

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, November 18, 2020 at 6:00 p.m., electronically through GoToMeeting in order to maintain safe distancing practices and to avoid the occurrence of a large gathering.

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, Clinton Township, Chairperson
Frank Cusumano, Macomb Township, Vice Chairperson
Kristi Dean, Shelby Township, Secretary
Roseanne DiMaria, Eastpointe, Treasurer
Joan Flynn, Warren, Trustee
Shelley Vitale, Macomb Township, Trustee
Vincent Viviano, Shelby Township, 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 DiMaria, supported by Flynn, to approve the agenda as presented.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

4.0 APPROVAL OF MINUTES

4.1 Regular Meeting, October 21, 2020

MOTION BY Cusumano, supported by Viviano, to approve the minutes of the October 21, 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)

Chairperson Lorenzo congratulated Trustees Cusumano, Viviano and Vitale on their successful election bids.

5.2 Alterations to 2020 Calendar of Meetings

MOTION by Viviano, supported by Flynn, that the Board of Trustees acknowledge the changes to the 2020 Calendar of Meetings; the cancellation of the November 18, 2020 information session; the change in the time and location of the November 18, 2020 regular meeting to 6:00 p.m. and held electronically.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

5.3 Discussion – 2021 Board of Trustees Calendar of Meetings – Verbal

Chairperson Lorenzo opened for discussion the topic of the board's 2021 calendar of meetings. There was agreement amongst the trustees to continue to conduct the board meetings on the third Wednesday of the month at 6 p.m. (information session) and 7:30 p.m. (regular meeting). Approval of the calendar will be up for a vote at the December 16, 2020 board meeting.

6.0 PRESIDENT'S REPORT (verbal)

Dr. Sawyer's remarks:

Dr. Sawyer congratulated Trustees Vitale, Cusumano and Viviano on their election victories.

December Board Meeting: Dr. Sawyer said Chairperson Lorenzo supports the recommendation to hold the December board meeting electronically. At this time, December will be our last electronic meeting because Senate Bill 1108 which allows virtual meetings expires December 31.

New Health Department Orders: Dr. Sawyer said implementation of the new health department and MIOSHA orders are in process. These orders don't have a huge impact on the college since

most of the staff who can work remotely already are, and the majority of our classes are currently online. The area that has been impacted is Engineering and Advanced Technology. They have been holding in-person labs that must now move to virtual. The Health Department Order, which in part limits indoor gatherings, runs through the balance of the term, expiring on December 9 and the end of the term is December 11. We will monitor changes to the order and if it is extended, we do not anticipate an issue.

Budget Update: Dr. Sawyer said we continue to work on the revised budget. A number of reductions have been identified and are being incorporated into the budget to address our financial shortfall. We are optimistic that we will be able to present a balanced budget to the board at the December meeting.

Audit: Dr. Sawyer reminded the trustees of the one-time exception they approved to move the audit presentation from October to December due to a delay in receiving the required federal guidelines on the CARES Act funding.

Enrollment: Dr. Sawyer said registration for the winter term started on November 2. As of today, credit hours are down 24 percent and head count is down 25 percent. In comparison to community colleges across the state, who are down 22 percent, we are pretty much in line with them.

Registration Process Change Review: Dr. Sawyer said a number of changes have been made to the processes related to registration. The staff has done an outstanding job adapting to the new processes and it is going well. The departments involved are keeping up with students and their varied needs. A south campus bookstore has been set up in the Sports and Expo Center and now both stores are open and operational. To encourage students to buy their books early we are offering a 10 percent discount on books purchased by December 18.

Tuition and Course Fee Refund Policy: Dr. Sawyer said there was a minor change to the refund policy and the updated version was emailed to you today. On page 42 of your packet we have two different criteria for the refund period. The first criteria is for the classes that meet for two weeks or longer. The second criteria, was written as "for classes meeting two weeks or less" and has been revised to read as "for classes meeting less than two weeks." By making this change it eliminates the overlap of the two-week timeframe that otherwise could have been confusing for students taking a two-week class. One paragraph in the policy was moved without any changes being made to the text. For clarity and to avoid too many confusing markings on the paper, the paragraph that was moved is not tracked. These revisions to this policy are being driven by our move to the yearlong schedule and having to modify some dates in order to address refunds, etc.

