

APPROVED AMENDED MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB (amended June 17, 2020; 2:15 P.M.)

A regular meeting of the Board of Trustees of the Community College District of the County of Macomb was held Wednesday, May 20, 2020 at 6:00 p.m., electronically through GoToMeeting due to the Covid-19 pandemic.

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

Absent: None

Also present: James Sawyer, President
Sharon Kowal, Assistant to the President
Jeffrey Steele, General Counsel

3.0 APPROVAL OF AGENDA

MOTION by Cusumano, supported by Viviano, to approve the agenda as presented.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

4.0 APPROVAL OF MINUTES

4.1 Information Session, March 18, 2020

MOTION by Cusumano, supported by Viviano, to approve the minutes of the March 18, 2020 information session, as read.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

4.2 Regular Meeting, March 18, 2020

MOTION by Cusumano, supported by DiMaria, to approve the minutes of the March 18, 2020 regular meeting, as read.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

5.0 BOARD OF TRUSTEES REPORTS/PROPOSALS

5.1 Board of Trustees Reports (verbal)

Chair Lorenzo said she attended a webinar hosted by ACCT on April 30 regarding leadership and the road to recovery. They talked about strategies to mitigate the impact the Covid virus has had on education. It was a good webinar, but again, it goes to show how Macomb is way ahead of the curve. Every strategy that was mentioned, Macomb has already implemented, plus more. She is extremely proud of the college and she thanked President Sawyer and his staff for doing an outstanding job during this difficult time.

Board of Trustees Reports – Continued5.2 Alterations to the 2020 Calendar of Meetings

MOTION by DiMaria, supported by Cusumano, that the Board of Trustees acknowledge the changes to the 2020 Calendar of Meetings; the cancellation of the April 15, 2020 meetings and the May 20, 2020 information session; the change in the time and location of the May 20, 2020 regular meeting to 6:00 p.m. and held electronically.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

6.0 PRESIDENT'S REPORT (verbal)

Dr. Sawyer thanked Chair Lorenzo for her kind words. He thanked the board for meeting virtually tonight and shared his appreciation of their flexibility and adaptability at this difficult time. He said we appreciate your spirit in finding any way we can to make sure we conduct the business of the college.

Dr. Sawyer recognized and appreciated Sharon Kowal, Chris Brockett and Mike Zimmerman for their work behind the scenes and preparing the trustees and staff for our first electronic meeting.

There is no need for a closed session tonight.

Spring/Summer Enrollment Update: Credit hours are down 13 percent, which is much better than we anticipated. When the pandemic first began and we started putting together our projections, we were thinking it would be upwards of about 35 to 40 percent of a reduction in credit hours. We are pleased by the 13 percent number. It is important to take a deeper look at the 13 percent number because we are offering 19 percent less sections than we normally do. We are seeing a higher density in our classes than we have seen in the past. It is a very positive sign as we go forward. We also have several open seats for the summer session, which begins June 15. We will continue to recruit students to fill those seats and hopefully we will see a further decline in the 13 percent.

Capital Outlay Project: At the March board meeting, Dr. Sawyer shared the good news that the Capital Outlay Project for the Advanced Technology Center had been included in the supplemental budget that was presented to the governor. At that time, we had every indication the governor would be approving that supplemental budget. However, because of the pandemic and the emerging financial challenges for the state, the Governor made the difficult decision to line item veto several items from that supplemental budget. Unfortunately, for us, our capital outlay project was one of those cuts. There is no reason for us to get overly concerned about it at this stage. There is still an opportunity to get this funded in the future. We have a couple of more years to do that. We have already done the hard work as far as laying the groundwork, so it is now a matter of getting it into a future budget project. He has talked with the Senate Majority Leader and the Chair of the House and everyone is still supportive of the capital outlay concept.

College Response to Pandemic: Dr. Sawyer said at the March meeting he went into detail on the steps we had taken up to that point. Tonight, he will give a high-level overview, talk about the future and where we are headed as a result of Covid-19.

Recap:

- March 11 – We made the decision to move to a remote learning environment.
- Over the next eleven days, almost 1,700 courses were converted to a virtual learning platform. Dr. Sawyer stated that it was amazing to see the work that was done by our faculty and staff. They did a great job and we successfully launched our remote learning environment on March 23.
- May 4 - We had a successful finish to the semester. We were pleased that we did not see an excessive number of withdrawals; the typical number of students continued to persist to complete the term. We are very pleased.
- During the March 11 to May 18 timeframe the college worked with a skeleton crew. At the time, it was hard, we have to remember that we did not really know how this was going to play out. We were making decisions as we went along, we were closely following the guidelines of the CDC, the Governor's Office and the federal guidelines. We were making the best decisions we could at the time with the guiding principle of providing a safe learning and working environment for our faculty, students, and staff.
- We had made a commitment to pay all staff through May 15th, which we have done. Over the last few weeks, it became apparent that the stay at home order was going to be for a much longer period and we wouldn't be able to fully function and operate all areas of the college. We made the difficult decision to implement layoffs. We laid off approximately 530 of our colleagues. We view these as temporary layoffs. They are not a reflection on anyone's performance. Nothing could be further from the truth. But we have certain functions of the college that simply can't be done remotely, for instance conference services, the Performing Arts Center, the cultural center, some of the labs that we operate on ground for students, we simply can't do those things remotely. We used that as our guiding principle. We decided where we would implement the layoffs and laid off the staff who couldn't do their job remotely and don't expect to return those functions to the college anytime soon. He envisions it being quite some time, before we open the college up to students and the public.
- May 18 – started implementing our remote work environment. Onboarded staff that could work remotely.
- Dr. Sawyer said it has been a challenging time for the college and he appreciates the leadership and the administration working through this. He must acknowledge the union leadership, who have been phenomenal. They have been very co-operative and supportive as we go through this process. They understand the needs of the college. They worked with us to try to do this in the most empathetic way we could and to make the decisions to help, as best, we could to have the least impact on our staff. Hats off to our union leadership for being so co-operative in that process.
- Dr. Sawyer thanked his staff, President's Council. They have been remarkable through this whole process. We have been faced with many challenges that were unforeseen and needed to make quick decisions. His leadership team has played an outstanding role in helping do that.
- Dr. Sawyer thanked the administrators who have been very flexible and adaptive to the challenges before us.

