

APPROVED MINUTES OF 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 Wednesday, November 15, 2017 at 6:00 p.m., in Room K307 of the John Lewis Community Center, South Campus, 14500 Twelve Mile Road, Warren, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Haase at 6:00 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 (arrived at 6:08)

Absent: Vincent Viviano, Trustee

Also present: James Sawyer, President
Elizabeth Argiri, Vice President, Business
Sharon Kowal, Executive Administrative Assistant to the President
Jill Thomas-Little, Vice President, Student Services
Gerri Lynn Pavone, Executive Director, Research and Planning
William Tammone, Provost/Vice President, Learning Unit
Casandra Ulbrich, Vice President, College Advancement & Community Relations
Hunter L. Wendt, General Counsel/Executive Director, College Police
Michael Zimmerman, CIO

3.0 APPROVAL OF AGENDA

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

Motion carried.

4.0 AUDIENCE PARTICIPATION

None.

5.0 REVIEW OF AGENDA ITEMS AND MATERIAL

Trustee Haase stated that a motion needs to be made at the regular meeting to add agenda item 8.1, Personnel Action. Trustee Cusumano volunteered to make the motion and Trustee Lorenzo said she would second it.

Trustee Cusumano stated that we changed the schedule for our meetings because of a conflict that Trustee Viviano had – does he still have that conflict? Trustee Haase responded that Trustee

Viviano was planning on being here tonight but became ill and could not attend. As far as she knows he still does have a conflict with that particular Tuesday. Trustee Cusumano stated he wanted to ask that question before we vote on it because the default setting according to our bylaws for Tuesdays. Trustee Haase will text Trustee Viviano and ask him if that conflict still applies.

Trustee Lorenzo asked about SEMCOG being on the agenda and if we are going to go ahead with this. Dr. Sawyer stated yes, that this seems like a group we should belong to and we will see how we can leverage it to the College's best interest.

6.0 ISSUE AND UPDATES

Dr. Sawyer shared the following items:

At the last Board meeting, Trustee Cusumano asked about the M-CAM completion rates. The overall grant's completion rate was 79 percent of participants earned credentials. From Macomb Community College specifically that rate was 65 percent.

At the end of October, the College held four sessions of a program called No Zebras, No Excuses. The program focused on sexual harassment and sexual assault and was available to all students and faculty/staff. There were 428 attendees. It was a resounding success. The folks who gave the presentation did a fabulous job. Turning Point was onsite and available in case any of the participants had questions or concerns.

Trustee Cusumano asked if the sessions were videotaped or recorded. Dr. Sawyer replied that they were not. He attended a session and there were two people who gave the presentation. They had video snippets, but they acted out parts of it too. He doesn't think a video of it would do it justice. He thinks that is what made it so powerful. Trustee Cusumano said the reason he asked if the session had been videotaped because it's possible if someone actually has issues we could say you should watch this and/or attend it. Dr. Ulbrich remarked that we do offer Title IX training – it is on our student portal and our faculty and staff portal, so anyone can go into that. We are actually getting ready to switch to a different company which their training does almost exactly what each element of No Zebras - which is they use real people to tell their story and it is very impactful.

This month the Foundation surpassed the Mission Macomb goal of raising \$10 million. Congratulations to Dr. Ulbrich, Ms. Magretta, the Foundation team and the entire College because the other grants we earn contribute to that amount as well. Dr. Ulbrich added that the campaign doesn't technically end until June 30 so we are still in it and whatever we raise from this point forward is above and beyond our goal.

This past week the College celebrated Veteran's Week. We had an exhibit of photographs taken by 20 students from their time in the service. The students were also present to talk about their photos. A couple of our legislative representatives attended the exhibit as well. We also held a student breakfast for veterans and had 15 people participate in that. These events are important for us to do and it was nice to have the participation.

Events recently held:

- The adjunct faculty service awards reception – this was the opportunity to recognize our adjunct faculty who play such a vital role for us.
- The celebration of the 10th anniversary of the Macomb Multicultural International Initiative. This initiative grew from a faculty idea ten years ago to focus on diversity and giving students more exposure to global studies types of issues.
- The 69th Fire Academy graduation – 23 graduates.

We are working on the millage at the direction of the Board.