Website Redesign: Dr. Sawyer said at the December board meeting, administration will be bringing forward a recommendation for a redesign of the college website. A redesign of the college's public facing website has been identified in the strategic plan (Strategy 5, Objective 3). The last major redesign was in 2013, since then incremental changes have been made, but the website is out of date. The redesign process is lengthy with a 12 to 15-month timeframe. Specific details will be presented at the meeting next month.

Future for Frontliners: Dr. Sawyer said there has been 325 inquiries on the college's Future for Frontliners landing page. The good news is 136 of those who inquired have already applied. The Financial Aid department has awarded funds to 1,252 potential students. Thus far, 535 of those students have registered. We are hoping to register additional students for the winter term.

Cleaning Contract: Dr. Sawyer stated, as discussed last month, the extension of the cleaning contract comes to the board tonight for approval.

Information Items: Dr. Sawyer said there are six information items on the agenda. Like last month, we are requesting the board address the items with one motion. Chairperson Lorenzo will read each item and then ask for a motion. College staff are in attendance and available to answer any questions you may have on a specific item.

CARES Act Funding:

Student: Of the \$4.8 million the college received for students, close to \$4.6 million has been distributed to over 3,400 students. The remaining funds will be used to support students in the winter term.

Institutional: Of the \$4.8 million the college received for the institution, \$1.1 million has been used to cover interrupted operations in fiscal year 19/20. The remaining \$3.7 million will cover additional costs of interrupted operations and expenses associated with moving to a virtual environment, including lab kits and equipment.

County: Two projects have been funded using CARES Act money from Macomb County. One project focused on technology and PPE's (\$1.3 million) with all funds exhausted. The other project is related to manufacturing, IT and business-related education (\$1,000,000). The money was awarded at a late date and now with the health department order negating on-ground classes it will be a challenge to deplete those funds, as required, by the end of this year. The staff in our workforce and continuing education area have been working diligently to engage employers to train their employees virtually, but despite their efforts, we will be unable able to work through that entire allocation.

Strategic Plan: Dr. Sawyer said work on the strategic plan continues to go well and progress is being made across the board. The first quarterly reports have been submitted. The members of the institutional councils have been identified and we are in the process of communicating that to them. The councils will meet quarterly, with their first meeting in January. The council's purpose is to continue to keep staff from across the college actively engaged in the strategic priorities process.

Inclusion, Diversity, Equity, and Access: Dr. Sawyer said we are in the process of finalizing the IDEA council and will be notifying the members soon. He has mentioned in previous meetings that a group of staff have been participating in a workshop series, Equity Now!, through the University of Southern California. After the completion of the workshops, Vice President Thomas-Little, who will be leading our IDEA council, facilitated a debrief session with the participants. The thoughts and ideas they shared will be used as a launching pivot for the council.

Tuition Rate: Dr. Sawyer said typically the board votes on tuition rates in March. However, the move to a yearlong schedule requires the board's vote on tuition rates to be made in February. The Administration will present recommendations to the board in January.

Dr. Sawyer announced that General Counsel Jeff Steele, will be presenting the new Civil Rights Suite that he introduced to the board in June. Dr. Sawyer said in addition, last month, President's Council approved a Student Code of Conduct. Macomb is one of the few colleges without a code of conduct for students. We have rules and regulations, but a Student Code of Conduct clearly sets forth the rules as well as the sanctions if students break those rules. Mr. Steele was involved in that process as well, making sure everything was legally compliant.

Dr. Sawyer introduced General Counsel Jeff Steele for his overview of the Civil Rights Suite:

Mr. Steele said two of the components of the plan he outlined in June are already in place -- the Title IX Grievance Procedure and the Student Code of Conduct. The final component of this process is up for discussion tonight, with the goal of putting it up for a first reading next month. That final component involves two policies:

- 1) Civil Rights Suite – contains several policy statements:
 - a. Anti-discrimination section - identifies protected classes regarding which the college will not discriminate and extends to all college programs and activities, including employment
 - b. Anti-harassment clause - prohibits sexual harassment, hostile environment harassment and other kinds of harassment, such as harassment based on race or ethnic origin
 - c. Title IX statement – a general policy statement by the Board of Trustees is requiring the college to comply with Title IX (specific processes are in the Title IX Grievance Procedure)
 - d. Disability discrimination statement – includes a statement that the college will not discriminate based on disability and a statement concerning accommodations
 - e. Anti-fraud provision – new to the college
 - f. Anti-retaliation whistleblower section - a statement that individuals will not be retaliated against for complaining about civil rights issues or for blowing the whistle regarding illegal activity, whether the complaint is internal or external to a public authority.
- 2) Complaint Procedure (goes beyond civil rights)
 - a. Online complaint form
 - b. Identifies and provides contact information for persons to whom one should complain if they experience or witness misconduct
 - c. Includes statement prohibiting retaliation against a person for either complaining or participating in a hearing process
 - d. Statement concerning requests to complain or participate confidentially
 - e. Statement about making knowingly false statements

Mr. Steele said the two policies are designed to replace four existing policies – 1. Equal Opportunity Affirmative Action Policy, 2. Unlawful Harassment Policy, 3. Civil Rights Complaint Procedure, 4. Student Discipline Procedure.

Questions for General Counsel:

Trustee Cusumano asked if the Title IX policy overlaps with the Harassment policy in that the protected classes are duplicated in both policies? Mr. Steele said the Title IX regulations that came out of the Trump administration have a different definition of harassment than the definition that is in place for employment situations, such as those set forth in EEOC regulations. Therefore, we have two different standards of harassment, one for Title IX and the other for Title IX and other aspects of the college. Mr. Steele stated that he tried to make it clear in the policy that the Title IX standard is higher and harder to prove because that is what the Department of Education has required. But there can be situations where a person is found not responsible for harassment under Title IX but responsible for harassment under another policy, such as the Student Code or this general policy.

Trustee Vitale asked how is this used? Mr. Steele said these are things the board is making a proclamation about. The board is saying “the college shall not discriminate based on sex, race, and all the other protected classes” and telling everyone at the college, administration included, that these are rules to follow. The policies are posted online, and if someone wants to find out what our policy is on harassment, they could find it by looking at this policy.

Questions for Dr. Sawyer:

Trustee Vitale asked if the website will be completely overhauled or just a few changes? Dr. Sawyer said it will be a complete overhaul. Trustee Vitale provided feedback on her experiences with the current website. She said the main page doesn't have the most pertinent things, mainly how to get to registration. She continued, remembering how in the past when we registered for classes, we leafed through a catalog to compare classes and to assess with a comprehensive look at all the different classes. The registration process right now is linear online. If you know where you are and where you are going you can possibly get there, but just to get a comprehensive overview of what is available all at once is very hard. Lastly, the registration process seems to change every time or the way to get to it. She said less would be more. Dr. Sawyer said your points are well taken, we recognize the website isn't the best, it is something we have been tweaking since 2013 and it is time for a major overhaul. We agree with you that less is more, we have some pages that contain a lot of information. Part of this process will include a very thorough review of the website, it's shortcomings and basing our redesign on what has been done at other institutions. We are anticipating a much more user-friendly website. Dr. Sawyer said, now, the registration process is different. We just went through a revision of our registration process with Student Planner. That change had to be made because the vendor, Ellucian, was no longer supporting our registration product. The change to Student Planner did cause some angst in the fall, but our Registrar has indicated they are not getting as many questions as they did last term and the registration process has already smoothed out for the winter term.

Trustee Dean asked who is going to be funding the development of a new website? Dr. Sawyer said the new website will be funded out of technology funds.

Trustee Dean said some of the links on the website do not have a “go back” button, will that be fixed? Dr. Sawyer said yes, our intention is to have a much more user-friendly comprehensive website. Through the strategic planning process, and with wide recognition, we have found that our website is not very good. It was developed seven years ago with the technology available at that time. We have been restrained by

that and have been making small changes, but that is not adequate to address some of the bigger problems you are pointing out.

Trustee Flynn asked if the Microsoft License Upgrade for the students' emails works for the trustees email too? Dr. Sawyer said the Microsoft platform is what we use to run the business side of the college, the email system is through Outlook, so it does impact the trustees as well.

Trustee Flynn asked when does the CARES money run out? Dr. Sawyer said most of it must be spent by the end of December. That is why there is such an urgency to put these items through, because of the short time line. Some of the CARES money we have until the end of April to spend.

Trustee Flynn asked if the 3D printer is for the lab? Dr. Sawyer said yes, and it should be quite impressive. The field of 3D printing continues to evolve, and this printer is unique in that it is geared toward the health field and can produce life-like body parts. It will be a fantastic tool for our students in health programs.