Spring Term: The spring term started off positive on Monday, May 18. All courses are online. We made a conscious decision at the end of March to hold all the spring classes online. We have a couple of hybrid classes in the summer semester that, if possible, will have the lab sections on ground. If that's not possible, because of the social distancing guidelines or other safety guidelines, we will be able to complete those courses entirely online.

Return to Work Plan: Dr. Sawyer said we started to expand the return to work process on May 18. Prior to that we had very few designated essential staff working on campus in HR, the Business Office and College Police. On May 18 the maintenance staff returned to campus. When the Governor relaxed the construction requirements in her executive order that provided us the rationale to bring them back on campus. However, a great deal of work went into preparing for their return. We had to develop and implement several different safety protocols before staff could return. Dr. Sawyer recognized Bill Simonson, Yvonne Grant and Libby Argiri for their work in preparing the return to work playbook that we are using to guide us with onboarding workers back to campus. This playbook was developed based on guidelines that were shared by Lear, who is very prominent in Southeast Michigan and our partner, Barton Malow, who was kind enough to let us borrow their playbook. We are trying to look at protocols as well as a self-assessment for employees to complete before they go to work each day. The maintenance staff has been our trial group and it is going smoothly. We appreciate their willingness to help us work out that process. There is also a significant amount of training that goes along with the playbook. Last week, Mr. Simonson and Ms. Grant trained over 100 people on the new safety protocols. They will be doing additional training and recording a session as well.

Our next step is to expand the playbook to address students returning to campus. Our focus, as soon as it is allowed by the Governor, is to complete the 124 classes that could not be completed because they have a lab component that requires hands-on activities. When we have our safety protocols in place, abiding by the guidelines, we will have those students start returning to campus to complete their courses. We are hopeful that we will be able to do that during the summer term. We've already seen the Governor relax training standards for, in our case, the Public Service Institute and our health programs. We are looking for that same relief in the manufacturing area and then we will be able to complete all of the classes. We are putting all the protocols in place to return to a safe campus.

Working Remotely: Dr. Sawyer said the intent is to work remotely for an extended period. That is something that has been encouraged at the state level and is stated in the executive order. The request is, if it can be done remotely, then it is done remotely. Yesterday, using curbside pickup, we had approximately 130 employees pick up their computer equipment so they can get setup at home and work remotely. Our IT team did a great job putting that together and making it less painful for staff to just drive up and get their equipment. This process helped us to stay within the Governor's Executive Order, which is still stay at home. We didn't want people wandering around campus, negatively impacting the social distancing requirements. We felt this was the most effective way to get the necessary equipment to staff. They have had a couple of days to setup their office, get online and learn to work remotely. That is going to be our mode going forward for quite some time. Once the governor relaxes the stay at home order, we will have staff coming to campus periodically to do certain functions. The work we can do remotely, we will continue to do.

August 17 – Fall Term: Dr. Sawyer said there has been a lot of information in higher education about the fall term. Early on, we decided to start the term online. We believe social distancing guidelines will still be in place at that time, making it a challenge to have a traditional college classroom. It was important for us to give our students and faculty certainty with what to anticipate in the fall. We didn't want to be in the position we were in for the winter term where we had to make that quick transition from on ground to online. Preparing for online courses is a little more challenging. We want to go back with a conservative approach and then, hopefully, at some point in the fall term transition back to on ground. We are committing to be online for the first three weeks or through the Labor Day holiday. Then we will reassess what the current guidelines are and our ability to provide a safe learning environment on campus. Our focus is to address those classes that have hands-on labs that are much better done on ground. Even if we can bring back some of those limited labs by having less people on campus, it will make it easier for us to abide by the safety standards that are going to be in place. We have to be very fluid in our approach to the fall semester, but rest assured we are committed and prepared to provide a safe environment for our faculty and our students.

Cares Act Funding: Dr. Sawyer shared good news about the Cares Act Funding. This funding was provided by the federal government in the Cares Act. Macomb Community College received \$4.8 million dollars specifically to support our students and is required to be shared amongst them. This whole process is causing a lot of disruption in higher education. There are a lot of people trying to figure out the process and some people are pushing back on some of the requirements that the Feds put on this money that the schools don't like. We are just abiding by the letter of the law, so to speak, and following the guidelines provided. He is happy to say that we have been able to distribute \$1.7 million of that \$4.8 million to over 1,200 students so far. This money has had an immediate impact for our students, to address things like rent, food, transportation, childcare, things that are essential for them to continue their education on things that were disrupted as part of this pandemic. The staff processing those requests have done a phenomenal job. We were well positioned to do that effectively. Many times, we have talked about our SOS Office, Student Options for Success, this is our emergency relief office for students. This office exists to provide emergency financial aid for non-academic expenses. For example, a student who has an issue with housing may need some money for rent or a student's vehicle breaks down and they may need money for auto repair. That is what the SOS Office does, and we are using that as the foundation to distribute the Cares Act funding and it's worked very, very well. There's additional Cares Act funding that comes to the college to offset our institutional expenses. The rules around that are still rather gray. We are in the process of determining what we can spend that money on and, hopefully, soon, we will have decisions and start doing that accordingly.

Dr. Sawyer stated there are a number of purchases going before the board tonight. Many of those are a result of the April board meeting being cancelled. We have two other big items on the agenda. One is the approval of the non-bargaining contracts. As a reminder, his executive staff and a handful of other people who are in confidential-type roles at the college are on annual contracts. Each year in May we bring those before the board for approval of a one year rolling contract. Second, is the budget. We are statutorily required to have the budget in place by June 30. We typically present it to the board each May. We can't do it sooner because we're waiting on information from the state and county to provide the best estimates possible. There are so many unknowns and this year with the impact of the pandemic, the unknowns around the budget are greater than normal. We have taken steps to address some issues, the layoffs are a big part of that, limiting some non-essential expenditures and eliminating travel. We are going to continue to focus on and closely track our expenses. Shortly, Gerri Pianko, Director of Budget and Grants, will give the board a more detailed explanation of the budget.

7.0 FINANCIAL REPORTS

7.1A Financial Statements – March 31, 2020

MOTION by DiMaria, supported by Viviano, to receive and file the financial statements for the nine months ended March 31, 2020.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

7.1B Financial Statements – April 30, 2020

MOTION by DiMaria, supported by Flynn, to receive and file the financial statements for the ten months ended April 30, 2020.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

7.2A Investment Report – March 31, 2020

MOTION by DiMaria, supported by Flynn, to receive and file the investment report of securities held as of March 31, 2020.

