

APPROVED MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE COMMUNITY  
COLLEGE DISTRICT OF THE COUNTY OF MACOMB

A regular meeting of the Board of Trustees of the Community College District of the County of Macomb was held Wednesday, September 16, 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 Viviano, supported by Flynn, to approve the agenda as presented.

ROLL CALL VOTE:

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

Nays:

Motion carried.

4.0 APPROVAL OF MINUTES

4.1 Regular Meeting, August 19, 2020

MOTION by Cusumano, supported by Viviano, to approve the minutes of the August 19, 2020 regular meeting, as read.

ROLL CALL VOTE:

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

Nays:

Motion carried.

## 5.0 BOARD OF TRUSTEES REPORTS/PROPOSALS

### 5.1 Board of Trustees Reports (verbal)

None

### 5.2 Alterations to 2020 Calendar of Meetings

MOTION by Viviano, supported by Cusumano, that the Board of Trustees acknowledge the changes to the 2020 Calendar of Meetings; the cancellation of the September 16, 2020 information session; the change in the time and location of the September 16, 2020 regular meeting to 6:00 p.m. and held electronically.

ROLL CALL VOTE:

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

Nays:

Motion carried.

### 5.3 ACCT Voting Delegate

MOTION by Flynn, supported by Cusumano, that the Board of Trustees select one Board member to serve as the voting delegate for the ACCT elections.

Trustee Flynn nominated Trustee Dean. Trustee Viviano nominated Chair Lorenzo.

Point of Order called by Trustee Cusumano, do the nominees accept their nomination? Chair Lorenzo accepted. Trustee Dean accepted.

After discussion, Trustee Viviano withdrew his nomination of Chair Lorenzo. The Board supported the selection of Trustee Dean as the voting delegate for the ACCT elections.

ROLL CALL VOTE:

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

Nays:

Motion carried.

## 6.0 PRESIDENT'S REPORT (verbal)

President Sawyer's Remarks:

October Board of Trustees Meeting: Dr. Sawyer said Chair Lorenzo has agreed that the October Board of Trustee Meeting will be held remotely. The Governor's state of emergency runs through October 1 and Executive Order 154 allows remote public body meetings for 28 days past that date.

Semester Start - August 17: Dr. Sawyer said all fall semester classes started online. After Labor Day, a small number of students returned to campus for labs, hands-on classes or classes that require special equipment. When on campus, students are complying with our return to campus playbook and submitting daily assessment forms indicating they are healthy.

Enrollment Update: Dr. Sawyer said as of yesterday, September 15, 2020, enrollment was down 14 percent. That is in comparison to our forecasted decline of 5 percent. The community colleges across the state that are reporting their enrollment, indicate an average decline of 11 percent. We believe the decline is directly related to Covid, the uncertainty students face in terms of how classes will be offered, and/or some students don't prefer to take online courses. We are optimistic that when we get past the Covid pandemic we will return to our typical enrollment.

Preparing for Winter Term: Dr. Sawyer said we are now in the process of setting up the schedule of classes for the winter semester. Registration begins in November. Consequently, we have made the decision to run the winter term the same way we are the fall term with most classes virtual and labs, hands-on, and specialty equipment classes on-ground.

Bookstore Update: Dr. Sawyer said with several college staff helping Follett, the students' book orders were caught up by the end of August. We are appreciative of our staff who stepped in to provide valuable labor and support to help get that accomplished. It really is a testament to them to pause their regular assignment to help our students get their materials and books as soon as possible. VP Argiri has convened a taskforce that is developing plans to avoid a reoccurrence of this problem in the winter. They have already put some measures in place and will continue to meet weekly through the start of winter classes to make sure students receive their books and materials in a timely manner.

Registration and Counseling & Advising Update: Dr. Sawyer said a combination of circumstances led to the problems in Registration and Counseling & Advising. Looking back at when the pandemic started, we did not expect the stay at home order to last as long as it did and as a result, a backlog of student applications built up in the admissions funnel. Once we recognized that things were not going to return to normal any time soon, we processed the student applications fairly quickly. However, that caused a backlog in Counseling and Advising. We struggled all summer to catch up and, in that process, we did not provide the best service to our students. Over the past couple weeks, the staff has met and put a number of process improvements in place. Staffing was a big part of the issue but that has now been rectified. All the adjunct advisors that can work have been recalled. We are confident there will not be a reoccurrence of these problems in the winter semester.

Dr. Sawyer said measures will be in place at the bookstore, registration and counseling and advising to make sure we stay abreast of every situation and do not allow ourselves to fall behind.

