

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, January 15, 2020 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  
Shelley Vitale, Trustee  
Vincent Viviano, Trustee (arrived at 6:15 p.m.)

Absent: None

Also present: James Sawyer, President  
Elizabeth Argiri, Vice President, Business  
Kevin Chandler, Vice President, College Advancement & Community Relations  
Sharon Kowal, Assistant to the President  
Deborah Mende, Director, Office of the President  
Donald Ritzenhein, Provost/Vice President, Learning Unit  
William Simonson, Director, Administrative Services  
Jeffrey Steele, General Counsel, Office of General Counsel  
Denise Williams, Vice President, Human Resources  
Michael Zimmerman, CIO

3.0 APPROVAL OF AGENDA

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

Motion carried.

4.0 AUDIENCE PARTICIPATION

None.

5.0 REVIEW OF AGENDA ITEMS AND MATERIAL

Dr. Sawyer's Updates:

Closed Session: Dr. Sawyer requested the board to go into closed session to discuss an issue with an employee who had previously requested confidentiality.

Enrollment Update: Winter credit hours are down 2.2 percent and head count is down 3.5 percent in the year-to-year comparison. We had forecast a 2 percent decline in credit hours.

Two Administrators Depart the College:

- Diane Roose, associate dean of health science, has accepted a position as dean of academic services at Glen Oaks Community College. We wish Dr. Roose luck in her new role.
- Carl Weckerle, director of instructional technology and online learning has resigned and accepted a position with the Michigan Community College Association as director of Michigan Colleges online. We wish Mr. Weckerle well.

Trustee Cusumano asked if it is customary for an employee to give a certain amount of notice when they resign. Dr. Sawyer said it varies. We did get notice from Dr. Roose and Mr. Weckerle. Trustee Cusumano asked if there has been cross training for someone to pick up the responsibilities. Dr. Sawyer said in the health area the position will be posted outside of the college. With Mr. Weckerle's position, there are potential internal candidates, so that position will be posted internally which will shorten the timeframe in filling the vacancy. We always hope to have internal candidates and prefer to promote from within when possible.

Dental Hygiene Program: Administration plans to bring a formal presentation to the Board in February. Based on preliminary feedback, we investigated differential tuition. Differential tuition is charging different tuition rates for different classes. Differential tuition is possible within our current system, but it comes with a variety of challenges, i.e., manual processing which introduces the potential for error. We continue to look at alternatives but it is feasible if that is what the board chooses to do. It will be part of our recommendation. We believe it is a good idea to start this program.

Pilot Program – Marine Maintenance Technician: Dr. Sawyer recognized Mr. D. Hutchison, dean of engineering and advanced technology and Mr. P. Rouse, director of workforce and continuing education, for bringing this program forward. They have done a great job learning the opportunities available in this industry. The program will pilot in the workforce and continuing education area. The program will be offered in a non-traditional way: a condensed 40-hour per week, five-week course. We have numerous letters of support from the marine industry and their feedback is that these are year round jobs and the people with these skills will make a good living. If this pilot is successful and we determine an academic program is appropriate we will transition to it, but it depends on the demand and the needs of the industry. The program is recreational based. It is not a maritime technology program.

Lobbyist: Dr. Sawyer will bring a recommendation to the board in February for a lobbyist to represent the college in Lansing. Dr. Sawyer and Ms. Nicole McKee have met with three firms and are in the process of making a final decision. MCCA is our primary lobbyist, but they represent 28 colleges. Roughly, 18 of those colleges have their own lobbyist that represent their needs in Lansing. Ms. McKee does a phenomenal job. She connects us to our local politicians immediately, that is not an issue. The issue is getting to the governor, the appropriations chair and the leaders;

we do not have those connections because we are not in Lansing enough. A lobbyist can be very beneficial for us and we are going to try it. The college has never had a lobbyist, but years ago, the college had staff that were dedicated to spending a good amount of time in Lansing. Hiring a lobbyist is an inexpensive way to try the same thing and see what the results are.

ACCT National Legislative Summit - Washington DC: February 9-11, 2020 Dr. Sawyer, Ms. McKee, Trustees Cusumano, Dean and Flynn are going to Washington DC to attend the Legislative Summit. The group will fly to DC Sunday night, attend the Summit on Monday and visit the Hill on Tuesday. Ms. McKee is in the process of lining up potential visits with our delegation members. The group returns on Tuesday afternoon.