DISCUSSION: Trustee Cusumano asked whether Huntington's Federated Obligation Fund complies with our investment policy? Ms. Argiri stated the Federated Government Obligations Fund is permitted by our investment policy. We have invested in that fund per the recommendation and guidance of our investment advisors. It is a portfolio of US Treasury and Federal government securities maturing in 397 days or less. The annual yield, as of April 30 was 1.65%. The fund's value as of April 30, for the asset portfolio was \$156 billion. Due to the very low interest rate environment and the uncertainty surrounding some of the college's important revenue streams, including tuition and state appropriations we have decided, in consultation with the College Investment advisor, that it is prudent to maintain a portion of the college investments in short-term funds to ensure liquidity and adequate cash flow. It is the recommendation of our investment advisor to hold 10 percent of the college portfolio in this fund, due to the uncertainty. You'll notice that the higher balance as of March 31, 2020 is due to bond call maturities coupled with the transition of our portfolio with the investment advisor into the Huntington Trust Account. And you will see that the balance in that fund has come down to \$18 million as of April 30. Do have any further questions Trustee Cusumano?

Trustee Cusumano said he had one more question, is it technically compliant with the requirement of our investment policy that we invest in a fund that invests in those instruments that we are allowed to invest in? Ms. Argiri said yes, because the underlying securities are in US Treasury and governmental securities. Trustee Cusumano said he appreciates her response, but he would like to make sure that is Mr. Steele's understanding as well. Mr. Steele said that is his understanding.

ROLL CALL VOTE:

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

Nays: Cusumano

Absent:

Motion carried.

7.2B Investment Report – April 30, 2020

MOTION by Viviano, supported by DiMaria, to receive and file the investment report of securities held as of April 30, 2020.

ROLL CALL VOTE:

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

Nays: Cusumano

Absent:

Motion carried.

7.3 Financial Reports and Analyses

7.3A Property Tax Analysis and Resolution

MOTION by Flynn, supported by DiMaria, to adopt, as presented, the attached resolution for the levy of 2020-2021 property taxes for operating purposes.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

7.3B Open Hearing on the Proposed 2020-21 Budget

There were no comments.

Ms. Gerri Pianko, Director of Budget and Grants presented an overview of the 2020-2021 Fiscal Year Initial General Fund budget.

Ms. Pianko said there are several unknown factors at this time due to the uncertainty surrounding the Covid-19 pandemic. She will be referencing this and talking about it more as she goes through her presentation.

Ms. Pianko said she is pleased to tell the board that we have prepared and will be presenting a balanced budget tonight. Please, keep in mind, all the revenue and expenditure projections she is sharing tonight are based on the best information that we have at this time. She does anticipate as the pandemic progresses and more facts come to light that we are going to need to revisit these projections. This will be done during the revised budget and will be presented to the board in December.

There are a number of current expense reductions that we have made immediately to address the crisis and that does include temporary layoffs, a hiring freeze, the elimination of travel, and the reduction of non-essential expenditures in various cost centers across the college. We will also continue to monitor operations and make adjustments as more information about the pandemic becomes available.

This evening we are presenting you with a balanced budget with revenues of \$140,600,163 and expenditures of \$140,331,527, resulting in a balanced budget, with revenues exceeding expenditures by \$268,636.

Revenues: There is an overall decrease in revenues projected at \$621,000.

- State Aid: We are projecting a reduction of \$3.4 million. The executive recommendation does include a 2.5 percent increase in state appropriations for community colleges. But this recommendation was made prior to the outbreak of Covid-19 and it is no longer anticipated. A lot of the recent conversations have indicated a potential decrease, so for this reason, we have factored in a 10 percent decline in state appropriations. However, when this amount is known it will be adjusted accordingly during the revised budget.
- Tuition and fees: We are projecting an increase of about \$1 million. This increase takes into account the transition of charging tuition based on billable contact hours versus credit hours and it is offset by a 40 percent decline in spring and summer enrollment and a 5 percent decline in enrollment for the fall of 2020 and the winter 2021 semester. We are also projecting a 40 percent decline in contract education at this time. Again, this is due to the uncertainty around the pandemic and we are unsure of the impact on enrollment, which includes non-credit classes. Credit hours are projected to be 350,763. This is our best estimate at this time, and, again, we will monitor enrollment and make further adjustments during the revised budget.

Trustee Cusumano said that on tuition and fees, you reported an anticipated decline of 5 percent. He is looking at page 45 of the packet and it indicates enrollment for 2021 is expected to be 11,825 fiscal year equated students and then it gives the credit number of 354,000, which is approximately 8.4 percent lower than projected 2019-2020. Is it 5 percent or 8.4 percent and what would be the reason for the difference in the two figures?

Ms. Argiri stated yes, it is a combination of the enrollment declines for fall and winter of 5 percent, as well as a spring/summer projection reduction of 40 percent and then a decline in the contract education/non-credit enrollment. It is a combination of those, the spring and summer and fall and winter primarily. That is how we reached the 8.4 percent decline versus a 5 percent decline.

Trustee Cusumano continued saying that on page 47 of the packet, the tuition and fees represent \$56 million in the revenue stream, an 8.4 percent decline would be \$5.6 million dollars. He questions whether he is reading that wrong or calculating it incorrectly?

Ms. Argiri stated please keep in mind that there are several factors that impacted the budget projections including the conversion charging tuition rather than billable contact hours basis versus a credit hour basis. The Board of Trustees approved the transition at their March 18 meeting with the change being effective with the fall 2020 semester. We factored in charging tuition at available contact hour basis instead of a credit hour basis beginning the fall semester to decrease.

Ms. Pianko continued her presentation:

- Property Taxes: We are projecting an increase of about \$1.6 million. The county wide property tax value has increased by 4.69%, primarily due to new construction, as well as an improvement in the market values of existing homes. In addition, the College's operating levy is subject to a millage reduction fraction Headlee Rollback in 2020 of .9901 mills, which reduces our millage rate to 1.4387. For anyone that does not remember, the Headlee Amendment requires a reduction of the institution's millage rate when property tax values increase greater than the rate of inflation.
- Other Revenues: We are projecting an increase of approximately \$119,000. This is a combination of our projected increase in athletics facility rental of \$234,306, that was not previously included in the General Fund Operating Budget. This is partially offset by projected decreases in revenue from indirect cost recovery, which is associated with grants of \$17,000 and the facility rental of \$75,000 at the University Center. This is due to a projected decline in the enrollment of university partner classes held at the University Center.

