

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, August 20, 2013 at 6:00 p.m., in Room 125 of the Professional Development Center, University Center, Center Campus, 44575 Garfield Road, Clinton Township, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Kelly at 6:32 p.m.

2.0 ROLL CALL

Present: James F. Kelly, Chairperson  
Christine Bonkowski, Vice Chairperson  
Connie Bolanowski, Secretary  
Frank Cusumano, Trustee  
Joseph DeSantis, Trustee  
Nancy Falcone, Trustee

Absent: Roseanne DiMaria, Treasurer (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  
James Sawyer, Provost/Senior Vice President,  
Learning Unit  
Casandra Ulbrich, Vice President, College  
Advancement and Community Relations  
Hunter L. Wendt, General Counsel/Executive  
Director of College Police  
Denise Williams, Vice President, Human Resources  
Michael Zimmerman, CIO/Executive Director of  
Communications and Information Technology  
Steve Alton, Director, Facilities Management  
William Simonson, Director, Administrative Services

3.0 APPROVAL OF AGENDA

MOTION by Bolanowski, supported by Bonkowski, 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

6.1 Fall Semester Update

Dr. Jacobs distributed a copy of a press release announcing that Macomb was recently granted leadership status for Achieving the Dream. He commented that the college's participation in Achieving the Dream has been a central part of Macomb's student success initiative. He also distributed information that appeared in Community College Week, a publication which provides a listing each year of the top 100 community colleges awarding associate degrees in the country. Macomb was 31<sup>st</sup> in the nation with 2,868 associate degrees awarded in 2012. He also stated that a recent study was conducted by the National Student Clearinghouse of students who transferred from two-year institutions to four-year institutions in 2005 and 2006. Seventy-three percent (73%) of those who transferred to a four-year college with a two-year degree or certificate completed their four-year degree compared to a 60% completion rate for those without a two-year degree or certificate.

Dr. Jacobs distributed enrollment information for the fall semester, comparing the 2013 headcount and credit hour figures with 2012 figures. There are currently 22,748 students registered for the fall semester compared with 23,600 in 2012, while credit hours for fall 2013 are up with 208,281 compared to 206,469 in 2012. He also noted that registration will continue and late start classes begin September 16, with 326 sections having seats available. New students are up by 3.5% and Dr. Jacobs credited these figures to the new marketing strategy as well as the improvement to the intake and registration processes.

6.2 HLC Update

Dr. Sawyer provided an overview of the accreditation process. The college has been accredited since 1970 and the primary purpose of accreditation is to ensure that the college meets the established quality standards and criteria. Also, accreditation is required in order for the college to be eligible for federal and state support, including financial aid. Ms. Pavone explained that there have been changes to the process since the last accreditation.

Macomb has chosen the “Open Pathway” process with two components (1) Continuous Improvement (Quality Initiative) and (2) Evidence in Meeting Criteria (Assurance Review) which requires reporting throughout the ten-year accreditation cycle. Due to the transition to this new pathway, Macomb will be coming in on year seven of the process. The Quality Initiative project selected by Macomb is the CCRC project of “Structuring the Student Experience for Success.”

Dr. Sawyer stated that the college’s accrediting body is the Higher Learning Commission (HLC). The last accreditation was in 2007 at which time Macomb received a ten-year accreditation. He further explained that being accredited shows value within the institution, that quality standards are being met, and that the institution is engaged in continuous improvement. The newest change is going toward a continuous improvement type of model.

Ms. Pavone stated that Macomb will have access next month to the “assurance system” in order to contribute documents to an electronic evidence file, which is a web-based system that the Higher Learning Commission has developed. She referred to year four of the process—the assurance argument, which must be linked to evidence which will be put into that system. In years five through seven, Macomb will be required to submit a quality initiative proposal to the HLC, which will be the continuous improvement project. Once that is approved by the Commission, a formal report can be prepared. In year ten, the assurance filing, review, evaluation, and site visit will take place.

She then reviewed the timeline and communication plan, noting that faculty and staff will also be made aware of the upcoming accreditation and timelines. Dr. Sawyer will be the main point of contact as the accreditation liaison officer, and the overall management of the project will be handled by the President’s Office. Ms. Pavone noted that a manager of accreditation and planning will be hired within the next month since the accreditation will be a continuous process which will need to be managed on an ongoing basis.

Trustee Cusumano inquired about the purpose of the electronic evidence file and why this particular pathway was selected. Ms. Pavone responded that there are five criteria that the college must meet and show how the college is meeting those standards. The electronic evidence file will allow us to provide a link to the supporting documents. Dr. Sawyer gave an example of the first day handout, indicating that in the criteria we would talk about communicating what is required in a class. This would be discussed in the assurance argument and there would be a link to the evidence file to support that. Dr. Sawyer further responded that there were two other pathways, the standard pathway, which is more intended for institutions with problems or are just beginning the accreditation process, and the other is called AQIP, which is more of a continuous improvement type of model. He

further added that the other program or model that we used in the past for accreditation no longer exists. The open pathway was determined to be the best selection for the institution through communications with President's Council and based on conversations with the Higher Learning Commission.

