

APPROVED 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 Wednesday, May 17, 2017 at 7:30 p.m., in Room K324 of the South Campus, 14500 Twelve Mile Road, Warren, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Haase at 7:30 p.m.

2.0 ROLL CALL

Present: Jennifer Haase, Chairperson
Frank Cusumano, Vice Chairperson
Katherine Lorenzo, Secretary
Roseanne DiMaria, Treasurer
Kristi Dean, Trustee
Joseph DeSantis, Trustee

Absent: Vincent Viviano, Trustee

Also present: James Jacobs, President
Sharon Kowal, Executive Administrative Assistant to the President
Hunter L. Wendt, General Counsel

3.0 APPROVAL OF AGENDA

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

ALL IN FAVOR:

Ayes: DiMaria, Lorenzo, Cusumano, Dean, DeSantis, Haase

Nays: None.

Absent: Viviano

Motion carried.

4.0 APPROVAL OF MINUTES

4.1 Information Session, April 19, 2017

MOTION by Lorenzo, supported by DiMaria, to approve the minutes of the April 19, 2017 Information Session, as amended.

ALL IN FAVOR:

Ayes: Lorenzo, DiMaria, Cusumano, Dean, DeSantis, Haase

Nays: None.

Absent: Viviano

Motion carried.

4.2 Executive Session, April 19, 2017

MOTION by Cusumano, supported by DiMaria, to approve the minutes of the April 19, 2017 Executive Session, as amended.

ALL IN FAVOR:

Ayes: Cusumano, DiMaria, Dean, DeSantis, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

4.3 Regular Meeting, April 19, 2017

MOTION by Cusumano, supported by DiMaria, to approve the minutes of the April 19, 2017 Regular Meeting, as read.

ALL IN FAVOR:

Ayes: Cusumano, DiMaria, Dean, DeSantis, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

5.0 BOARD OF TRUSTEES REPORTS/PROPOSALS (verbal)

5.1 Board of Trustees Reports (verbal)

Trustee Cusumano stated that he was able to attend many of the graduation ceremonies and events, including the 101st Police Academy graduation at the Macomb Center for Performing Arts. He is happy to report that 22 of the 41 officers were employed as they walked for graduation. He congratulated them and the staff of the Public Service Institute.

Trustee Haase thanked everyone at the College for the tremendous effort they put into making all of our graduations these past two weeks so successful and meaningful. It was very moving.

6.0 PRESIDENT'S REPORT (verbal)

None.

7.0 FINANCIAL REPORTS

7.1 Financial Statements – April 30, 2017

MOTION by DiMaria, supported by Lorenzo, to receive and file the financial statements for the ten months ended April 30, 2017.

ALL IN FAVOR:

Ayes: DiMaria, Lorenzo, Cusumano, Dean, DeSantis, Haase

Nays: None.

Absent: Viviano

Motion carried.

7.2 Investment Report – April 30, 2017

MOTION by DiMaria, supported by Lorenzo, to receive and file the investment report of securities held as of April 30, 2017.

ROLL CALL VOTE:

Ayes: DiMaria, Lorenzo, Dean, DeSantis, Haase

Nays: Cusumano

Absent: Viviano

Motion carried.

7.3 Financial Reports and Analyses

7.3A Open Hearing on Proposed 2017-2018 Budget (verbal)

There being no comments from the public on the proposed 2017/2018 budget, the open hearing was closed.

7.3B Initial 2017-2018 General Fund Budget

MOTION by DiMaria, supported by Lorenzo, to adopt the general appropriations resolution for 2017-2018 as presented.

RESOLVED, that this resolution shall be the general consolidated appropriations of Macomb Community College for the fiscal year beginning July 1, 2017. 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, 2017 are \$135,499,733.

BE IT FURTHER RESOLVED, that \$135,461,487 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 2017/2018 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. The appropriation resolution is to take effect on July 1, 2017.

ROLL CALL VOTE:

Ayes: DiMaria, Lorenzo, Cusumano, Dean, DeSantis, Haase

Nays: None.

Absent: Viviano

Motion carried.

8.0 PERSONNEL REPORTS

8.1 Personnel Action

8.1A Julie Bartoy, Faculty, Instructor of Nursing

MOTION by DiMaria, supported by DeSantis, to approve the appointment of Julie Bartoy, to Faculty, Instructor of Nursing

ROLL CALL VOTE:

Ayes: DiMaria, DeSantis, Cusumano, Dean, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

9.0 AUDIENCE PARTICIPATION (verbal)

None.