Expenditures: There is an overall decrease in expenditures of \$677,115. Ms. Pianko provided an explanation of the larger increases and decreases in some of the operating units at the college.

- Student Services Unit: The increase of \$642,280, in addition to wage and benefit increases within this unit, there is an increase of approximately \$272,000 in Athletics. The reason for this is the increase of \$234,306 that is offset by revenue from facility rental. This was previously allocated to the Athletics Projects Accounts but is now included in the General Fund Budget, which will allow easier management of all the Athletic funds. The remaining increases of \$37,902 are attributed to wages and benefits, scholarship awards, and maintenance and repair. Those are standard increases that we see yearly within this cost center.
- Learning Unit: The increase of approximately \$1.8 million is primarily due to the addition of the dental hygiene program at about \$1.3 million, which was approved by the board on March 18 and has been incorporated into the General Fund Budget. This increase includes approximately \$1.2 million in staff wages and benefits and about \$100,000 in other expenses.
- Business Unit: The General Institutional line has a decrease of about \$3.4 million. This is due primarily to two factors. One is a decrease in Expenditures of about \$1 million and this has to do with the increase in the number of vacant full-time positions at the college, there were 29, when we presented the revised budget last December and there are currently 46. This is what we call the vacancy savings calculation. There is also a decrease of approximately \$2.8 million, resulting from a decrease in the maintenance, equipment and renovation allocation. This is included because we are reflecting a slower pace renovations schedule and it was also included to partially offset the projected decrease in revenue that we are expecting in state appropriations.

- Wages and Benefits: Total wages and benefits increased approximately \$3.7 million with 31 percent or about \$1.2 million associated with staffing for the new dental hygiene program. Full and part-time wages increased by about \$2.1 million. These increases reflect a number of things, some had to do with approved and projected contractual increases, organizational changes and staff turnover. There is a net increase of eight full-time positions included in the budget, seven are from the dental hygiene program and the other is funded primarily through the re-allocation of existing resources. Benefit increases are mainly due to the increase in the MPSERS employer contribution rate coupled with the projected wage increases associated with the various Bargaining Unit contracts across the College.
- Wages and benefits are partially offset by the Vacancy Savings Calculations of approximately \$1 million and this is the calculation that we include in every budget cycle. It assumes that a majority of those current 46 vacant positions across the institution will remain unfilled for a portion of the fiscal year and this will result in lower expenses compared to the associated department budgets. Please note that most of the positions that were added to support the dental hygiene program will remain unfilled for a large portion of the fiscal year. In addition, a decrease in part-time faculty wages of \$297,017 is included and the related FICA Retirement Benefits of \$104,877 is included in the budget. This is based on the assumption that we're going to have to deploy less part-time faculty due to the anticipated decreases in enrollments. The increase is also offset by a decrease in contract education around \$800,000.
- Other: Increases and decreases in expenditures within individual cost centers are primarily associated with the re-allocation of existing resources to achieve greater efficiency.
- Staff Changes: There are now a total of 702.75 full-time positions included in the initial budget. Again, this is a net increase of eight positions, seven due to the dental hygiene program and the other from additional funding through the re-allocation of existing resources.

Trustee Cusumano said he would like to make a comment for purposes of discussion. He said he believes that it is a fair statement that we do not know exactly if we are on stable ground or not at this point in time. This budget would be subject to change and he presumes that if circumstances do not play out the way they are anticipated that there will be a further amendment commensurate with those changes for purposes of making adjustments and revisions. Chair Lorenzo said the board will be presented with a revised budget in December.

7.3C Initial 2020-2021 General Fund Budget

MOTION by Cusumano, supported by Viviano, to adopt, as presented, the attached general appropriations resolution for 2020-2021.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

8.0 AUDIENCE PARTICIPATION (verbal)

None.

9.0 PERSONNEL REPORTS

9.1 Personnel Report

9.1A Employment Contracts for Exempt Administrators

MOTION by Viviano, supported by Flynn to approve the contracts for the exempt administrators for the period July 1, 2020 through June 30, 2021.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

10.0 REPORTS OF ADMINISTRATION – INFORMATION ITEMS

10.1 None.

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS

11.1A Donations – March 31, 2020

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

ROLL CALL VOTE:

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

Nays: Cusumano

Absent:

Motion carried.

11.1B Donations – April 30, 2020

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

ROLL CALL VOTE:

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

Nays: Cusumano

Absent:

Motion carried.

11.2 Change Orders (none)

Mike Zimmerman, Chief Information Officer, presented on the five IT related purchase authorizations.

Item 11.3B Data Backup System Replacement: Mr. Zimmerman said this is the system that makes copies of all the college's data files, protecting them from loss or inadvertent change. We basically make a copy of all files that were changed during the day. The current system was purchased in 2006, long before the age of media files drove the size of our databases to proportions much greater than what this current system can backup. The number of files has also grown exponentially. The system itself is basically at end of life and repair parts are very hard to come by. Most importantly, though, the current system does not back up our cloud-based Office 365 documents. These are the kinds of documents that are now very important to the college because as we adopt a working remote paradigm, we are sharing these files out in the cloud using this system itself. These files are replicated, they are not backed up for disaster recovery purposes, so this system will replace our existing gear. It will backup the databases that are currently on premise and the files in our cloud system. The lowest cost proposal that was provided met the college's requirements. We've tested it and we are confident that it will meet the college's needs. Any questions?

Trustee Cusumano asked if the whole cloud-based Office 365 itself could back up these documents? Why is it being done on premises?

Mr. Zimmerman responded that a cloud service such as Office 365 replicates files, but it does not back them up. An example would be if you had files you were using on Office 365 and then got a virus or ransomware on your computer; the ransomware would take hold and infect the file on your computer, and it would replicate that up to the Cloud. Now you have two versions of a corrupted file. With a backup, "snapshots" are taken of the files that are being created so if there is some inadvertent malicious attack on your system or corruption in a file you will have a good known file that can be pulled from the backup to restore the corrupt one. Trustee Cusumano asked how many snapshots are taken before they are purged off? What is the best practice when it comes to that?