Trustee Flynn asked if the college has to pay to the balance of the money for Item 10.1, the Integrated Learning Platform? Dr. Sawyer said yes, this is a multi-year investment and the CARES Act funding will cover the first year and the college will cover the remaining four years from the general fund.

Trustee Cusumano asked Dr. Sawyer if the college can balance the loss of revenue sustained by the tuition and fee decline on the expense side to your satisfaction? Dr. Sawyer said yes, based on the initial review, he is 90 percent sure, but he will be able to answer with certainty when we present the budget next month.

Trustee Cusumano asked if the website redesign is going to be filled by a third-party contract? Dr. Sawyer said yes. Trustee Cusumano asked if the board can see a portfolio of other websites they have designed? Dr. Sawyer said yes, we can do that. Trustee Cusumano asked if the contractor has experience with educational institutions? Dr. Sawyer said yes, a tremendous amount.

Trustee Cusumano asked Dr. Sawyer if it is advisable for the board to pass a resolution authorizing the administration to apply for any pandemic-related aid funding from any state, federal or local authorities giving you the authority to act nimbly with regard to anything that becomes available? Dr. Sawyer said he doesn't think that is necessary. Every now and then we have a specific grant that requires board approval just to apply, but most grants don't have that stipulation. Ms. Argiri said any grants that we apply for that require a resolution, we bring before the board, she is not aware of any blanket resolution the board should take now for any future grant opportunities.

Trustee Cusumano asked if item 10.1 the Integrate Learning Platform is properly subject to a separate motion? He reads the item is \$148,000 total over five years, \$55,000 coming from CARES Act funding, but the rest will be coming from general operating allocations? Dr. Sawyer said we will bring that to the board for approval at that time.

Dr. Sawyer wished everyone a Happy Thanksgiving!

7.0 FINANCIAL REPORTS

7.1 Financial Statements – October 31, 2020

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

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

7.2 Investment Report – October 31, 2020

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

ROLL CALL VOTE:

AYES: DiMaria, Viviano, Dean, 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 IT Purchases – CARES Act Funding - Ellucian Integrated Learning Platform

10.2 IT Purchases – CARES Act Funding – Network Firewall

10.3 IT Purchases – CARES Act Funding – Microsoft Institutional License Upgrade

10.4 WCE-EAT Purchases – CARES Act Funding

10.5 IT Purchases – CARES Act Funding Student Success and Academic Alert Application

10.6 Health and Public Services Digital Anatomy 3D Printer – CARES Act Funding

MOTION by Cusumano, supported by Viviano, to receive and file the information reports.

DISCUSSION: Trustee Dean asked if the CARES Act funding will cover the items outlined in 10.1 through 10.6 or will the college have to fund some of it because some of the items are multi-year? Dr. Sawyer said it is a mix and the multi-year items will be brought back to the board for approval at the appropriate time.

Trustee Dean asked since there aren't any students on campus how is the 3D printer going to be accessible to the students or is it only accessible to faculty? What is the health and public service digital anatomy 3D printer- what are we taking prints of? Dr. Sawyer said

this is a printer that will actually produce a life-like 3D model of a heart, kidney or liver, for example. The MDHHS order contains a provision that makes an exception for education to continue to hold on-ground classes for the lab components required for law enforcement, first responders and medical programs. Those students will continue to be on campus. When we purchase equipment like this we are looking to the future as well.

Trustee Vitale asked what material does the 3D printer use to produce the prints, paper or plastic? Dr. Sawyer said it is a resin material.

Trustee Vitale asked for an explanation of Agenda Item 10.5, the Student Success and Academic Alert Application. Vice President of Student Services, Jill Thomas-Little said the institution is dedicated to student success and there are many ways we can monitor our students as they progress through their time at the institution. We were looking for a product that would from start to finish, tap into, not only how they are doing from their grading, canvas shells through their courses, through any alerts that faculty may raise on them, to how we can interact and communicate not only with the students but with the staff that are supporting them. The Civitas Aspire product achieves that goal. Our initial implementation is going to focus on the early piece, since it is such a tight time frame. The product itself will eventually be a holistic view of our students from start to finish and allow us to track their progress and encourage persistence.