10.0 REPORTS OF ADMINISTRATION – INFORMATION ITEMS (none)

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS

11.1 Donations – April 30, 2017

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

ALL IN FAVOR:

Ayes: DiMaria, Lorenzo, Dean, DeSantis, Haase

Nays: Cusumano

Absent: Viviano

Motion carried.

11.2 Change Orders - none

11.3 Authorization for Purchases

11.3A Three (3) Issues of the Workforce and Continuing Education Schedule of Classes – Fall 2017, Winter 2018 and Summer 2018

MOTION by DiMaria, supported by Dean, to approve the bid in the amount of \$75,981 for printing and mailing services for three (3) issues of the Workforce and Continuing Education Schedule of Classes for Fall 2017, Winter 2018 and Summer 2018 to EP Graphics, Inc. of Berne, Indiana.

ROLL CALL VOTE:

Ayes: DiMaria, Dean, Cusumano, DeSantis, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

11.3B One (1) Epilog Fusion M2 40 Laser Engraver

MOTION by Cusumano, supported by DiMaria, to authorize the purchase of one (1) Epilog Fusion M2 40 Laser Engraver in the amount of \$69,775 from Fairway Laser Systems of Valparaiso, IN.

ROLL CALL VOTE:

Ayes: Cusumano, DiMaria, Dean, DeSantis, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

11.3C Michigan Community College Risk Management Authority Self-Insured Property and Casualty Insurance

MOTION by DiMaria, supported by Dean, to approve a contribution in an amount not to exceed \$610,516 to the Michigan Community College Risk Management Authority for the period July 1, 2017 to June 30, 2018.

ROLL CALL VOTE:

Ayes: DiMaria, Dean, Cusumano, DeSantis, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

11.3D Annual Library Purchases and DALNET Maintenance Agreement

MOTION by Cusumano, supported by DiMaria, to approve the purchase of library resources for fiscal year 2017-2018 in amounts not to exceed \$46,000 to ProQuest of Ann Arbor, Michigan and \$50,000 to MCLS (Midwest Collaborative Library Services) of Lansing, Michigan; and authorize the renewal of its annual maintenance agreement in an amount not to exceed \$73,000 to the Detroit Area Library Network (DALNET) for the College's share of fiscal year 2017-2018 operating costs.

ROLL CALL VOTE:

Ayes: Cusumano, DiMaria, Dean, DeSantis, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

11.3E Curriculum Management Module

MOTION by Cusumano, supported by Dean, to authorize the Administration to enter into a three year contract for the curriculum management module, subject to approval of General Counsel, with Digital Architecture of Lakeland, Florida, in the amount not to exceed \$134,823.

DISCUSSION: Trustee Dean asked if the curriculum software will run on our current platform. Dr. James Sawyer, Provost, said yes, one of the advantageous things about this product is that it integrates with our online catalog as well. Trustee Dean asked if this would be transparent to the faculty and be user-friendly or would they need training. Dr. Sawyer said we think it is fairly easy to use but there will have to be some training.

Dr. Sawyer continuing said currently the curriculum process is very laborious and due to the nature of our department it is very cumbersome to try to have things approved. This becomes an online system where faculty can access the particular curriculum documents make changes, make approvals and put them through the process for approval through the curriculum committee and ultimately to administration.

Trustee Dean asked if this will make the master syllabi for the course. Dr. Sawyer said it will house the master syllabi. Trustee Dean asked if it is currently being done all manual. Dr. Sawyer responded we have a curriculum management system that is part of this but the processing of changes and monitoring is all done manually.

Dr. Sawyer also pointed out that the current curriculum warehouse sits on a server that is obsolete and is no longer supported so some sort of change would have to be made. This change makes the most sense from a holistic perspective to integrate with the Acalog catalog system and provide a seamless tool for faculty.

Trustee Dean asked if there is any part of the current process that can be copied into or are we starting from scratch. Dr. Sawyer said it is really automating the process. Where things are being done manually now they will be able to be done within the system.

11.3E Curriculum Management Module (Continued)

ROLL CALL VOTE:

Ayes: Cusumano, Dean, DeSantis, DiMaria, Lorenzo, Haase

Nays: None.

Absent: Viviano

Motion carried.

12.0 POLICY ACTIONS – (none)

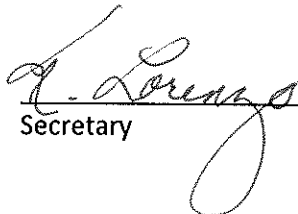
13.0 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 7:45 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES


Secretary