Mr. Zimmerman said that each file type has a different best practice for how often they should be replicated. Normal office files are typically backed up once a day. Now if there are reasons for those files to be backed up more often because perhaps there's thirty people working on the same file at the same time, you can incrementally increase the number of times that snapshot is taken. The college's student and business information system databases would be backed up or "snapshotted" many times during the day, because if we had a corruption late in the day and we only had a backup from the evening, we would have to go back and basically reproduce all the transactions that had occurred prior to the corruption.

Item 11.3C CISCO Phones and Wall Mount Kits: Mr. Zimmerman said that this request is for the replacement of a portion of our Cisco phones. These are the telephones that are hanging on the walls in classrooms and sitting on the desks in people's offices. This is basically a duplication of a purchase authorization for the same that we brought forth last year. This is the third wave of a multi-year plan to lifecycle phones that were installed in 2004. These phones, 750 of them, will be removed from buildings undergoing renovation so when the buildings re-open there are new phones being installed in their place. There are about 2,000 phones in total across the college. After we complete this wave, we will have replaced about 70 percent of them in the last three years. Any questions?

Trustee Vitale asked if 70 percent of the phones have been replaced in the last three years, why don't we replace the other 30 percent at the same time? Why aren't they being replaced all at once? Mr. Zimmerman response was to save money. Some phones are used a lot more than others and we keep the lightly used ones as spares to help replace any remaining units that haven't been upgraded yet. Really we are trying to avoid making a huge expenditure to the college all at once.

Trustee Dean said she had a question about Item 11.3B the Data Backup System Replacement, how many more tape-based systems are at the college that ultimately need to be modernized? Mr. Zimmerman stated that this is the only one he is aware of.

Item 11.3D Renewal of Document Imaging Software Maintenance Agreements: Mr. Zimmerman said Macomb's document imaging system stores scanned documents of what were once paper documents in a centralized digital database for instant retrieval across all campuses by authorized staff. Where appropriate we can link these scanned documents directly with the student's record. Human Resources has used the system to attach scanned records to employee records as well. The system was originally purchased in 2010 and throughout the years the growth has steadily increased. About seven years ago we negotiated a long-term contract with the company for continued use - we pay so much a year for license to the software and a fee for storage of these documents, which are essentially in the cloud. The scanned documents are linked to student records for instant retrieval. In 2020 and 2021, several departments, Registrar's Office, Financial Aid, Finance and Human Resources, plan to scan their documents onto the system. Many departments have converted paper archives to digital storage to reduce the risk of document loss and damage, both physical and accidental, and to provide instant access regardless of location. There are tens of thousands of files in this database. We negotiated a three-year contract extension with an annual 5 percent annual increase cap, which is within the industry standards for this kind of renewal.

Trustee Dean asked who will be scanning these documents to student records? Mr. Zimmerman said the department that owns and protects the student documents would be the only department that would have access to the files as they scan them and attach them to the student record.

Trustee Dean asked what kind of documents will be scanned? Mr. Zimmerman said the list is long, but an example would be in the financial aid department. When students apply for financial aid, many of the documents they have to submit for approval, such as W-2's and 1099's will be scanned by the student to the financial aid department and there they are attached to the student's record. In the human resources, staff will take all the paper records associated with an employee, scan them and attach them to the employee's record.

Trustee Vitale said going forward with obsolete files that are stored, how does that incur any kind of fee to us? Mr. Zimmerman said we pay a fee to keep these files stored. There is a document and data control guideline that the college follows for knowing how long we're supposed to retain documents, whether that be state law or federal law. We follow those guidelines to make sure we are not keeping files longer than we should and to protect the privacy of the individuals whose records they were. Trustee Vitale asked about monitoring, is that the job of many different people within the college. Mr. Zimmerman responded that each department is responsible for the oversight and management of the files that they have control over.

Item 11.3E Gartner IT Research Service Agreement: Mr. Zimmerman said Gartner is a world-renowned technology analyst and research firm that we have used heavily since 2006. Regular use of the Gartner analysts and their research has significantly reduced decision risk implementation costs and eliminated a lot of vendor favored language out of our contracts. Every contract that IT presents to the Board or brings to legal counsel for approval to execute has been vetted by Gartner to make sure that the best possible language and the best possible protection for the college exists. Their advice has saved the college hundreds of thousands of dollars over the years. The last time he brought this forward he had requested a more expensive tier to get access to research and documentation that, as we were beginning to implement some high-end technology solutions, we felt we needed for better decision support. We indeed did get our money's worth out of that. Today, he said, he does not anticipate needing that higher tier support for the next three years and requests that we simply renew the contract at the lowest tier possible.

Trustee Dean asked why do you think that is, because they have done a better job, you have done a better job, why renew at the lowest end?

Mr. Zimmerman stated the access to the toolkits and research documentation that we have needed we have already accessed. This information is not something that goes stale, it will serve us well for a few years. He will still have full access to their analysts, which is, what gives us up to date fresh information. What he plans on doing is using the information that we have already retrieved and have in our library, and if we need to use it, call Gartner to validate the accuracy of that information.

Trustee Cusumano said for Item 11.3D - the document imaging software renewal, that did not go out for bid, it is just a renewal. Mr. Zimmerman said correct. Trustee Cusumano asked if there is a procedure or a protocol to make the decision not to check whether there are any other vendors competitively priced or is this it? Mr. Zimmerman responded, yes and he has a two-part answer.

One, the costs for the college to move from one system to the other is in the hundreds of thousands of dollars. A considerable amount of money would have to be saved on an ongoing basis, to justify switching. That doesn't mean we don't do our homework to make sure we are getting appropriate pricing. We took that renewal contract to Gartner, who has a database of all these contract renewals, there are hundreds of people using the same software, and they come back and say, yes, this is a good contract or no, you can do better. They will granulate out all the pricing in a contract to let us know whether what we are getting is fair and appropriate for what we are asking. We do that with every contract. Trustee Cusumano said so there is no formal approach to each of these, they are ad hoc, given what the circumstances are. He questions if that is the type of service agreement, why not just build it into the contract for options to renew at a fixed rate. Mr. Zimmerman said there are times that we have been able to negotiate longer term contracts at fixed rates. In fact, this very contract was last negotiated for seven years. The challenge today is the organization that we bought the original system from has been bought and sold three times and the current owner wouldn't allow any contract to be negotiated longer than three years.