CampusWorks: Dr. Sawyer said Agenda Item 11.4 is a one-year contract for Dr. Kevin David, CampusWorks, to provide us support with the implementation of the strategic plan. Dr. Sawyer asked if the board had any questions about the item. There were no questions. Dr. Sawyer said that Dr. David will be a tremendous asset as we learn the process and develop our skills to sustain the strategic plan on a consistent basis.

Trustee Vitale asked how often the board will get updates on the progress of the implementation? Dr. Sawyer said the board will receive periodic updates on the strategic plan and our progress with the implementation. Dr. David is unlikely to be a part of those discussions. This engagement is intended for him to help us develop our skills so we can lead this process going forward.

Trustee Vitale said she reviewed what was involved and it is hard to grasp how it is going to be implemented. Her experience with strategic plans has been that more and more meetings are held but nothing is ever put into action. Dr. Sawyer said we are committed to that not being the case here and part of that is developing the robust processes that makes sure we are working towards meaningful transformation.

Trustee Dean asked if the Allen Bradley Desktop PLC Training Simulators are going to be housed in R, S, T and if that placement could wait until the after the renovation so they do not have to be moved? Dr. Sawyer said we want to install them as soon as possible so students can use them. Trustee Dean asked if the simulators can be placed somewhere else so when the move does happen they do not have to be moved. Dr. Sawyer said we could look at that but we want them to be where it is best for students. It would be inconvenient for students going through a program at R, S, T to have to travel to MTEC to use the equipment. Trustee Dean said her concern with the desktop simulators is that the technology is sensitive and moving it could damage the piece of equipment. Dr. Sawyer said we will have to be careful because we have a lot of sensitive equipment in R, S, T. Similarly, when we relocated the health equipment for the renovation of CE we did not have any damage occur.

Trustee Dean asked for a description of the Firefighter Search and Rescue Training Structure. Mr. Bill Simonson, Director of Administrative Services said the training unit itself is not moveable. The outside walls are a fixed structure. The inside walls are designed to be destructible. They have permanent frames that hold plywood, drywall, glass, etc. that students will train on using various tools. The material is replaced and different training scenarios are set up.

Martin Luther King Jr. Day: January 18 and 20 - Dr. Sawyer said there are many volunteer opportunities on Saturday and Monday. There is a brief program on January 18 recognizing our student essay contest winner.

Brookings Institution Event: February 26 – the college is hosting the kick-off event for Brookings Institution's Policy 2020 election series. It is a free event. On the agenda, Janet Yellen, former Federal Reserve Chair and Brookings Distinguished Fellow will present followed by a panel discussion focused on the economy prior to the presidential election. The panelists are Ms. Yellen, Ms. Molly Kinder, from Brookings and local panelists John Paul Rea, Deputy County Executive, Macomb County and Sandy Baruah, President and CEO, Detroit Regional Chamber.

## 6.0 ISSUE AND UPDATES

### 1. IT Update

Mr. Michael Zimmerman, CIO, opened his presentation by asking the trustees what questions they had about Agenda Item 11.3C Managed Information Security Services Provider and Agenda Item 11.3D Student and Business System Managed Services.

#### Managed Information Security Services Provider – Agenda Item 11.3C

Trustee Dean: Is the 24 x 7 monitoring proactive or reactive?

Mr. Zimmerman: A Managed Information Security Services provider (MSSP) essentially performs two functions:

- 1) They aggregate all of the logs from all of our critical servers (events that are recorded when somebody touches a file, tries to access a file or authenticates legitimately or not) and they look for patterns of malicious intent. This is proactive. They are trying to find reconnaissance efforts, alert us so we can harden our boundaries to defend against that access, or if it is a known vulnerability [in an operating system or software program], to patch our servers before there is any kind of breach.
- 2) They second thing they do, and this is more important in the evening and after hours, while they still look for attempts to infiltrate our network, there are many cases where we will be hit with a denial of service attack and this is usually done during off peak hours. These services look for this kind of behavior. When they see a particular server or port on a server being hit hard by a source that is on the other side of the world for example, they will block that port before it can do any damage and contact us in the morning when we can determine permanent, corrective action.

Trustee Cusumano: How often does that happen?

Mr. Zimmerman: In any one particular night, there can be hundreds of attacks on our servers. If there were critical attacks or the service provider feels a vulnerability has been found in our structure, we will get a report, our teams will get an alert and then during business hours we fix and remediate that problem.