Budget Fiscal Year 20/21: Dr. Sawyer said the state has not issued a final budget for fiscal year 20/21. As you recall we budgeted for a 10 percent or \$3.4 million reduction. When the state budget is finalized, we will contact the board with the outcome.

Budget Reductions: Dr. Sawyer said the budget revision process for FY 2020/2021 began September 12. The revised budget will be presented to the board in December. Across the college, staff are doing a diligent job of searching for opportunities to reduce the budget. The primary savings is through staff layoffs and unfilled positions, which unfortunately will have to continue for now. These layoffs are viewed as temporary measures and we look forward to the time we can recall staff and resume normal operations. Dr. Sawyer said we continue to make every effort to avoid using our contingency funds.

Futures for Frontliners: J. Sawyer said we are excited about a new state program, Futures for Frontliners. This program was driven by the Governor's office and is designed to target those essential workers, such as grocery and store clerks, and entry level health care professionals, who worked throughout the pandemic. The program is geared towards students that do not have an associate or bachelor's degree. It is intended to provide a free education to people who meet that very specific criteria. We are optimistic that we will see some students come to Macomb through this program. It is a great opportunity for frontline workers to get an education funded primarily by federal financial aid. The state did put in \$24 million of CARES Act funding from the governor's allocation as well. These students are currently in the process of applying to the State of Michigan. We have identified a point person at the college who will be our conduit to the program. The students can start in January. We will keep the board apprised as we go forward each month.

Strategic Local Value Report (Agenda Item 11.4): Dr. Sawyer said the Strategic Local Value report is required annually by the state in order to be eligible for the performance funding portion of our state allocations. Colleges need to satisfy four of the five best practices. Macomb satisfies all five of the best practices but a board resolution indicating we meet the standard is required. We are looking for the board's approval tonight.

Information Items: Dr. Sawyer said you will recall that last month there were several information items on the agenda for purchases that had to be made due to timeliness and meeting the CARES Act deadline of December 30. Going forward to the end of the year, we will likely have more information items on the agenda due to the spending deadline. This month we have one item, the purchase of new police radios. When Chief Matheny joined the college over a year ago, he identified our police radios as a problem, they are old, obsolete, and difficult to keep repaired. The plan was to eventually transition to new radios at some point. We hit a critical point, a few months ago, when a march was held on Hall Road near center campus and because our radios are so obsolete, we were unable to communicate with the unified police command center. If we have a serious problem or an emergency on campus, our police officers need to be able to communicate effectively with other police agencies. This purchase will be made through CARES Act funding and is before the Board as an information item.

Adjunct Faculty Bargaining Unit: Dr. Sawyer said a couple of weeks ago, the adjunct faculty union submitted a demand to bargain over health and safety issues. As you know, we are mainly online. Also, several items on their list of demands are not related to health and safety. We will work through the negotiation process with the adjunct faculty leadership team.

Update on Cares Act Funding Sources:

Student – Dr. Sawyer said the college received \$4.8 million specifically designated for students. Almost \$4.4 million has been distributed to 3,270 students. The money was distributed through our Student Options for Success Office. The balance of \$200,000 is targeted for student technology needs, through the course of the term, to make sure they have equipment and the access they need in order to be successful in class.

Institutional – Dr. Sawyer said the college received \$4.8 million intended for institutional costs related to Covid. This is the funding we had a lot of questions on and the rules on how the money could be used kept changing. Finally, we received clarification that lost revenue is one of the eligible criteria. We have already submitted \$3 million for lost revenue in FY19/20. The remaining \$1.8 million will be used to cover lost revenue in FY20/21.

State – Dr. Sawyer said he shared with the board last month that the state had cut the college's FY19/20 budget by 11 percent or \$3.8 million. They provided an opportunity through CARES Act funding to offset that reduction. We are in the process of identifying items that meet the CARES Act criteria that we can

use to offset that \$3.8 million. To date, we have identified \$1.1 million of items that meet the criteria and we will purchase. We continue to search for items to fulfill the remaining \$2.9 million.

County - Two CARES Act funding projects have been approved by the county. One is focused on technology for \$1.3 million. Some of these expenditures have already been made and will be reimbursed but others are still to be funded. Several of the major expenditures are for updating the college's VPN and firewall, given the increase in virtual work we are doing, and for equipment and licenses for staff and students. We are comfortable that the \$1.3 million will be spent by the deadline. Our second project will use the remaining \$825,000 for teaching in engineering, advanced technology, business, and information technology. Our staff is poised and ready to start but we are waiting on approval from the Macomb County Board of Commissioners at their next board meeting. There is some concern, because of the short timeline, that we won't be able to spend the full \$825,000 by the December 30 deadline. We have a great team working on this and they will do their best to identify employers whose needs fit the criteria and provide them with training.