Agenda Item 11.4 College Emergency (blue light) Phones and Staff Parking Lot Card Access Upgrades and Replacements: Mr. Zimmerman said this item is a collaborative project with the construction office. Because he was already presenting the other items and has some subject matter expertise in the technology, he offered to start the conversation for Mr. Simonson and address any questions you may have. The college has a couple of dozen emergency blue light phones scattered across the campus grounds. These are the phones students or staff use if there is an emergency. A person just hits the big red button and it immediately connects to college police. Some of these phones have been standing there since 2004. Some of them are beyond repair and parts are no longer available, the stanchions are starting to corrode and becoming unstable. The college also has parking lot readers for the staff gates. These readers are also an older technology where parts are no longer available. IT and the construction office collaborated to come up with the technology components that could replace these two technologies as part of their summer work. The construction office put together a formal RFP, they are responsible for the bid award the construction management and will be handling all the on ground work out of their office for the technology itself. The blue light phones are in various states of disrepair and for most of them, repair parts aren't available. The new units use fiberoptic technology rather than standard copper wire which extends the distance that it can be installed from a college building. The new blue light phones also give us the opportunity to include a mast mounted security camera in them. Now we can put these throughout parking lots and in areas where we never had a blue light phone or camera before. The parking lot gate controllers are also replacing current technology that can no longer be purchased. The gates will be using a proximity card system exactly like the one that is installed in all the renovated buildings. Staff will have a single access card that gets them into buildings and parking lots. With this system we can now immediately revoke access or change access to a parking lot or building in seconds. It also provides a historical recording of access activity, where before if anybody had a physical card, they could get into a parking lot. We had no way of knowing who was coming in or going out or if someone had borrowed or used a stolen card.

Trustee Cusumano asked how many times the blue light emergency phone is accessed over an annual period. Are they being used at all? Mr. Zimmerman said that he nor Mr. Simonson, Director, Administrative Services, have that information at hand but they can get it from college police. Trustee Cusumano continued saying that there is going to be mounted cameras on top of these phones, which increases the surveillance which is baked into the cake here. Mr. Simonson responded correct. Mr. Zimmerman added those cameras are going to be integrated with the existing security cameras that college police already use.

Trustee Cusumano asked Mr. Zimmerman if this is antiquated technology. He said he read online that the University of Michigan was moving away from these hard-fixed emergency phones to apps. Is that a good investment or are we pouring money into brick and mortar, where we should be going into more technology driven solutions? Maybe it is a policy question that we have to decide, but is there an alternative, in your opinion, to fixed phones rather than cell phones with apps on them.

Mr. Zimmerman said there is no doubt that many of the four-year institutions are moving towards app-based security panic buttons for college police access instead of blue light phones. However, we have a much different demographic at the college. Students at four-year institutions are required to use the college's apps for everything that they do. We do not necessarily have that same level of demographics at the college. Not everybody at Macomb has a cell phone with a smart feature on it. There is an expectation of safety on our campuses that today, College Police believes they can only meet by having a physical means to reach them. At this point further explanation is probably better from the Chief of College Police.

Chief Matheny said he does not have the number of times the blue light phones have been activated. The best thing about the blue light towers that we are talking about is going to be the camera system. Since January, there have been 60 calls for service in the parking lots where we currently do not have the blue light towers or the camera systems. The calls for service range from traffic accidents, hit and runs, stalking complaints, escorts, concerning domestic violence or stalking complaints, slip and falls, damage to vehicles, dumping complaints and medical emergencies. These blue light towers, especially with the cameras, will now give us what we currently do not have, the video of those areas where we cannot quickly respond. One of the difficulties for the police department, especially concerning the parking lots, is determining the exact location. The blue light tower is not just for the phone access but the video access. We will have a much quicker response, especially for the medical emergencies which we have had numerous calls for service in the parking lots. Trustee Cusumano said he presumes those calls came from cell phones. Chief Matheny said because they came into our dispatch center, he did not delineate if they were hard wired or cell phone calls. He added concerning the cell phone apps that the universities use, that would entail having a dedicated person to monitor that app and we do not currently have the personnel for it. The cell phone app sounds great, but it is staff dependent and the blue light towers go right to our dispatch center.

Trustee Cusumano asked if he called 911 while on campus where does the call go? Chief Matheny said if you call 911 from the blue light tower or a hardwired phone on campus, it goes to college police. If you call 911 from a cell phone, it will go to Warren PD, Clinton Township PD or the Sheriff's department. Trustee Cusumano said and then they would route it to the dispatch center.

Dr. Sawyer said a point worth mentioning is that we often have the public visiting campuses, particularly around the MCPA, LCC, UC, K Building, and Sports and Expo Center. We do not have any expectation that people visiting those sites would have a college app on their phone to use for emergencies. This is another situation where the highly visible blue phones and poles would be advantageous.

Trustee Cusumano asked if the bid is broken out between the cameras and the phones or is it an integrated system. Mr. Simonson said it was bid as an integrated system, each one has both a phone and a camera. He added that by bringing fiberoptic out to the parking lots we also get the flexibility of being able to add more cameras. Trustee Cusumano asked if this gives us more coverage, if so, how much more coverage do we get on video. Mr. Simonson said none of the 23 stanchion poles that we are proposing to replace have cameras. We are going to increase our coverage by 23 strategically placed cameras in the public.

Trustee Flynn stated that the more security we have on campus is great, no matter what it is, we should have more security especially in these times. Trustee Viviano asked if the cameras store the information. Chief Matheney said yes, they do, videos are stored for investigative purposes. Having the cameras in the parking lots with the blue light phones will assist the policy department immensely in investigations for hit and run accidents, medical emergencies, slip and falls. The risk management would be fantastic if we could get those cameras. Trustee Viviano said it is great. Chair Lorenzo said if someone calls 911 from a cell phone while on campus does that not defeat the purpose because then those responders have to call campus police to be escorted on to campus, because they often don't know where H building or B building is or what parking lot is where. So those calls are routed by them to you. Chief Matheney said what happens when a 911 cell phone call is made it goes to either Warren or Clinton Township PD, but it is wasting time because what their dispatch does is contact the college police department. When we give any training to inside personnel, we advise them to call 911 from an internal line or put the college police number in their cell phone.