Trustee Dean: In the board write-up, the number of attacks and reconnaissance attempts were in the millions, was someone trying to put malware on the system.

Mr. Zimmerman: It could be anything.

Trustee Dean: The activities are not categorized.

Mr. Zimmerman: We could get categories in our reports – for example, how many are denial of service attacks, how many times they try to get into a port or get into a system to obtain information. But, that is what you pay the MSSP to do, to aggregate this data and maintain a focus on those things that are really critical.

Trustee Cusumano: Is there an industry-wide association that certifies MSSPs.

Mr. Zimmerman: He is not aware of any organization that certifies MSSPs.

Trustee Cusumano: Do they do tests to try to hack into our system.

Mr. Zimmerman: They can. We use a different firm for that. We pay a firm every quarter to try to hack into our system. We do not tell the MSSP, so it is also a test for them because we expect a report from the MSSP saying there is someone trying to probe this particular port and you have a problem.

Mr. Zimmerman said for this particular board item we did not pick low bid. The reasons why:

- 1) The lowest bidder failed to provide, in their bid, the ability to proactively stop an attack in the middle of the night. That was a bid requirement. In theory, we could have thrown out the bid. However, we have a good relationship with that company and currently have contracts with them. He also wanted to give them the opportunity because they have an MSSP practice that they are trying to develop.
- 2) Size matters. At the end of the day, the more operation centers an MSSP has watching many clients the less likelihood some Internet disruption on the East Coast, for example, is going to stop that group from being able to see our servers and vice versa. They see all the suspicious activity across all of their clients, which gives them the opportunity to better identify malicious patterns for us. The firm we did pick has 357 customers shared across 11 North American data centers. The lowest bid, based in Chicago has 34 customers and one data center.

Trustee Flynn: Are they not from Livonia.

Mr. Zimmerman: The bid documents we provide to the board contain the mailing address (city, state) of where the bid originated. Sentinel Technologies has a small sales office in Livonia and that is where the bid came from. However, the company is headquartered in Chicago, Illinois.

Trustee Dean: Is there a worst-case scenario.

Mr. Zimmerman: There is always a worst-case scenario and we do everything we can to prevent one. We have put multi-layered security in place so we can avoid that worst-case scenario. If it does happen, we use resources like this to help implement our crisis mitigation plan. Depending on what the problem is, we would have to go into action to try to figure out how to mitigate our risk and understand it.

Trustee Cusumano: How many contracts does the college have with Sentinel.

Mr. Zimmerman: Two.

#### Student and Business System Managed Services, Agenda Item 11.3D

Mr. Zimmerman said we have three managed service contracts with a firm in New Jersey called Ferrilli. One of the contracts is for the management of Colleague, our student and business information system, and a separate contract was awarded a year later for the management of the environment for our student/staff portal. A third contract was awarded the year after that and is for them to perform all of the SQL DBA services that we need.

The first contract (Colleague) expires at the end of this month. Administration's recommendation is to extend the date of that contract so that it co-terminates with the second contract (Sharepoint/MyMacomb). At that point, we can combine them and send it out for bid.

For these two reasons:

- 1) The per hour cost today would be double the amount they quoted us in 2016. They have offered the same price (from 2016) if we extend the contract for 25 months.
- 2) The reason they can offer us that pricing is because they can have the same person who is an expert on our SharePoint Portal also do the same work on our student and business information system affording us the cheaper rate.

In 25 months, we can combine the services into a single RFP, send it out for bid and see if we can get better pricing.

## 2. Renovation Update

Ms. Argiri said this update is a continuation of the conversation we had last year when we informed the board that we needed to make a change in our process because of some of the economic changes that we have experienced. Rather than proceeding with the three-year phase renovation, we would instead bring individual projects to the board for approval.

Ms. Argiri gave an overview of the 2020 renovation program.

Mr. Bill Simonson, Director of Administrative Services, gave a more detailed presentation on the upcoming renovations coming to the board in February and March.

