 2011.

Motion carried.

7.3 Financial Reports and Analyses

7.3A Open Hearing on the Proposed 2011/2012 Budget

There being no comments from the public on the proposed 2011/2012 budget, the hearing was closed.

7.3B Property Tax Analysis and Resolution (1.4212 Mill Tax 2011)

MOTION by Falcone, supported by Bonkowski, to approve the resolutions for the levy of 2011/2012 property taxes for operating and debt retirement purposes be adopted as presented.

WHEREAS, Act No. 331 of the Public Acts of the State of Michigan for the year 1966, as amended, requires the Board of Trustees to determine the total taxes required for the operation of the Community College for any year; and

WHEREAS, the Board has previously adopted a proposed additional millage rate as required by Public Act 5 of 1982 and has held a public hearing as required by the same act, and

7.0 FINANCIAL REPORTS (Continued)

7.3B Property Tax Analysis and Resolution (1.4212 Mill Tax 2011) – Continued

WHEREAS, the qualified electors of the College District have heretofore authorized the Board of Trustees to levy a tax on real and personal property within the District at the maximum annual rate of 1.4212 mills on each thousand dollars (\$1.4212 per \$1,000) of the State equalized assessed valuation of the property within the District, and

WHEREAS, the Board of Trustees has determined that the total taxes required for operation by the Community College District for the fiscal year commencing July 1, 2011, amount to be at least \$36,508,000.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby declared and certified that the approved tax to be levied on the real and tangible personal property with the College District for the fiscal year commencing July 1, 2011 shall be at the rate of 1.4212 mills on each thousand dollars (\$1.4212 per \$1,000) of the taxable State equalized assessed valuation of the property within the District which will be reduced as required by the provisions of Act No. 35 of the Public Acts of the State of Michigan for the year 1979, and

BE IT FURTHER RESOLVED, and it is hereby declared and certified, that the total amount of taxes to be raised throughout the College District for the operation of the College for the fiscal year commencing July 1, 2011, shall amount to at least \$36,508,000, and

BE IT FURTHER RESOLVED that the Secretary is hereby authorized to certify the approved tax rate and the amount of taxes to be raised and the College Treasurer shall notify the proper assessing office of each appropriate city and township within the College District and do whatever else may be necessary and proper in the premises to effectuate compliance with this resolution.

ROLL CALL VOTE:

Ayes: Falcone, Bonkowski, Bolanowski, DeSantis, DiMaria, Jackson, Kelly
Nays: None
Absent: None

Motion carried.

7.0 FINANCIAL REPORTS (Continued)

7.3B Property Tax Analysis and Resolution (.15 Mill Tax 2011)

MOTION by Falcone, supported by Bonkowski, to approve the resolutions for the levy of 2011/2012 property taxes for operating and debt retirement purposes be adopted as presented.

WHEREAS, Act No. 331 of the Public Acts of the State of Michigan for the year 1966, as amended requires the Board of Trustees to determine the total amount of funds needed for the payment of principal and interest on the bonded indebtedness of the Community College District; and

WHEREAS, Act. No. 331 of the Public Acts of the State of Michigan for the year 1966, as amended, authorizes the Board of Trustees to impose taxes for the payment of such principal and interest on such bonded indebtedness as the same may fall due; and

WHEREAS, the Board of Trustees has determined that approximately \$3,670,000 will be needed to pay principal and interest on the outstanding bonds of the Community College District of the County of Macomb, Michigan, falling due prior to the end of the fiscal year ending June 30, 2012; and

WHEREAS, the Board of Trustees has determined that it is necessary for the fiscal year commencing July 1, 2011 that taxes be imposed in addition to the voted operating millage levy to meet the bonding obligations of the Community College District;

NOW, THEREFORE, BE IT RESOLVED, and it is hereby declared and certified that the total amount of taxes to be raised throughout the Community College District for the fiscal year commencing July 1, 2011 for the payment of principal and interest falling due on the outstanding bonded indebtedness of the District shall amount to at least \$3,670,000; and