11.3 Authorization for Purchases

11.3A 3D Simulation Software for Paint Cell Robots

MOTION by Cusumano, supported by Viviano, that the Board of Trustees authorize the Administration to purchase nine (9) FANUC 3D simulation software licenses for existing paint cell robots totaling \$86,955, from Integrated Systems Technologies Inc. (IST) located in Lexington, OH.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.3B Data Backup System Replacement

MOTION by Cusumano, supported by Vitale, that the Board of Trustees authorize Administration to purchase a replacement data backup system and basic implementation services in an amount of \$296,139 from Trace3 Inc. located in Troy, MI, the lowest qualified bidder meeting the College's requirements.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.3C CISCO Phones and Wall Mount Kits

MOTION by Cusumano, supported by Flynn, that the Board of Trustees authorize Administration to purchase CISCO desk phones and wall mount kits in the amount of \$126,250 from Sentinel Technologies Inc.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.3D Renewal of Document Imaging Software Maintenance Agreements

MOTION by Viviano, supported by DiMaria, that the Board of Trustees authorize Administration to renew its software maintenance and service contracts with Hyland of Shawnee, Kansas for 36 months in an amount of \$122,787 per year for hosted cloud services and an additional not-to-exceed \$10,000 per year for disk storage and scanners to support new department implementations.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.3E Gartner IT Research Service Agreement

MOTION by DiMaria, supported by Cusumano, that the Board of Trustees authorize Administration to renew the College's Gartner Higher Education Service agreement for a three-year term with Gartner, Inc. of Stamford, Connecticut commencing on July 1, 2020 in a total amount of \$81,103.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.3F Workforce Development and Continuing Education Management System

MOTION by Cusumano, supported by Viviano, that the Board of Trustees authorize Administration to enter into a three (3) year contract, upon the approval of General Counsel, with Augusoft of Minneapolis, Minnesota to provide the College with a Workforce Development & Continuing Education Management System in an amount not to exceed a total of \$218,000.

DISCUSSION: Trustee Dean said since this was not the lowest bid and the rationale stated the college would have to hire two to three programmers, wouldn't that already be in the bid from the RFP that the college is asking for services, why would the college have to hire two to three more programmers for an additional \$150,000? Mr. Rouse said the other company could not provide the actual services necessary without us hiring additional staff because we would essentially have to write the programs that the other companies already provided to us as part of the response. Trustee Dean said they did not meet the requirements in the RFP. Mr. Rouse said they were short of the RFP requirements. Trustee Cusumano said they are a non-compliant bidder, why would they even appear on the roll of acceptable vendors. Mr. Rouse said we had a limited number of vendors, four to be exact, respond to this RFP. We left the lowest and highest ones on there to compare and to ensure that we were looking at all options available to us. Trustee Dean said there's a very large range from not the one that you chose but from \$133,000 up to close to a \$1 million. That is a huge swing. Mr. Rouse responded he agrees that is why the fourth one, the highest one, was not even considered.

Trustee Cusumano said just for purposes of discussion of this matter, he notices those swings are not so uncommon place in some of these bids. Basically, some vendors are just looking at these bids to see if they can score a big payday. He has seen it during his seven years as a trustee. He has no explanation for it because he doesn't understand how it jumps from the second lowest bidder to \$950,000 for Orbund LLC in Kansas.

Trustee Vitale asked for a brief overview of what the board is voting on because she was unable to get a handle on what it was about. Mr. Rouse said there are two aspects to registering for workforce and continuing education courses as well as PSI. The first aspect is with our current system, WebAdvisor which terminates as of December 2020. Students will no longer have the access to register online. The other aspect is for those students who must register on ground, this

system will provide those students accessibility to register with the classes online as well. It solves one of our workforce development and continuing education issues.

ROLL CALL VOTE:

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

Nays: Flynn

Absent:

Motion carried.

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

MOTION by Cusumano, supported by Flynn, that the Board of Trustees approve a contribution in an amount not to exceed \$601,601 to the Michigan Community College Risk Management Authority for the period July 1, 2020 to June 30, 2021.

Discussion: Trustee Cusumano asked if there were any major claims over the past year and if so, were all the claims paid? Ms. Argiri said there have been claims with respect to property -- the flooding last summer and a few power outages. All claims have been submitted and paid. Trustee Cusumano asked Ms. Argiri if she had an idea on the range of damages. Ms. Argiri estimated about \$100,000 in total. She added that there was some vehicle damage due to the snow removal on Martin Luther King Day. The vehicle damage in total was about \$20,000. Ms. Argiri said in addition, the Michigan Community College Risk Management Authority also provides coverage for liability, so any lawsuits that are in process would also be covered by our insurance program. Trustee Cusumano asked if they would cover civil suits against the college? Ms. Argiri said yes. Trustee Cusumano said and there's been no issues or concerns regarding their coverage of our claims. Ms. Argiri said there have been no issues.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.3H External Advertising

MOTION by Flynn, supported by Cusumano, that the Board of Trustees authorize Administration to purchase various external advertising through SMZ, Inc. in an amount not to exceed \$480,200 for 2020-2021.

Discussion: Trustee Flynn asked what does SMZ stand for? Dr. Chandler said SMZ are the initials of the last names of the owners. Trustee Flynn asked where they are located? Dr. Chandler responded, Troy, Michigan. Trustee Flynn asked if advertising goes out for bid every year? Dr. Chandler said we did not go out this year. When we switched from Hocking Media to SMZ we did

a full bid. During that transition period, SMZ was the bidder that won. We have been happy with their services. They have done a fantastic job. They are competitive in the market and they work as an extension of Macomb Community College and the external advertising that we do. Trustee Cusumano asked if this is the same amount that we've been approving for the last several years. Dr. Chandler responded correct. Trustee Cusumano asked if we will be adjusting the messaging given the current Covid crisis and perhaps making our institution more attractive for purposes of value compared to online classes for \$430 to \$470 per credit at the four-year institutions? Dr. Chandler said we are doing a full-blown fall enrollment campaign, but we have also started a new campaign within that campaign in which we do approach elements of the pandemic - the fact that students can stay home, stay on course with affordable tuition through Macomb Community College.