February Board Meeting:

- Information Item - update on center campus E, I and M, south campus J and F
- Parking Lot Reconstruction south campus lot 1 and center campus lot 8 – anticipated budget of \$2,300,000

March Board Meeting:

- Annual Renovations: smaller projects requested by each unit:
  - Gym floor resurfacing
  - Dog run improvements
  - Reconfiguring classrooms at East Campus
  - Miscellaneous electrical, HVAC upgrades, carpet refinishes, etc.
- Data Center at South J building – replace A/C unit
- Elevator at MAC (CS) building – replace

Future Renovations: Schedule not completely defined:

- Replace: Blue light emergency phones  
Staff parking lot access system
- South campus K - Audio Visual and Lighting control system
- Upgrades to MCPA and Lorenzo Cultural Center AV and Lighting Control Systems

**Capitol Outlay Update:**

- Approved for planning in 2018
- Board approved bid for architectural and engineering services, March 2019
- Board approved construction management services, May 2019
- Schematic Design Phase – This is the first report that has to be submitted to the Joint Capital Outlay Subcommittee (JCOS). The JCOS committee is responsible for recommending appropriations through legislative action. We submitted it to the State for draft review in November. After our conference call with the State in December, we have to make a couple of clarifications and then we plan to resubmit the final report at end of January 2020. The Department of Transportation, Management and Budget (DTMB) will do a final review and send it to the legislators. The R, S, T project could potentially be on an appropriations bill in spring 2020.
- The design team will continue to work on design development through the legislative process
- Assuming funding is approved in the spring:
  - Constructions bids sent out and received by April 2021
  - Seek authorization from College board in May/June 2021
  - Relocate programs -- July - September 2021
  - Construction -- September 2021 - March 2023
  - Occupancy -- July 2023

Trustee Dean asked if those classes will be offered during renovation? Mr. Simonson said we are going to relocate classrooms and labs and run as many sections as we can to cause as little impact to the students as possible.

**Future Major Renovations:**

- South campus D building – working on schematic design, expect to be out for bid in August 2020
- Expect to seek board approval in September/October 2020
- Construction January – October 2021

**Long Range Plans based on Facilities Condition Index (buildings above the 10 percent range):**

- Renovation plans from June 2021 through March 2024
  - Center campus J and I
  - South campus M and P

Trustee Cusumano asked if the age of the building, the floors and walls, matter, or are as important and has administration looked at new construction. Mr. Simonson said we are far better off renovating than starting over with new construction. The issue is not so much the four walls and foundation, it is the infrastructure; HVAC piping, ductwork, wiring, electrical switches and switch gears, that is what needs to be replaced.

Trustee Cusumano asked when the last new construction was. Mr. Simonson said 2007, UC4 and center campus R as a capitol outlay project.

Trustee Cusumano asked if there is anything more advanced in energy efficiency in new construction versus renovation. Mr. Simonson said no, essentially when talking about the shell of the building, brick and block are insulated and provide the same R value. During renovation, we upgrade and replace the windows and roof and that gives us a benefit with energy efficiency.

Trustee DiMaria said it is wonderful to see that the streetlights are being changed over to LED. Trustee DiMaria said she could tell the difference when driving onto campus between the LED lights and the old high intensity lights. When the old lights go out are they replaced with LED? Mr. Simonson said we do not wait for them to go out; we can actually replace just the fixtures in the parking lots. We plan to upgrade the MAC building and south campus lots 7 and 8 to LED.

Trustee Flynn said she drove on campus from Dalcoma and could barely see the sign for the college. Mr. Simonson said the ground signs are not illuminated. Trustee Flynn said can something be done so when your headlights hit the sign it reflects. Ms. Argiri said we will take a look at that.

Chairperson Lorenzo asked if there has been any consideration of installing different signs. She said the signs for the college are not very easy to see, they could be bigger and lit up. Ms. Argiri said that in 2006 the board approved hiring a consultant to conduct a way finding study. We made those changes in 2008. The signs have been in place for about ten years. We do enhance the signs with reflective lettering to address fading and improve visibility.

Dr. Sawyer said the goal of our presentation tonight was to give the board an idea of the scope and breadth of our renovation projects. As we bring these projects to the board over the next couple of months, keep these significant numbers in mind, we do not want to take anyone by surprise. Also, keep in mind that it is imperative that we take care of our facilities.

## 7.0 Closed Session

MOTION by Viviano supported by DiMaria to move into closed session for the purposes of discussion of a personnel issue where the employee has requested confidentiality.

ROLL CALL VOTE:

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

Nays:

Absent:

RECESS

The meeting recessed at 7:10 p.m.

RECONVENE

The meeting reconvened at 7:35 p.m.



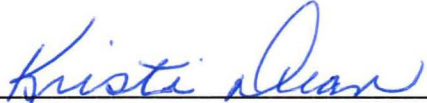
8.0 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 7:35 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

  
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Secretary