After the December Board meeting Dr. Sawyer extended an invitation to the Trustees to go out after the meeting for a holiday celebration.

6.1 IT Update

Michael Zimmerman, CIO, gave a status update on the College's student and business system information system modernization strategy. He also welcomed any questions about the update and the purchase item on tonight's agenda for 39 multi-function copiers.

Trustee Cusumano asked Mr. Zimmerman to walk him through the process he will be using to identify and have the Board vote on an outside firm to do the business process studies. For example, do you consult with other institutions of higher education to see what they have done? Mr. Zimmerman responded that there are three or four things, in fact it is not necessarily specific to this but it is how we determine all of the items and services that we buy. Yes, we have a good relationship with all the colleges in Michigan. We have conversations about what is in what vendor's wheelhouse and what is not. More so to understand and be able to vet through the bids when they come in. You want to be certain that if you have a vendor that has no competency in a certain area, if they are the low bid, you want to understand why they are low bid and you don't inadvertently pick low bid if they indeed can't do the job. Normally, he talks with Gartner, a corporate IT consulting firm that we have a subscription with. They provide some insight into what we should be asking for and what we should be looking for. They also have recommendations on certain vendors that we should be soliciting bids from. We also put the bid out in the public market place. There are public websites and public bidding organizations run by the State of Michigan or other institutions that publicly allow anyone to bid on these contracts.

As a follow up, Trustee Cusumano inquired our bidding process doesn't preclude you from going out and soliciting any other bids does it? For example if it goes out for an RFP and only one person or one entity bids on it do we have a system whereby we solicit others. Mr. Zimmerman said we had a situation recently where an RFP went out and we only received one bid back. He wasn't comfortable with that. Not that he wasn't uncomfortable with the company that put the bid in because they have the competency, but he wanted something else to base it by. He went to the organizations that he knows that sell these kinds of services and asked them to bid. He hasn't yet received any bids back.

Trustee Dean asked what kind of copiers are being replaced. Mr. Zimmerman said that back in 2008 we went out and purchased copiers that are multi-function units – network printers, fax machines, scan to email and basic copy functions. We replaced all of the copiers that existed at the College at that time which were “dumb” copiers because all they did was copy. That initiative allowed us to reduce the number of devices by half. It has already been ten years and some of these units have over one and two million copies on them. They are multi-function high volume units. Trustee Dean asked if you can decide who is using these copiers. Mr. Zimmerman stated if we decide to turn the accounting on within these systems, yes, but we do not practice that today.

Trustee Cusumano asked Mr. Zimmerman if he anticipates any moves toward going paperless whereby the need for copy machines or any mechanical reproduction devices would be decreased. Mr. Zimmerman stated that ten years ago when he put this other project through that was his goal – reduce printing. He continued, we have reduced printing, but he doesn’t have any matrixes to say how much. There are initiatives within CIT right now to consolidate printing and further reduce the amount of printing and copying we do. On average, per year, now we are spending about \$20,000 in per click charges on all these copiers. It was more than twice that in 2008. We have reduced but he doesn’t know by how much. Ms. Argiri added that there will always be a need to print from faculty for students. We have had efforts in the past where we tried to encourage the high volume departments to move their production needs to the Copy Center and Print Shop where it costs less per click to run those larger of jobs.

Trustee Cusumano said we purchase them, we don’t lease them. Is there a cost benefit analysis? Mr. Zimmerman said because we keep them for ten years. For us to lease the units the per click charge goes up so much, especially on high usage units, the return is not there, it actually costs more. We are far better off buying them, we depreciate them in three years and we just use the heck out of them.

6.2 WSU MEC Rental

Dr. Sawyer stated that he shared an email with the Board back on October 27 to give you a heads up that this would be an agenda item. The Board write up was pretty explicit but he will summarize it. In January we are going to be taking Center Campus E building down for a major renovation. It will be down through August and we need a place to house our health programs for that term. We have looked at a variety of options. We’re utilizing the University Center for the nursing program. We are utilizing R building for a couple of programs. We were shopping around for space for the four other programs and the best solution was the Wayne State facility on Hall Road. We have been working with Wayne State for several months trying to get an agreement and cost together that we thought was reasonable. We are pleased where we ended up. It is a rate that is comparable to what we are charging Michigan Works to use space here. Albeit, not as much space, but the same rate. This is an actual purchase item that shows up on the Regular Board agenda but wanted to give you an opportunity to ask any questions or if there are any concerns.