BE IT FURTHER RESOLVED, and it is hereby declared and certified, that the approved tax to be levied on the real and tangible personal property within the College district shall be .15 mill for the fiscal year commencing July 1, 2011 for the purpose of paying the principal and interest on the outstanding bonded indebtedness of the Community College District falling due prior to June 30, 2012; and

BE IT FURTHER RESOLVED, that the Secretary is hereby authorized to certify the approved tax rate to be levied and the amount of taxes to be raised and the College Treasurer shall notify the assessing officer of each appropriate city and township within the College District and to do whatever else may be necessary and proper in the premises to effectuate compliance with this resolution.

7.0 FINANCIAL REPORTS (Continued)

7.3B Property Tax Analysis and Resolution (.15 Mill Tax 2011)

ROLL CALL VOTE:

Ayes: Falcone, Bonkowski, Bolanowski, DeSantis, DiMaria, Jackson, Kelly

Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED.

7.3C Initial 2011/2012 General Fund Budget

MOTION by Falcone, supported by Bolanowski, to adopt the general appropriations resolution for 2011/2012 as presented.

RESOLVED, that this resolution shall be the general consolidated appropriations of Macomb Community College for the fiscal year beginning July 1, 2011. A resolution to make appropriation; to provide for expenditures of appropriations; and to provide for the disposition of all income received by Macomb Community College.

BE IT FURTHER RESOLVED, that the total revenues estimated to be available for appropriations in the General Fund for the fiscal year beginning July 1, 2011 are \$123,909,983.

BE IT FURTHER RESOLVED, that \$122,220,110 of the total available to appropriate in the General Fund is hereby appropriated for expenditures and, if necessary, fund balance to be used to insure that the 2011/2012 budget is balanced.

BE IT FURTHER RESOLVED, that no Board of Trustees member or employee of the College shall expend any General Funds or obligate the expenditure of any General Funds except pursuant to appropriations made by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Vice President for Business is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amount appropriated by the Board of Trustees. This appropriation resolution is to take effect on July 1, 2011.

7.0 FINANCIAL REPORTS (Continued)

7.3C Initial 2011/2012 General Fund Budget (Continued)

ROLL CALL VOTE:

Ayes: Falcone, Bolanowski, Bonkowski, DeSantis, DiMaria, Jackson, Kelly

Nays: None

Absent: None

Motion carried.

8.0 PERSONNEL REPORTS

8.1 Personnel Actions – Appointments

MOTION by Bonkowski, supported by DiMaria, to approve the appointments of Michael Balsamo, Dean, Learning Resources and Libraries, effective May 30, 2011; Jonathan Oaks, Instructor of Mathematics (Developmental), effective August 15, 2011; and Francette Fey, Instructor of Physical Science, effective August 15, 2011.

ROLL CALL VOTE:

Ayes: Bonkowski, DiMaria, Bolanowski, DeSantis, Falcone, Jackson, Kelly

Nays: None

Absent: None

Motion carried.

8.2 Employment Contracts for Exempt Administrators

MOTION by Falcone, supported by DiMaria, to approve contract extensions or compensation adjustments for the exempt administrators Elizabeth Argiri, Vice President for Business; Elizabeth Ferguson, Associate Vice President for Human Resources; Jill Little, Vice President for Student Services; Gerri Pavone, Executive Director, Planning & Research; James Sawyer, Vice President/Provost, Learning Unit; Casandra Ulbrich, Vice President for College Advancement & Community Relations; James Van Eman, Associate General Counsel; Hunter Wendt, General Counsel; Francis J. Witt III, Vice President for Human Resources; and Michael Zimmerman, Chief Information Officer/Executive Director of Communications & Information Technology for the period of July 1, 2011 through June 30, 2012.

