

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, February 20, 2019 at 6:00 p.m., in Room 109 of the University Center, Professional Development Center, Center Campus, 44575 Garfield Road, Clinton Township, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Lorenzo at 6:00 p.m.

2.0 ROLL CALL

Present: Katherine Lorenzo, Chairperson  
Frank Cusumano, Vice Chairperson  
Kristi Dean, Secretary  
Roseanne DiMaria, Treasurer  
Joan Flynn, Trustee  
Vincent Viviano, Trustee (arrived at 6:45 p.m.)  
Vacant, Trustee

Absent:

Also present: James Sawyer, President  
Elizabeth Argiri, Vice President, Business  
Sharon Kowal, Executive Administrative Assistant to the President  
Deborah Mende, Director, President's Office  
Jeffrey Steele, General Counsel, Office of General Counsel  
William Tammone, Provost/Vice President, Learning Unit  
Casandra Ulbrich, Vice President, College Advancement & Community Relations  
Denise Williams, Vice President, Human Resources

3.0 APPROVAL OF AGENDA

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

Motion carried.

4.0 AUDIENCE PARTICIPATION

None.

5.0 REVIEW OF AGENDA ITEMS AND MATERIAL

Comments from Dr. Sawyer:

- Will request to go into closed session to discuss labor negotiations, property, and a legal issue.

- Veterinary Tech program received recognition for responding to Macomb County Animal Control's (MACA) call for help when they had an intake of 50 dogs from a hoarding situation. The Macomb Daily ran a story about Animal Control's intake and featured a photograph of two students in our Vet Tech program. County Executive Hackel also mentioned our students' participation at the Community Leaders Breakfast on Friday morning. This recognition was nice for the college and we appreciate the students stepping up to volunteer.
- February 7 – testified before the Appropriations Subcommittee on Higher Education and Community Colleges. Seven of the representatives on the committee were freshmen and only one of them had any familiarity with community colleges. He presented along with Grand Rapids Community College, Muskegon and Mid-Michigan. This was a good opportunity for him to highlight the positive aspects of Macomb. His focus was on how we have changed the community and changed lives. His testimony was well received.
- February 11 and 12 - he and Ms. Nicole McKee, Manager of Governmental Relations, attended the ACCT Legislative Conference in Washington DC. Unfortunately, the Conference was the same day as Congressman Dingell's funeral. They did meet with Representative Paul Mitchell and staffers for Senator Stabenow and Senator Peters. Their meetings focused on changing the limit of hours when Pell Grants could start from 600 to 150 helping some of our workforce programs and providing sufficient funding for higher education in general, workforce development, bolster job training and career technical education as well.
- February 3 – the College had the honor of hosting the ceremonial swearing in for Congressman Andy Levin. About 150 people attended. It was also a good chance for him to interact with Senator Peters and Congresswoman Tlaib. Congressman Levin was pleased with the whole event, very appreciative of the college and our staff did a great job.
- January 23 - participated in the initial Selfridge Sustainability meeting for the launch of the study called The Joint Land Use Plan. This study is to find out how Selfridge can interact with the community and share resources and services. This is a positive conversation and it is good for the college to participate. We use the Base for police vehicle training and they recently used our facilities for some athletic training and time trials. The college enjoys a great relationship with Selfridge and this is certainly something we want to continue to promote.
- Enrollment - Headcount is down 3 percent and credit hours are down 3.1 percent. These numbers are similar to and even a little better than fall. They are much better than the 6 percent decline we had forecasted for winter.
- Tuition – Ms. Argiri is currently working on the initial budget projections and we will start the discussion about tuition with the board in March. Last year we did not have a tuition increase, but he has been consistent in stating that we will have at least a modest recommendation for an increase this year.

- February 6 – the latest installment of James Jacobs Legacy Civic Engagement Project brought Carl Bernstein and Bob Woodward to the college. This was a fabulous event. Woodward and Bernstein met with about 150 to 200 students. They were very approachable and were great with the students. They designed their message to help the students understand journalism today. The evening was fantastic as well. All 1,200 tickets went quickly and about 1,000 people turned out for the event.
- March 1 – 2 to 4 p.m. (south campus, D322) - Trustee Orientation for Trustee Flynn. This is optional, but if other board members want to attend please let us know.