Trustee Cusumano asked if the renovations to E building are completed early do we have an opt out provision? Dr. Sawyer said it is for a fixed term and it is highly unlikely that would happen. In the summer, which is why we were able to negotiate a better rate, it will be primarily used for storage of the high tech medical equipment. We do run the Respiratory Therapy program through

the summer so they will be utilizing their classroom and lab. Just a little bit for Occupational Therapy and the other two programs are for equipment storage.

Trustee Cusumano asked if they have the space vacant. Dr. Sawyer said yes. Trustee Cusumano asked if they overbought space or are they declining? Dr. Sawyer stated that question leads us into another possibility down the line. This may be a little premature at this point, but we have begun to have conversations with Wayne State about taking over that lease for them. They don't need the space. We approached them for ¾'s of the facility and we were able to get it. They are not totally vacating the building, but they do have more space than they need. They are a partner at the University Center and we want them to continue to be. He commends Wayne State for having always been pure to the agreement not to offer 100 and 200 level courses. They could have started offering 100 and 200 level classes in that MEC facility to try to drive up usage and they have never done that. The bigger picture is if we are able to work out an arrangement for the lease we would obviously come back to the Board, but wanted to let you know that this is a possibility being discussed.

6.3 Request to Use Sports & Expo Center by County for Public Health Emergency

Dr. Sawyer commented that we were approached by the County quite some time ago about using the Sports and Expo Center if there ever was a catastrophe, like a pandemic outbreak where they had to do mass inoculations of people. Any sort of public health emergency was how they phrased it. We have been contemplating their request and it is his opinion this is something we should enter into with the proper protections for the College. The original MOU that was presented to the College really wasn't adequate in that respect. In his perspective the things we need to put in to place are making it contingent on the facility being available. For example if the facility is down for renovations and unavailable we don't want to be liable or held accountable for that. Require the County to carry general and contractual liability insurance so it is insured. Make the County liable for any damage or replacement costs and provide priority treatment for our students and staff. These are things we are going to put in the MOU and share with the County. Provided we are able to negotiate an MOU that satisfies General Counsel we will enter into that agreement. Hopefully this is something that never gets used. From his perspective as the community's college if that sort of thing is occurring we want to play a role in trying to help solve the problem.

6.4 Security Cameras

Dr. Sawyer provided an update to the status of security cameras. We have roughly 200 cameras now. Those are spread all over campus. The locations have been selected by our police force who are the experts in that arena. The other thing we have done through the last series of building renovations is we have actually incorporated the security cameras into the planning process, that hasn't always been the case. Now as Mr. Zimmerman is going through the technology requirements in the building with the facility staff, the police will go through and say where they need cameras. So know that we will continue doing that as we continue our renovations process going forward. We have also looked at cameras for the parking lots. But tearing up the parking lot for that specific purpose is very expensive. We are looking at, as we resurface parking lots, the possibility of installing cameras at that time. He would like to suggest that Administration come back to the Board as we continue to assess our security needs. That we

would come back to the Board with any other recommendations we have. We would try to provide the costs associated with that as well because all of these things are expensive. The good thing about putting the cameras in while we are doing the renovations is we are rolling in the cost of the renovation, so there is no additional cost associated with that.

Trustee Haase asked when the parking lots are in the timeline. Ms. Argiri responded that we did some minor patching and resurfacing this year. She said she would have to take a look at the future years to see what we have planned. But nothing more this particular year.

7.0 EXECUTIVE SESSION

MOTION by DiMaria supported by Cusumano to move into Executive Session to discuss a negotiation update and a litigation matter.

ROLL CALL VOTE:

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

Nays: None.

Absent: Viviano

RECESS

The meeting recessed at 6:33 p.m.

RECONVENE

The meeting reconvened at 7:30 p.m.


8.0 ADJOURNMENT

MOTION by Lorenzo, supported by Dean, to adjourn the meeting.

Motion carried.

The meeting adjourned at 7:30 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES


Secretary