

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, May 21, 2013 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 6:26 p.m. Trustee Bonkowski was appointed Acting Secretary.

2.0 ROLL CALL

Present: James F. Kelly, Chairperson  
Christine Bonkowski, Vice Chairperson  
Roseanne DiMaria, Treasurer  
Frank Cusumano, Trustee  
Nancy Falcone, Trustee

Absent: Connie Bolanowski, Secretary (excused)  
Joseph DeSantis, Trustee (excused)

Also present: James Jacobs, President  
Elizabeth Argiri, Vice President, Business  
Jill M. Little, Vice President, Student Services  
Patricia Martz, Secretary to the President  
Gerri Lynn Pavone, Executive Director, Research  
and Planning  
Casandra Ulbrich, Vice President, College  
Advancement and Community Relations  
Hunter L. Wendt, General Counsel  
Denise Williams, Vice President, Human Resources  
Charlene McPeak, Dean, Health/Public Services  
Michael Zimmerman, CIO/Executive Director of  
Communications and Information Technology  
Steve Alton, Director, Facilities Management  
William Simonson, Director of Administrative Services

3.0 APPROVAL OF AGENDA

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

Motion carried.

4.0 AUDIENCE PARTICIPATION

None

5.0 REVIEW OF AGENDA ITEMS AND MATERIAL

None

6.0 ISSUES AND UPDATES

Dr. Jacobs introduced Steve Alton, Director of Facilities Management and Bill Simonson, Director of Administrative Services who were present to answer questions on certain purchasing items for approval at the regular meeting. He also introduced Charlene McPeak, Dean, Health and Public Services, who was present on behalf of Dr. Sawyer.

Dr. Jacobs reported that close to 500 students participated in the commencement proceedings in May. He also mentioned that Macomb is involved with the Utica Community School District in awarding scholarships. As a result, Macomb was awarded with a certificate of appreciation and a scholarship fund has been set up for Utica Community School students who plan to attend Macomb. He also distributed an article which appeared in the AACC Community College Times publication as a result of a presentation by Ms. Little at the AACC conference in April on Macomb's restructuring of its counseling, enrollment and intake process to make the entire process easier for students. He also noted that the summer enrollment figures to date indicate that Macomb is down only 1% compared to the same time last summer and further noted that Macomb is doing very well on a state and national level in comparison to other colleges.

Ms. Ulbrich provided a presentation to the Board on the College Advancement and Community Relations Unit, which included Cultural Affairs, the Foundation, Public Relations, and Marketing and Communications. She noted that the Macomb Center experienced an increase in attendance and ticket sales. The Lorenzo Cultural Center is also well attended, and starting this Fall only one standard program instead of two per year will be scheduled, which will allow for more diverse programming. This change in programming will also result in a savings to the college of approximately \$100,000 as well an increase in rental opportunities.

She stated that the Foundation Office has recently been conducting a feasibility study and the report will be completed by June 30. In addition, the Foundation has received over \$665,000 this year and has awarded over \$180,000 in scholarships. She also noted that phase one of the website redesign has been completed and a social media strategy has been implemented. She also mentioned that the college received three national advertisement awards this year. In conclusion, she stated that the MCCA is involved in a branding effort for all Michigan community colleges and Audrey Takacs, director of marketing for Macomb, is on the advisory committee.

#### 6.1 Electronic Board Packets

Mr. Zimmerman reminded the Trustees that at the board meeting in February he reviewed the benefits of using electronic board packet technology. He referred to the one-page information item that was included in their board packet this month regarding BoardBook, which outlines the key features and includes a recommendation to move forward with this option. Administration is proposing the use of Boardbook, an Internet-based portal where all board material can be prepared, stored and referenced by any type of mobile device. He further stated that using BoardBook will eliminate the preparation and delivery time, as well as streamline the entire process. Mr. Zimmerman explained that for those Trustees who do not have a mobile device, the college will purchase a device of their choice which they will be able to use to access the board material on campus and at home. The total cost is \$2,400 per year for BoardBook and approximately \$850 for each mobile device with a basic cell plan. The plan is to make the selection of a device by July, begin using the software at the August board meeting, and discontinue use of paper packets by the end of the year.

Dr. Jacobs mentioned to the Trustees that Mr. Zimmerman has been instrumental in assisting Macomb County with their recent IT issues, and that the county and the college have formed a collaboration to share resources that will be beneficial to both.

#### 6.2 Initial 2013/2014 General Fund Budget

Ms. Argiri reviewed the proposed budget with the Trustees, indicating that enrollment for 2013/2014 is projected to be consistent with the credit hours in 2012/2013, property values are beginning to stabilize, and state appropriations are projected to increase by 1.4%. She also noted that the increase in other revenues is a result of an increase in ticket sales at the Macomb Center for the Performing Arts, as well as an increase in interest income. In regard to expenditures, wages and benefits increased by 1.1%, including a 5.4% increase in HAP rates. She discussed the reallocation of funds in the budget to support the strategic marketing efforts to attract new students. The combination of increased revenue and increased expenditures results in a balanced budget and revenues exceeding expenditures by one million dollars.

Trustee Cusumano asked Ms. Argiri on what she is basing the projected enrollment. Ms. Argiri distributed a document outlining an 11-year credit hour history of Macomb and stated that this summary will help in explaining the enrollment trends over time. There was then a discussion regarding enrollment and trends. There was also an inquiry regarding the increase in HAP rates and what that means in terms of a dollar amount. Ms. Williams stated that the overall health care cost increase for January 2014 was approximately \$900,000. She further stated that we should see changes in January 2014 and may be able to deflect that. Open enrollment is scheduled to take place in November, and when the revised budget is brought before the Board, the new rates for 2014 and the potential reduction will be incorporated. Human Resources is working with the Health Care Coalition in attempting to consolidate the health care plans and provide plan options to the employees.

### 6.3 Lansing Update

Dr. Jacobs did not have anything to report as the Governor has not yet signed the budget.

## 7.0 EXECUTIVE SESSION

MOTION by DiMaria, supported by Falcone, to move into executive session.

ROLL CALL VOTE:

Ayes: DiMaria, Falcone, Bonkowski, Kelly

Nays: Cusumano

Absent: Bolanowski, DeSantis

Motion failed.

Discussion: Mr. Wendt stated that an evaluation of the president was to take place this evening in closed session per Dr. Jacobs' request. Trustee Cusumano questioned the basis of discussing this matter in closed session. Mr. Wendt responded that under the Open Meetings Act, Dr. Jacobs has a right to discuss his evaluation in closed session. Mr. Wendt referred to 15.268, Section 8, which reads in part: "...or to consider a periodic personnel evaluation of a public officer, employee, staff member or individual agent if the named person requests a closed hearing." After further discussion between Mr. Wendt and Trustee Cusumano, Chairperson Kelly ruled that a vote has been taken and an executive session will not be held this evening.

He further added that he will ask for an opinion from our general counsel about the appropriateness of going into closed session at the next meeting prior to taking the vote. Trustee Falcone requested that a special meeting be scheduled prior to the June board meeting to discuss Dr. Jacobs' evaluation. Trustees Bonkowski and Kelly were supportive of Trustee Falcone's request.

8.0 ADJOURNMENT

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

The meeting adjourned at 7:37 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB

BOARD OF TRUSTEES

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Acting Secretary