Trustee Vitale asked if it is a running program that tracks every student that enrolls? Ms. Thomas-Little said correct. It is tied into our student information system, Colleague, and can access the grades they receive through Canvas throughout the semester as well as at the end of the semester. It makes sure they are modifying an analysis of those students in terms of who is progressing well, who needs outreach, and everything in between.

Trustee Vitale asked when a problem comes up, which department handles it? Does it go across the board? It sounds pretty comprehensive. Ms. Thomas-Little said it is very comprehensive and is going to be quite an endeavor to implement. It starts in the classroom with our faculty. As our faculty are teaching, they can raise an alert within the system if the student needs tutoring or if they need to see an advisor or counselor about something. It also starts at the very beginning with the information from a student's application for admission. Based on research, we know where they tend to struggle if they are first generation or lower income. Between the student's information, the input of information from our faculty and the grades they earn throughout the semester, we will help hopefully keep them on track and here with us at Macomb.

Chairperson Lorenzo asked if there is an early alert system built-in to help the students who don't show up for class but don't withdraw? Ms. Thomas-Little said that is on the faculty to record that. We have that now, through Webadvisor, which needs to be replaced because it is being sunset. This is a partnership between the teaching faculty and the student service side throughout the time the student is here. We need our teaching faculty to initiate those alerts.

Chairperson Lorenzo asked once the alert is initiated is there a way to make sure that the student is contacted repeatedly if you don't get through to them the first time. Ms.

Thomas-Little said that is the intent as we move forward, both with this product and our strategic plan, ensuring that we are honing in on that persistence and retention of our students.

Trustee Dean said she is an instructor at other universities and one of the issues that has come up due to Covid is that some students are not present in class. She has multiple Care reports that she has to submit week after week. The students provide inaccurate contact information, as well as other issues and we can't get in contact with them. But they potentially fill out a course survey and the faculty get hit really hard. What is there to prevent that coming down on the faculty member versus the student? Ms. Thomas-Little said on the faculty evaluation side she would have to turn that over to the Learning Unit to address that piece of it and how that ties in. This is a new system that we are just purchasing, and we get to create it and build it as we want. If we want to make sure that an associate dean is aware that a student isn't coming to class but there is an evaluation on that faculty member on the back end and we want to tie those two together in some form that is something we can do. There are contractual obligations with our faculty evaluations that she is not as familiar with, but we can build the system however we choose and we are moving into implementation right now.

Trustee Dean asked what the average student per class is now that everything is online? Dr. Sawyer said our typical online class is limited to 28, but as we go through this Covid period, we have not limited all the classes. In a letter of agreement with the faculty, they have been very helpful in allowing that limit to be exceeded as we work through this pandemic. In some classes the 28-student limit is exceeded.

Trustee Cusumano said as he understands it, the digital anatomy 3D printer prints flexible skin, muscles of a certain texture and solid bony structures. Dr. Nara Mirijanian, Dean, Health and Public Service, said the prints can be various textures. The printer is pre-programmed to print over 300 different models, including bones, organs, dental, and more. For example, if it is your desire to print a bone of a patient that is in their 60's and has severe osteoporosis she could produce a bone that would realistically mimic a 60-year-old patient with severe osteoporosis. Trustee Cusumano asked what is the cost to operate this printer annually, are these printer cartridges or materials used for the resins enormously expensive? Dr. Mirijanian said she does not have the numbers with her, but they are very efficient printers, so we are not anticipating a huge cost on the actual material needed for the print.

Trustee Flynn asked if the students evaluate the teachers? Dr. Sawyer said yes, this is all controlled contractually, and he believes the faculty member selects the term they want their classes surveyed.

Trustee Cusumano said it is his understanding that pharmaceuticals have come up with a vaccine, and in his estimation that once the vaccination becomes widely available in the general population that this pandemic will subside, and normalcy will make a fairly quick return. He said there is no real down side to keep the ship's sails full and moving in the right direction. The CARES Act funding has helped with several of these expenses that we have been able to characterize under the Act for purposes of offsetting any revenue

decline, isn't that correct? Dr. Sawyer said that is correct. It has not only helped us from offsetting our internal costs in some cases, but it has helped expedite and advance technologies in areas that we may not have gotten to yet. Look at this printer, it is going to be an outstanding resource for the college for quite some time. We might have purchased it eventually, but it would not have been now. We are trying to make the best use of these funds with an eye to the future.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS

11.1 Donations – October 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 Housekeeping Services Contract

MOTION by DiMaria, supported by Flynn, that the Board of Trustees authorize the Administration to extend the contract with ABM Services Group, upon the review and approval of General Counsel, for housekeeping services in an annual amount of \$1,677,724 for a one-year period beginning July 1, 2021 and authorize the Administration to contract for additional cleaning services, as considered necessary.