Trustee DeSantis commented that he believes the topic of accreditation should have been included in the discussion at the long-term planning meeting in July. Ms. Falcone commented that the accreditation planning is to fulfill a requirement of the college versus discussion of future plans for the institution. Trustee Kelly responded that he envisioned the purpose of the July planning meeting to discuss the overall strategic direction of the college.

(Trustee DeSantis left the meeting at 7:04 p.m.)

### 6.3 Multi-Year Renovation Program

Ms. Argiri provided an overview of the proposed multi-year renovation program. She reminded the Trustees that in May 2012, administration asked the Board to approve a resolution allowing the college to place a \$56 million bond issue on the November 2012 ballot. In December 2012, information was shared with the Trustees in terms of the facilities and infrastructure priorities, totaling \$110 million, which included mechanical, structural, electrical, roofing, elevators, site work, and paving. She stated that the buildings are aging and at the point where the college needs to make some major investments in facilities and infrastructures to avoid any building or equipment failures. The average age of the buildings is 43 years at South Campus and 32 years at Center Campus, with the exception of the University Center and Macomb Administrative Center buildings. The needs have been determined based on facility condition assessment studies conducted in 2009 of South Campus and in 2012 of Center Campus of the overall condition of both campuses. A Facilities Condition Index (FCI) was determined for each building at both campuses. Mr. Simonson reviewed the summary of findings. Trustee Kelly inquired about the significant difference in cost between Center Campus and South Campus as to the HVAC repair costs. Mr. Simonson responded that South Campus is set up on a central plant system so there are two power houses that provide all the heating and cooling to the entire campus while Center Campus is set up with individual building systems.

A ten-year renovation program has been developed to renovate each building at both campuses. The ten-year program will be broken down into three-year intervals and then an evaluation will be made. Ms. Argiri pointed out that Hobbs & Black had done some preliminary designing in the renovation planning for E and C buildings at South Campus in anticipation of the successful passage of the bond, so it is important to have Hobbs & Black continue that work. She also noted that when the college began changing the project for capital outlay purposes, Hobbs & Black was used to help plan what the South Campus C building renovation would entail in order to propose that to the State of Michigan.

Ms. Argiri explained that the proposed funding for phase one will be from the general fund budget that has been established, the facility and technology fee funds, as well as the capital projects fund. Also, the energy consumption savings achieved through this program will be redirected to help fund the renovation program.

Ms. Argiri stated that administration will be asking the Board at the September meeting to approve a three-year renovation program (Phase One) that would include the entire scope of work and would also anticipate there would be a separate budget approval for South Campus C building since that will need to be submitted to the State of Michigan as a separate project.

Trustee Cusumano inquired as to how the Facilities Condition Index (FCI) is conducted. Mr. Simonson responded that a team of architects, engineers and facility personnel toured each building, took pictures and quantified everything that needed repair. A dollar amount was then determined on the cost to make those repairs and the lump sum at the end for each building was divided by the replacement value of that building. Ms. Argiri offered the Trustees to view the results of those studies for both campuses. Trustee Cusumano then asked if any of the buildings would be available for inspection by the Trustees. Ms. Argiri responded that she could arrange that. There was also an inquiry about the proposed cost of the \$3.7 million for the professional fees for architects and engineers, what timeframe that was based on, and if there has been any increase or decrease. Ms. Argiri responded that it was based on proposals for the Space Optimization Utilization Plan (SOUP) project which began in 2011 and that it has been fairly consistent.

(Trustee DeSantis returned to the meeting at 7:35 p.m.)

#### 6.4 Health Care Update

Ms. Williams reminded the Trustees of the discussion at the last board meeting of the consensus among the Health Care Coalition to move from the current eight health care plans to three plans, one high deductible plan, one PPO and one HMO. She explained that in order to move forward, there are two next steps before fall re-enrollment can begin. She explained that one of those steps is to approve a contract with Automated Benefited Services, a third party administrator, to handle the self-insured plans. The second step is a recommendation to the Board to approve the hard cap (per Act 152) for 2014 so that college employees can be made aware of their health care cost responsibilities. Ms. Williams stated that these items are on the agenda for the Board to approve at the regular meeting.

#### 7.0 EXECUTIVE SESSION

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

ROLL CALL VOTE:

Ayes: Bonkowski, Falcone, Bolanowski, Kelly

Nays: DeSantis

Abstain: Cusumano

Absent: DiMaria

Motion failed.

8.0 ADJOURNMENT

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

The meeting adjourned at 7:41 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB  
BOARD OF TRUSTEES

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Secretary