FCA Donation: Dr. Sawyer said he had great news, FCA was kind enough to donate an additional 10,000 face masks to the college.

Diversity, Equity and Inclusion: Dr. Sawyer said we have all seen what is happening in society today around concerns of diversity, equity and inclusion. These issues are important to the college and we have worked to address them. For over ten years the college has had a program - MMII, Macomb Multicultural International Initiatives. We have discussed MMII and shared some of their projects with the board through the years. Within MMII, we have identified 18 different areas on a diversity spectrum ranging from race to gender to special needs. The college remains committed to doing what we can to overcome these diversity issues and provide equitable opportunities for all our students. We have identified a couple of specific areas in our strategic plan that address equity gaps for our Black students. We also have inclusion as one of our values. This is an area where we are going to focus. He is bringing this to the board's attention because he will be providing periodic updates on the work we are doing in this area and how it ties into our strategic plan. In his first report tonight, he said that several staff members, including Presidents Council, will participate in a series of workshops during October through the University of Southern California Race and Equity Center. The program was recommended by Achieving the Dream. Through our connection, over the last ten years, with Achieving the Dream they have helped us to address our equity gap on campus and to serve all students. We are looking forward to the program and are certain to learn valuable insight to bring back to the college. We are going to heighten the work we have done to address equity, diversity and inclusion.

Bachelor of Science Nursing Degree: Dr. Sawyer said for the long-standing board members you may recall that the discussion allowing community colleges to offer a Bachelor of Science in nursing has been around for nearly ten years. When community colleges were awarded the ability to offer bachelor's degrees in culinary, energy systems, maritime technology and cement technology, nursing was specifically removed from the offerings as a compromise with the universities. The constitution prohibits us from offering bachelor's degrees except in those four approved programs. Senator Nesbitt from western Michigan has reintroduced in Senate Bill 1055 for community colleges to have the ability to offer a Bachelor of Science degree in nursing. After taking another look at this, things have changed since our original review of this years ago and his feeling now is to change our position and support this legislation. In the past we stayed silent and unfortunately our silence was viewed as not being supportive. Many community colleges across the state do not have opportunities for their students to complete BSN programs locally like we do. They don't have the partnerships or access we do and consequently they are unable to serve their communities. Fundamentally, we agree that community colleges should have the ability to meet and serve their

community's needs. In our case, those programs have changed and aren't what they used to be. We did have a BSN completion program on-ground at the University Center through the University of Detroit Mercy, but it was discontinued in 2018. At that time, we asked our existing partners if they were interested in the opportunity to bring an on-ground nursing program to the UC. They all declined. Currently, we have several online options for students, and they have access to Oakland University and other colleges, but there are not any on-ground opportunities in our community. We think that is an important piece. The other evolving dynamic is that employers and health care systems continue to have the desire for more BSN – Bachelor of Science, Nursing graduates and we provide ADN's – Associate Degree Nursing graduates. While ADN's are still getting hired by many health systems, they don't necessarily have the same opportunities afforded to them and they have no opportunities for progression once they are hired, they must have a BSN for that to happen. We took a closer look at our students, and over the past couple of years only 40 percent of them have transferred. We would like to see that number increase. Part of that could be the expense of other universities or the fact that we don't have an on-ground program in Macomb County. This is something we need to look at. At the moment we are only talking about supporting the legislation, that is different than deciding to have a nursing program. We would need to have a whole deeper conversation and evaluate it much further. That is all moot if legislatively we are prohibited from having the program. At this point, we are going to support the legislation and tell our legislators that we are in favor of it. There are more people in the state who are more vocal on this than we are but we happen to have a legislative update coming up with our legislators on Friday and he wanted to be in a position to share that with them this week as the bill works its way through the legislative process.

#### Questions:

Trustee Vitale said the Local Strategic Values report was amazing and asked who at the college compiles it? Dr. Sawyer said different areas in the college contribute what they have done to meet that criteria and Nicole McKee, Director, Governmental and Institutional Relations, puts it together for us. Trustee Vitale suggested scheduling a special time to discuss the report, because there is a lot of specific information in it about who we are partnering with at all different levels. She would like to know how acceptable people are to forming partnerships with the college if it isn't through one of the ways listed in the report. She thinks it would be a great idea for everyone to go through the report and to help keep those connections going. Also, she would like to know more about the staffing to cover all the different connections that we have made, it looks like it is super comprehensive as far as needing attention and staffing. Dr. Sawyer said he would take that under advisement and we will determine a way we can provide an update and have further dialogue specifically on that report.