8.0 PERSONNEL REPORTS (Continued)

8.2 Employment Contracts for Exempt Administrators (Continued)

ROLL CALL VOTE:

Ayes: Falcone, DiMaria, Bolanowski, Bonkowski, Jackson, Kelly

Nays: DeSantis

Absent: None

Motion carried.

9.0 AUDIENCE PARTICIPATION

A representative from Variety Foods, the college's current vending supplier, addressed the Board of Trustees regarding the proposed change in the vending supplier and distributed information he prepared on risk vs. reward in changing vendors. He asked the Board of Trustees to consider all of the facts before approving the change in the vending supplier. Representatives from Teamsters Local 337 addressed the Board of Trustees to ask them to reconsider the proposed change as well.

Several students addressed the Board of Trustees to thank them for their consideration in revising the EEO/Affirmative Action policy to include sexual orientation as a category in the policy.

10.0 REPORTS OF ADMINISTRATION – INFORMATION ITEMS

10.1 Construction Status Report – May 2011

MOTION by Bonkowski, supported by DiMaria, to receive and file the report as presented.

Motion carried.

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS

11.1 Donations

MOTION by Falcone, supported by DiMaria, to accept the donations as presented and acknowledged by the Administration.

Motion carried.

11.2 Change Orders

None

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS (Continued)

11.3 Authorization for Purchases

11.3A Lorenzo Cultural Center 2011/2012 Brochures

MOTION by Bonkowski, supported by Bolanowski, to approve printing and mailing services of the Lorenzo Cultural Center 2011-2012 two brochures in the amount of \$53,133 to Grand River Printing of Belleville, Michigan, the lowest bidder meeting college specifications.

ROLL CALL VOTE:

Ayes: Bonkowski, Bolanowski, DeSantis, DiMaria, Falcone, Jackson, Kelly

Nays: None

Absent: None

Motion carried.

11.3B Professional Services for the Implementation of the Center for Advanced Automotive Technology Website

MOTION by Bonkowski, supported by DiMaria, to authorize administration to enter into a contract with Ektron, Inc., to provide professional services for Website Implementation and Content Management Software at an amount not to exceed \$100,000.

ROLL CALL VOTE:

Ayes: Bonkowski, DiMaria, Bolanowski, DeSantis, Falcone, Jackson, Kelly

Nays: None

Absent: None

Motion carried.

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS (Continued)

11.3C Food Service and Vending Contracts

MOTION by Falcone, supported by Jackson, to approve five-year contracts with Pepsi Beverages Company, Metro Vending Services, Inc., and Creative Dining Services to furnish food related services to Macomb Community College commencing July 1, 2011.

ROLL CALL VOTE:

Ayes: Falcone, Jackson

Nays: DeSantis, DiMaria, Bonkowski, Bolanowski, Kelly

Absent: None

Motion failed.

11.3D High Volume Production Black/White and Color Printers/Copiers

MOTION by Bonkowski, supported by Bolanowski, to authorize administration to enter into a contract with Konica Minolta Business Solutions to purchase nine high-volume production black/white and color printers/copiers in an amount not to exceed \$323,656 and enter into a five-year service agreement in amounts not to exceed \$.0032 per black/white copy and \$.0445 per color copy.

ROLL CALL VOTE:

Ayes: Bonkowski, Bolanowski, DeSantis, DiMaria, Falcone, Jackson, Kelly

Nays: None

Absent: None

Motion carried.

12.0 POLICY ACTIONS

12.1 Revised EEO/Affirmative Action Policy (First Reading)

MOTION by Falcone, supported by DiMaria, to approve as a first reading the revised Equal Employment Opportunity/Affirmative Action Policy as presented.

ROLL CALL VOTE:

Ayes: Falcone, DiMaria, Bolanowski, Bonkowski, DeSantis, Jackson, Kelly

Nays: None

Absent: None

Motion carried.

13.0 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 8:41 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB
BOARD OF TRUSTEES

Secretary