

MINUTES OF THE 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 Tuesday, September 20, 2011, at 6:00 p.m., in Room K315 of the John Lewis Student Community Center, South Campus, 14500 Twelve Mile Road, Warren, Michigan, pursuant to notice.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Kelly at 6:18 p.m.

2.0 ROLL CALL

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

Absent: Roseanne DiMaria, Trustee (excused)

Also present: James Jacobs, President  
Elizabeth Argiri, Vice President for Business  
Elizabeth Ferguson, Associate Vice President for  
Human Resources  
Jill M. Little, Vice President, Student Services  
Patricia Martz, Executive Assistant to the President  
Gerri Pavone, Executive Director of Research & Planning  
Roberta Remias, Director of Finance & Investments  
James Sawyer, Provost/Vice President, Learning Unit  
Hunter L. Wendt, General Counsel  
F. Jack Witt, Vice President, Human Resources  
Stephen Yuenger, Senior Network/Infrastructure  
Administrator

3.0 APPROVAL OF AGENDA

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

Motion carried.

4.0 AUDIENCE PARTICIPATION

None

## 5.0 REVIEW OF AGENDA ITEMS AND MATERIAL

Trustee DeSantis inquired about figures contained in the Investment Report, including the percentage rate on the Federal National Mortgage Association funds and the possibility for substantial gain on those funds. He also had inquiries on the Michigan Schools and Government Credit Union funds. Ms. Remias responded to those inquiries and stated that she works with the college's investment advisors on making decisions with regard to certain investments. Trustee DeSantis thanked Ms. Remias for her responses. Ms. Argiri then distributed a document she had prepared in response to inquiries relating to regular meeting agenda items 11.3B and 11.3C on purchase authorizations and reviewed the responses with the Trustees. Trustee Jackson inquired about the bidding process, specifically as to the ranking and scoring on agenda item 11.3B for a managed information and security services provider. Ms. Argiri responded that a request for proposal was written, bids were solicited, and three of the five companies did not score well so only two were interviewed. She further stated that she plans to review the overall purchasing process and policy at a future board meeting so that the Board can have a better understanding of what takes place prior to bringing items to them for their approval.

## 6.0 ISSUES AND UPDATES

Dr. Jacobs mentioned to the Board that he has been asked by the Chair of the Detroit Institute of Arts to become a member of their Board. He also informed the Board that last week the announcement was made on the names of the colleges that received the \$1 million Aspen Prize. He stated that one hundred colleges applied, ten of which received the prize. While Macomb was not one of the ten recipients of the prize, it was among the top fifteen. Lastly, Dr. Jacobs informed the Trustees that starting at the October board meeting, Creative Dining will again be serving hot meals, however, the portion sizes will be decreased.

### 6.1 Achieving the Dream Update

Edie Woods, professor of psychology and co-leader of the Achieving the Dream (AtD) project, presented on the accomplishments of the AtD program in its third year at the college. She responded to questions and the Trustees thanked her for the presentation.

(Professor Woods left the meeting at 7:00 p.m.)

### 6.2 Audit Report

Ms. Argiri informed the Trustees that the college has successfully completed the annual audit and received an unqualified opinion again this year with no issues, findings or concerns noted. She distributed and reviewed a comparative analysis from 2009 to 2011 of assets and liabilities and revenues and expenses. She pointed out that the increase under the operating expenses for the student services category is driven by the significant increase in Pell grant awards. She explained that when the college awards Pell grants to students, it must be reported as an expense by the college. She also explained that the Macomb Center has traditionally been reported as an auxiliary fund, however, as a result of the state's performance audit of the college this past year, by the state's definition, the Macomb Center no longer qualifies as an auxiliary operation. Plante and Moran has reviewed the classification and determined that the college could report the Macomb Center in the general

fund but still retain its own budget. In conclusion, she stated that the college's financial position continues to be strong.

Trustee DeSantis inquired about the two Foundation board meetings that were missed, according to the bylaws, as noted in Plante & Moran's audit summary. Mr. Wendt acknowledged that two meetings were missed and indicated that it was in part due to recent transitions within the administration and that a Foundation Board meeting is scheduled for next week on September 27<sup>th</sup>. He further stated that the college's President and Vice President for Business have the authority to operate as an executive committee pursuant to the bylaws, and if any operational issues need to be addressed between Foundation board meetings, they are empowered to address them. Trustee Bonkowski inquired as to the status of the plans to expand the Foundation Board. Mr. Wendt responded that he would like to respond to her inquiry in executive session as a personnel item.

Roberta Remias, Director of Finance and Investments, gave a presentation on the recent process improvements and initiatives that have been implemented within the Financial Aid area. She stated that a thorough assessment was made on how to best service Macomb's students in the midst of the economic challenges and major staff transitions that have occurred within that department. She indicated that from 2006 to 2011, financial aid service to students has doubled, but the department continues to service students with the same staffing. A foundation was laid using technology, integrating student self service, and implementing document imaging commencing with the fall semester. This has proven to be very successful, including more concise and direct communication with students via email attaching hyperlinks to forms they need to complete. Consultants were brought in to review the college's use of the software and it was determined that students would be better served to go to WebAdvisor to find information on their own. The consultants made recommendations, including space planning and staffing improvements. The college is also implementing scholarship software that allows for online scholarship application to match students to scholarships for which they are eligible. In conclusion, Ms. Remias stated that the college will continue to improve on processes for greater efficiency and effectiveness, as well as continue to assess staffing and space requirements.

### 6.3 October Tour of Center Campus H Building

Ms. Argiri informed the Trustees that as the renovations at Center Campus H building are close to completion, and since the October board meeting is scheduled at Center Campus, it would be a good opportunity for them to tour the facility. She invited the Trustees who would be interested in participating in the tour to meet at 5:30 p.m., prior to the information session on October 18<sup>th</sup> in Room 125 of the University Center. Transportation from the University Center to H Building will be provided.

6.4 Recycling

Ms. Argiri informed the Trustees of two recycling efforts taking place at the college. On September 29 from 12:00 noon to 7:00 p.m., Channel 4 will be sponsoring an electronics recycling event in Macomb County, one of the locations being held at South Campus. There is also an internal paper recycling effort being implemented in the form of dumpsters for recycling of paper and cardboard. The current paper recycling taking place at the college is cumbersome and this new effort will narrow down the handling of the paper. This will be a way to save on labor as well as provide a source of revenue to the college through a commission based upon accumulation. This service will also be available to the community.

6.5 Lansing Briefing

With the recent state legislation that was passed regarding health care, the college must decide on a process by which the health care benefit costs to employees are to be allocated. Dr. Jacobs explained that with the "hard cap" option each college employee would be responsible for a certain amount of their health care coverage, the amount depending on whether they are single, married and/or have dependents. This option would disproportionately impact the college's lower paid employees. It would be a more fair and equitable way to adopt the alternative approach of spreading the 20% cost among all college employees. The Board has the ultimate authority on a decision, but administration intends to work with the bargaining groups to arrive at a consensus.

7.0 EXECUTIVE SESSION

MOTION by Jackson, supported by Bolanowski, to move into executive session.

ROLL CALL VOTE:

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

Nays: None

Absent: DiMaria

Motion carried.

RECESS

The meeting recessed at 7:43 p.m.

RECONVENE

The meeting reconvened at 7:52 p.m.

Motion carried.

8.0 ADJOURNMENT

MOTION by Falcone, supported by Bolanowski, to adjourn the meeting.

The meeting adjourned at 7:52 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB  
BOARD OF TRUSTEES

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Secretary