Trustee Flynn asked if Dr. Sawyer could provide the race-ethnicity demographics of the college's student body? Dr. Sawyer said we do have that data and he will email it to the trustees tomorrow. His ballpark estimates are 12 percent Black, primarily white/Caucasian, a slightly growing Asian/Hispanic number but they are fairly modest.

Trustee Flynn said the Local Strategic Value Best Practices is a wonderful piece of material. Thank you very much for sending it.

Trustee Vitale asked what kind of appropriation do we get from the Local Strategic Value? VP Argiri said if she recalls correctly it is about \$140,000\*. She added that the performance funding that is tied to the Local Strategic Value was eliminated this year as part of the overall 11 percent cut to community colleges.

\*VP Argiri provided the correct performance funding, \$233,000, later in the meeting.

Trustee Cusumano thanked Dr. Sawyer for his presentation. He asked with the problems experienced in admissions and counseling and advising, do students have the opportunity to rate the service they have received? Dr. Sawyer said periodically we conduct student satisfaction surveys, but we do not have a point of service survey with immediate feedback. The main way we are going to measure performance is monitoring wait times on the phone, how many abandoned calls, the number of emails waiting in the queue, etc. Trustee Cusumano said there is data coming in with time stamps so you will know if you are reaching an optimal period of turnaround, right? Dr. Sawyer said that is correct. Trustee Cusumano asked Dr. Sawyer if he thinks we are suffering any leakage where students are starting the process and not finishing it because of the backlog? Dr. Sawyer said that did impact us somewhat, it is hard to get a figure, but yes, he thinks that did have some impact on our enrollment. Trustee Cusumano asked of the 14 percent is it less than 1 percent? Dr. Sawyer said yes, a modest amount.

Trustee Cusumano asked if contingency funds come from a liquidation or maturity of assets in the investment portfolio or a separate fund that is kept on the books of the college? Dr. Sawyer responded that it is a separate fund that we keep on the books every year. We typically are around 20 to 25 percent of the annual general fund budget. It is a standard thing that all organizations have, and we have been fortunate not to have to tap into that over the years. VP Argiri added that we have \$37 million in there, it is really the general fund balance or contingency.

Trustee Cusumano asked Dr. Sawyer if there is anything he would like the board to do as trustees and members of the community to do to support the effort for Senate Bill 1055? Dr. Sawyer said if a legislator were to reach out to you, just know that we see it as advantageous to the college. He along with VP Argiri and Ms. McKee are presenting to the legislators this week, so they will share that information with them and address any questions they have.

## 7.0 FINANCIAL REPORTS

### 7.1 Financial Statements – August 31, 2020

MOTION by Flynn, supported by Dean, to receive and file the financial statements for the two months ended August 31, 2020.

ROLL CALL VOTE:

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

Nays:

Motion carried.

### 7.2 Investment Report – August 31, 2020

MOTION by Viviano, supported by Dean, to receive and file the investment report of securities held as of August 31, 2020.

DISCUSSION: Trustee Cusumano said he was reviewing page 24 of the board packet and on the 13<sup>th</sup> line from the bottom, there is a \$6 million investment on August 19, 2020 to mature three years later at .36% and the line above that is a \$2 million investment in instruments made on August 14, 2020 to mature approximately three years later at .30 percent. He asked with the Huntington Federated Government Obligations Fund, the only

fund bringing back 1.45 percent, and we have \$15 million cost invested in it why would we tie up \$8 million at .36% and .30 percent? He was under the impression that we were going to ramp up our returns and is curious why at that rate of return we would be making that investment. Ms. Argiri said in working with Meeder, our investment manager, they make recommendations to the college and part of the strategy that we shared with you previously in the new investment policy is diversification. We are diversifying and that means in some cases we might be purchasing securities that have a lower interest rate than the Huntington Federated Government Obligation Fund. The current environment is very challenging to get any rate of return. That is a key element of our investment policy, the diversification strategy, as well as trying to achieve the highest rate of return in yield. Trustee Cusumano said he thought the Huntington Federated Government Obligations Fund was itself diversified. Ms. Argiri said yes, it does include a diversification of securities in that fund. Trustee Cusumano said his only concern, after roughing out some numbers, is that the difference in interest rates over the course of three years adds up to over \$1 million of income. He knows the college is facing a lot of challenges right now, but he wanted to voice his concerns about that item.

ROLL CALL VOTE:

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

Nays: Cusumano

Motion carried.