DISCUSSION: Trustee Cusumano said generally speaking he wants the purchasing policy to be adhered to. He understands that due to exigencies of the pandemic, there are reasons it could not be followed. However he does take issue with the tail of this motion, for administration to contract for additional cleaning services, as considered necessary. Are we going to be authorizing the administration to engage in contracting for additional services up to a certain amount or a percentage or is there no cap? Ms. Argiri responded that there is not a set cap per se, other than the budget itself. Typically, this provision is used for what we call special cleaning. For example, if there was a large event at the MCPA that was not part of the standard scope of work for this contract, then we would need to

contract for special cleaning for that additional work. Another example, we had a case of MRSA and we hired additional cleaning services to do extra cleaning and disinfecting for the area that was involved. Also, events at the Sports and Expo Center may involve additional special cleaning. She doesn't have the number in front of her, but if she were to estimate in total what those might be on an annual basis in a typical year, from a budgetary perspective her recollection is the amount is not typically more than \$10 or \$12,000 per year. It is very much event driven and we do not have any events on campus at this time. We did have the drive-in concert over the summer and that is another example where we hired additional cleaning services outside of the scope of work with ABM. Trustee Cusumano said so it is not a significant amount of money, it is not going to be another \$500,000? If the amount exceeds \$100,000 will the board be apprised of that decision? His concern is that we have this twin issue of not putting out to bid and then giving out basically a blank check to the administration. He has no doubt the administration is operating prudently and reasonably, but just as a matter of principle, he is opposed to giving unlimited approval or authorization for unknown circumstances. Ms. Argiri said in the case where there was \$100,000 of additional cleaning services, it would exceed the budget allocation for housekeeping services, and administration would be required to bring forth a revised budget or request to the board. Trustee Cusumano said the \$1,677,724 is fairly tight with the approved budget, is that correct? Ms. Argiri said correct.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.3B TechSmith Knowmia Recording and Digital Content Creation Software License Renewal

MOTION by Viviano, supported by Flynn, that the Board of Trustees authorize a three-renewal contract of TechSmith Knowmia of Okemos, MI for an amount not to exceed \$113,912.

DISCUSSION: Trustee Dean asked exactly what is the recording of digital content? Is it just new classes, existing classes, what exactly is this item? Louisa Marine, Director of Instructional Technology and Online Learning said that TechSmith Relay is a product that allows faculty to record their screens. They could be recording this meeting and then share it later. They can record themselves and then caption the video. They can record a PowerPoint and add audio to it so it creates digital media that can be shared in an online classroom.

Trustee Dean asked if it is only good for one course? It sounds like Captiva or Collaborate or other known items. It's a renewal of that digital content? And how many faculty use this? Ms. Marine said right now we have over 14,000 users, that are faculty and students. TechSmith Knowmia Relay also offers unlimited storage, so as users record videos there is no worry about space or having to delete old items. They always have access to them.

Students can also create free content, if they have to create a presentation or record a video for a course, they have access to that for free as well. Trustee Dean asked if it goes both ways students can do this as well as faculty? Ms. Marine said yes.

Trustee Cusumano asked if the \$113,912 is all inclusive for the full three-year term? Ms. Marine said yes it covers all three years.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

12.0 POLICY ACTIONS

12.1 Tuition and Course Fee Refund Policy – (First Reading)

MOTION by Flynn, supported by DiMaria, that the Board of Trustees adopt, first reading, the attached proposed policy changes to the Tuition and Course Fee Refund Policy.

DISCUSSION: Trustee Cusumano told Mr. Steele that he has a gift for clarity of thought and the ability to put it in writing. He applauds his efforts. Mr. Steele said thank you, but he can't take full credit because Dr. Carrie Jeffers was also involved in the drafting. He appreciates it but it is not all completely warranted. Trustee Cusumano asked Mr. Steele to extend his congratulatory remarks to Dr. Jeffers as it is well done.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

13.0 ADJOURNMENT

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

The meeting adjourned at 7:30 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

Secretary