## 6.0 ISSUE AND UPDATES

### 1. Board Vacancy

The process determined by the Board to fill the vacancy left by the resignation of Trustee Haase is below:

- 1) Issue a press release indicating the need to fill the trustee vacancy and place a Legal Notice in *The Macomb Daily* on Friday, February 22, 2019.
- 2) Applicants must submit resume' and summary of why they want to be a college trustee by March 4, 2019 at 5 p.m.
- 3) The full Board will receive a packet of the applicants' submissions for review.
- 4) A subcommittee will recommend three finalists and invite them to appear before the full Board at a Special Meeting on Monday, March 11, 2019. The recommendations are not final. The board could choose someone who applied and was not recommended by the subcommittee. The subcommittee members are:
  - a. Board Chairperson
  - b. Board Secretary
  - c. Board Treasurer
  - d. College President
  - e. An administrator chosen by the President
- 5) The vacancy will be filled at the March 11, 2019 Special Meeting by a majority vote of the full board.

### 2. Board Policy Review

Mr. Steele said that there are three policies on the agenda for first reading. The Security Guidelines and the Grants policies were discussed at the January Information Session.

For consistency, current titles were updated in the Security Guidelines policy as well as giving the Chief of Police the ability to designate a staff member to reach out to external police/fire agencies for assistance in the event he is unavailable, by adding the word "designee" into the policy.

The Grants policy had typographical issues that were updated.

The third policy, Payment of Tuition Fees and Costs by Financial Transaction Device policy, has not been discussed with the board per our plan, but these revisions need to be in place by March to go into effect in April therefore it is being brought to the board tonight. The policy has been restructured and reformatted for style. The substance of the change authorizes the college to accept payments from payment plan providers.

### 3. Strategic Plan Consultant

Dr. Sawyer said over the last several years we have had short-term planning at the college and made a lot of progress, but we have not had a long-term comprehensive plan for quite some time. The intent is to make the most effective use of our resources and in order to do that we need a long-term focused plan. Therefore, this plan will go out to 2025. Six firms responded to the RFP and we interviewed two. Our recommendation is CampusWorks because of the comprehensive plan they presented and their experience with community colleges. We have experience working with CampusWorks on smaller projects and are very comfortable with them. They are a good firm and will be beneficial to the college.

Trustee Dean asked what they are going to focus on. Dr. Sawyer said the focus is on business operations, for example, what projects are we working on and are there better ways to do them.

Trustee Dean asked if seeking additional students is included. Dr. Sawyer said they are not here to address that specific issue but there are things that could come up in the strategic plan.

Dr. Sawyer said it would be a very engaging process. There will be focus groups with students, faculty, staff, the trustees, and the community.

Trustee Cusumano asked if there was any downside other than the cost. Dr. Sawyer said he does not think so, because we are looking at a long-term plan that is going to help us be more deliberate and effective in our use of resources going forward.

Trustee Cusumano asked if they would get into the business plan, for example, what our mix should be from philanthropy, projecting out where we have milestones. Dr. Sawyer responded yes, we will have a strategic business plan that addresses the whole college when it is completed.

### 4. Update on Building Renovations

Ms. Argiri presented an update on the building renovations. Also in attendance were Mike Stobak, Vice President for Barton Malow, Scott Schollenberger, Senior Project Manager for Barton Malow, from the college, Bill Simonson, Director of Administrative Services and Mike Simmons, Director of Facilities.

Campus tours for the Board will be scheduled in early spring.

5. Update on Capital Outlay

Ms. Argiri addressed the update on Capital Outlay during her presentation on building renovations.

6. College Property

Ms. Argiri presented information about the college's property.

7.0 Closed Session

MOTION by Viviano supported by Dean to move into Closed Session for discussions regarding real estate, labor negotiations, and a legal issue.

ROLL CALL VOTE:

Ayes: Viviano, Dean, Cusumano, DiMaria, Flynn, Lorenzo

Nays:

Absent:

RECESS

The meeting recessed at 7:28 p.m.

RECONVENE

The meeting reconvened at 8:26 p.m.

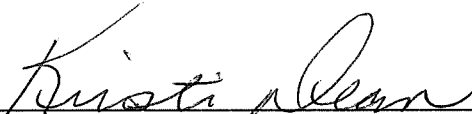
8.0 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 8:27 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

  
Secretary