8.0 AUDIENCE PARTICIPATION (verbal)

None.

9.0 PERSONNEL REPORTS (none)

10.0 REPORTS OF ADMINISTRATION – INFORMATION ITEMS

10.1 Macomb College Police Department (MCPD) Radio Purchase – CARES Act Funding

MOTION by Viviano, supported by Flynn, to receive and file the information report.

ROLL CALL VOTE:

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

Nays:

Motion carried.



## 11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS

### 11.1 Donations – August 31, 2020

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

ROLL CALL VOTE:

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

Nays: Cusumano

Motion carried.

### 11.2 Change Orders\_(none)

### 11.3 Authorization for Purchases

#### 11.3A Elevator Inspection and Service Maintenance Contract

MOTION by Cusumano, supported by Viviano, that the Board of Trustees authorize the Administration to enter into a two-year contract with an optional third year, upon the review and approval of General Counsel, with ThyssenKrupp of Livonia, MI to provide elevator inspections, maintenance and service in the amount of \$99,360.

DISCUSSION: Trustee Dean asked if the \$99,360 is for the three years or the two? Mr. Simonson, Executive Director, said that is over the two-year period. Trustee Dean asked what would happen in the third year? Mr. Simonson said in the third year we would base it on their monthly service amount that they put into the two-year contract and potentially negotiate any up-charges at that point.

Trustee Cusumano said in the board packet the amount of the bid is \$169,200, what is that if it is a \$99,000 contract? Mr. Simonson said the base bid primarily. The difference between their alternate bid and the base bid. The \$169,200 is for monthly maintenance, service calls, and inspections. Their alternate pricing is for quarterly visits instead of monthly. It is acceptable by the state for them to come quarterly and given our potential lower usage of elevators during the pandemic and lack of on-ground activity we thought that was a good option. Trustee Cusumano asked if the other bidders had the opportunity to match the quarterly maintenance schedule or did we select ThyssenKrupp based on prior experience and other matters coming into consideration? In other words, it was spec'd out for two years with monthly service, with this alternate pricing model on a quarterly inspection basis. That wasn't part of the spec that was put out with the request for proposal. Mr. Simonson said that was not part of the spec, it was a voluntary alternate. We do encourage all our vendors to think outside of the box and provide a different delivery model. ThyssenKrupp was the only bidder that opted to submit an alternate model. The performance that they are going to do quarterly is specified, so the same thing they would do on a monthly basis they will do quarterly. Being that it is a publicly open bid we can't allow the other vendors to write a competitive price on that because they will just undercut ThyssenKrupp. Trustee Cusumano asked if the way that this was presented to the board complies with the purchasing policy? Mr. Simonson said he believes that it does, all the other vendors did have the same opportunity. They could

have said they would do it on a quarterly basis, which is the norm for the State of Michigan. We were going above and beyond asking for monthly and they are providing the same service, just on a quarterly basis. VP Argiri added that our Purchasing Director did review the bids and the recommendation of the facilities group and did not raise any concerns that this was not in compliance with our purchasing policy. She continued, as Mr. Simonson said, it is not uncommon for vendors, especially in the construction side, to provide a voluntary alternate which we would consider if there is a better more efficient and cost-effective way to provide some other service. Trustee Cusumano asked if what we paid for the same period on the last cycle is in the write-up? Mr. Simonson said he can't say for sure, but roughly \$68,000. Kone had our previous service contract, he believes it was a little less, but they did increase their amount this time.

ROLL CALL VOTE:

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

Nays:

Motion carried.

#### 11.4 [Board Resolution – Local Strategic Value Best Practices](#)

MOTION by Flynn, supported by Cusumano, that the Board of Trustees approve the attached examples of adherence to Local Strategic Value Best Practices.

DISCUSSION: Chair Lorenzo added her compliments to the other voices that were heard earlier and thanked everyone at the college for all the work they do that was demonstrated in this board report.

ROLL CALL VOTE:

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

Nays:

Motion carried.

#### 11.5 [Publicly Funded Health Insurance Contribution Act](#)

MOTION by Flynn, supported by Viviano, that the Board of Trustees vote to elect to comply with Section 3 of Act No. 152 of the Public Acts of 2011.

DISCUSSION: Trustee Cusumano asked if this is the same contribution act adoption that we had in the last cycle's resolution? Ms. Williams said yes this is the same adoption that we have done the past several years.

ROLL CALL VOTE:

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

Nays:

Motion carried.

12.0 POLICY ACTIONS (none)

13.0 ADJOURNMENT

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

The meeting adjourned at 7:03 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

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Secretary