Trustee Dean asked what is the rate of return? Dr. Chandler said he would have to look at the analytics, but he does not have those on hand at the moment. We do about \$289,000 in digital marketing, that's across device, online channels/social media. We also do radio. For our outdoor campaigns, billboards, we get roughly 44 million impressions from our four separate campaigns a year. We call them outdoor one, two, three and four. Our digital, depending on the actual channel that we use, anywhere up to 7 million impressions. Dr. Chandler said the agency helps us navigate those processes, navigates what type of marketing that we are doing depending on the timeframe of the year and what it is that we are trying to achieve or accomplish. Trustee Dean said and you are trying to accomplish getting those students back in the fall. Dr. Chandler responded not only the current students, but the 18 to 24-year-old new students as well. The Fall Enrollment Campaign is typically geared towards new students.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.31 Annual Library Purchases and DALNET Maintenance Agreement

MOTION by Cusumano, supported by Flynn, that the Board of Trustees authorize Administration the purchase of library resources for fiscal year 2020-2021 in amounts not to exceed \$96,500 to MCLS (Midwest Collaborative Library Services) of Lansing, Michigan; and authorize the renewal of its annual maintenance agreement in an amount not to exceed \$82,334 to the Detroit Area Library Network (DALNET) for the College's share of fiscal year 2020-2021 operating costs.

Discussion: Trustee Cusumano asked if this is the only agenda item the board will be annually renewing? He recalls several year ago there was \$50,000 being used to update the law library and at that time he made the comment that most law practices are electronic and that we should go to electronic. Is that included in this or is there going to be another action item down the road where the paper library is updated. Dr. Michael Balsamo, Dean, Learning Resources, said we are no longer using all the services of Westlaw, the vendor that we used to use for library purchases. Through the accreditation of the legal assistant program, we have been able to reduce the number

of legal collections that we have to purchase. We will not be submitting another request for any additional funds for the library for legal materials. Trustee Cusumano asked about the library in general, for subscriptions and everything else is that done one to one, one package covers everything, or is there going to be another action item at some time? Dr. Balsamo said this will be the only action that we bring before the Board. Trustee Cusumano said that represents quite a savings, is that true compared to previous expenditures, are we spending more this fiscal year or less over the previous years to your knowledge. Dr. Balsamo said we are spending about the same. We are seeing a little bit of an increase in digital resources as they are becoming very popular with the online and hybrid courses. He is still waiting on the statistics for the winter term, but he has to imagine they went way up because of our conversion to online for the second half of the winter term. More faculty are requesting resources in e-format. We are buying less print but buying more digital. Trustee Cusumano said do we survey the students and the members of the public to determine their satisfaction with the range of materials that are offered and accessible. Dr. Balsamo said, no, we have not conducted any customer or student surveys. About 10 years ago we made the determination that we would be more of a college library than a public library and what that means is we do not carry, for example, large fiction reading for pleasure type materials.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

11.4 College Emergency (blue light) Phones and Staff Parking Lot Card Access Upgrades and Replacements

MOTION by Viviano, supported by Flynn, that the Board of Trustees approve the proposed budget for the College emergency (blue light) phones and staff parking lot card access upgrades and replacements and the bids as presented and authorize the award of contracts subject to the review and approval of General Counsel.

Discussion: Trustee Cusumano said he is curious why sometimes the actual amount of some agenda items are not included in the recommendation of administration on the agenda? Is there a uniform procedure whereby it is not being placed on certain items? He would appreciate the amount of the action item be placed in every subparagraph that they are voting on. Why does it appear in some and not others? Ms. Argiri said the difference with this item is it is technically Agenda Item 11.4 under Reports of Administration not under 11.3 Authorization for Purchases. The difference with these types of recommendations is it includes the recommendation of the bid and the budget for the project. Typically for renovation projects we have included a broad recommendation of the administration and reference the budget and the bids in the body of the recommendation itself. If we want to revise it, we would need to include the budget and the bids and the recommendation of administration. We have excluded it for simplicity, if you will. We speak to the approval of the budget and the bids as authorized, but we have not detailed that into the actual recommendation.

Trustee Vitale asked if this is for the parking lot that's being redone or the renovations on both campuses. Mr. Simonson said this is for all the staff parking lots at both campuses, not just the ones being reconstructed. Trustee Dean said since five bids went out and only one came back, is there any kind of situation where it has to go back out for rebid, or do we just take the only one that submitted a bid at \$1.5 million. Mr. Simonson said we evaluated it against market, we do our own internal budget and we have our architects and engineers review it with vendors and suppliers. The costs are in-line with what we had expected so we did not feel that a rebid was needed.

Trustee Cusumano moved to table Item 11.4 until the next meeting to give Administration an opportunity to place out for competitive bids for the materials, services and goods requested and then revisit it at the next scheduled meeting which is June 17. Trustee Cusumano then asked if this request is time sensitive where it cannot be put off for the purposes of putting out for bid. In other words, if Trustee Dean is not comfortable voting on this given the fact there was only one bidder is this time sensitive or can it be dealt with at the next meeting. Dr. Sawyer said the parking lot construction is going on already, but he has to believe this was going to fit within that, even though it is unrelated because that is the paving aspect of the project, but once it is paved isn't it too late to lay the fiberoptic? Mr. Simonson said correct on the parking lots that we are redoing. This portion of the work is included in the base of the parking lots in order to keep all the staff lots on the same schedule. As for the ones we are redoing now, we would need to proceed at this time in order to be ready to open for the fall semester.

Ms. Argiri added that in all fairness to the one bidder, their bid amount has already been presented, so if we rebid it, the J&J Electric bid will be at a lack of competitive advantage. The other bidders will have seen their bid amount. She would advise the board to carefully consider that aspect. This RFP followed our purchasing policy. We believe that the other four contractors at the pre-bid meeting did not submit a bid due to the Covid-19 crisis because it occurred right around the time everything was shutting down. She asks the Board to consider the implications for the vendor that actually submitted a bid for this project, that as Mr. Simonson mentioned, was in line with the initial estimates as to the budget and bid for this project at the beginning. Trustee Cusumano withdrew his motion to table the item.

ROLL CALL VOTE:

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

Nays:

Absent:

Motion carried.

12.0 POLICY ACTIONS (None)

13.0 ADJOURNMENT

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

The meeting adjourned at 8:19 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

Secretary