

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, December 16, 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 6:02 p.m.

2.0 [ROLL CALL](#)

Present:

Katherine Lorenzo, Clinton Township, Chairperson
Frank Cusumano, Macomb Township, Vice Chairperson (left meeting at 6:53 p.m.)
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, November 18, 2020

MOTION BY Viviano, supported by Cusumano, to approve the minutes of the November 18, 2020 regular meeting, as read.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

5.0 BOARD OF TRUSTEES REPORTS/PROPOSALS

5.1 Board of Trustees Reports (verbal)

Chair Lorenzo was glad to see so many people wearing their Public Service Institute fleece. She thought it would be a nice way to show appreciation to our first responders. She gave a big thank you to everybody who keeps us safe. She thanked Dr. Sawyer for providing the nice fleece.

Chair Lorenzo recognized the Marketing and Student Life and Leadership teams. She was very impressed watching the commencement exercises. She thought it was a touching, moving ceremony and she knows it was a lot of work. She complimented Dr. Sawyer and the staff on a good job. She said this is a wonderful thing to do for our students.

5.2 Alterations to 2020 Calendar of Meetings

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

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

5.3 2021 Board of Trustees Calendar of Meetings

MOTION by DiMaria, supported by Cusumano, that the Board of Trustees approve the 2021 Calendar of Meetings as presented, commencing with the January 20, 2021 regular meeting at center campus, and to hold regular information sessions beginning at 6 p.m. immediately preceding the regular meeting each month as scheduled as a discussion and information session only.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

6.0 [PRESIDENT'S REPORT](#) (verbal)

Dr. Sawyer's remarks:

Eighth Virtual Board Meeting: Dr. Sawyer said this is the eighth virtual Board meeting. He thanked the trustees for their flexibility. It has been great that we have been able to continue the work of the college in this remote working environment and we appreciate your willingness to do so.

January 2021 Meeting: Dr. Sawyer said the January meeting is currently scheduled to be onsite. There is pending legislation that may extend the ability to hold public meetings remotely through March 31, 2021. But as it stands, the January board meeting will be on-ground. If the legislation does go through, he will reach out to Chairperson Lorenzo and keep the trustees advised.

December 12 -End of Semester: Dr. Sawyer said classes ended on Saturday, December 12. Students and faculty did a great job of completing the term in these very challenging times. Their resilience and persistence to stick with it has been fantastic. We commend our students and thank our faculty and staff for enabling them to make educational progress. The winter term starts on January 11, 2021.

Enrollment Update: Dr. Sawyer said compared to this same time last year, our winter credit hours are down 14 percent and headcount is down 17 percent. The average decrease at other community colleges in Michigan is 14 percent. Our decline is in line with them.

Information Items: Dr. Sawyer said there are three information items on the agenda. They are for IT equipment, climate control equipment, and an additional increase to the marketing budget. There are staff members on the call who can answer any questions the trustees may have.

CARES Act Funding:

Student CARES Act Funding (\$4.8 million) – provided close to \$4.6 million to over 3,400 students. We are proud that we were quickly able to get the money to our students in need to help them with their financial issues.

Institutional CARES Act Funding (\$4.8 million) – we recovered \$1.1 million for interrupted operations. We intend to use the remaining \$3.7 million to cover operations, lab kits, equipment and costs associated with transitioning to a remote environment. The deadline to spend the money is April 2021.

State CARES Act Funding (\$3.8 million) – this funding was intended to offset the budget reduction by the State. The money had to be spent by the end of December and Dr. Sawyer is pleased to report that requirement has been met.

County CARES Act Funding – Two projects approved

1. Technology and Personal Protection Equipment (\$1.3 million) – the funds will be spent by December 30, 2020 as required.
2. Manufacturing, IT and business-related education (\$1 million) – to date \$151,000 spent. Did not get approval of funds until October, reducing time period to expend the money.

Dr. Sawyer appreciated the staff that worked diligently to use the CARES Act funding and specifically recognized Ms. Libby Argiri, Vice President, Business. Dr. Sawyer said that Ms. Argiri has been our point person for this funding and has done an outstanding job of making sure the

money is properly allocated in the appropriate CARES Act fund for maximum utilization. He appreciates her hard work given all the challenges and ongoing changes.

Strategic Plan: Dr. Sawyer said work on the strategic plan continues. Progress has been made on our strategic priorities and we have identified and notified our council members. The councils will meet on a quarterly basis starting in January. He will give periodic updates to the board on specific strategic items during the information sessions in 2021.

Policy Documents: Dr. Sawyer said last month General Counsel Steele introduced policies related to civil rights and the college complaint procedure. They are both on the agenda for a first reading. The yellow highlighted items on the documents indicate where there will be links to other documents or forms.

Budget for SD Renovation: Dr. Sawyer said in January we are bringing to the board for approval the budget for the last building of the current renovation plan, South Campus D building.

Personnel: Dr. Sawyer said tonight we have three personnel items. Two are filling retirements, a faculty member in the occupational therapy assistant program and the dean of business and information technology. We also are excited about our first hire for the dental science staff, our associate dean. Dr. Sawyer said now that we have worked through the budget process, he wanted to let the trustees know that we are starting the process to fill critical positions that have been left vacant. Periodically they will be seeing personnel items and he assured them that those vacancies would not be filled unless we were sure we could afford to.

First State Bank: Dr. Sawyer expressed his appreciation to First State Bank and thanked their president and CEO, Gene Lovell, for their donation of \$120,000. They have been a tremendous supporter of the college over the years and we can't thank them enough for all they have done. They have worked so effectively with us and are always willing to step up as a sponsor when we want to try out different things in the performing arts area. We appreciate their support.

Budget: Dr. Sawyer said the Revised 2020/2021 General Fund Budget is on the agenda for your approval, as required by the Community College Act. We are pleased to present to the board a balanced budget, particularly with all the challenges we had to overcome due to Covid. We reduced expenses across the board by eliminating travel and non-essentials and with layoffs. It was unfortunate we had to layoff as many staff as we did, but it was essential in order to maintain our fiscal sustainability. We feel that quick action is why we are in the position to present a balanced budget tonight.

Tuition Recommendation: Dr. Sawyer said in January the administration will be presenting our recommendation to the board for a modest tuition increase for next year. As a reminder, the board's decision on tuition has to be made in February rather than March because of our move to yearlong registration.

Dr. Sawyer added that later in the meeting, Budget Director, Ms. Gerri Pianko will provide the board an overview of the budget process and the changes made. He added that Ms. Pianko has done an outstanding job leading that process for us through this particularly challenging and difficult year. He recognized the administrators across the college for their very important role in helping to identify where to reduce expenses in this difficult time.

2019-2020 Audit: Dr. Sawyer said Ms. Jennie Lambert, from our auditor, Rehmann, is here to share the results of the 2019-2020 audit. It is complete except for the single audit because we are still waiting on the compliance supplemental related to the CARES Act. He is proud to say that Rehmann has issued an unqualified opinion of the College's and the Foundation's financial statements. Often the importance of that is overlooked, but it is very significant, and it goes to the credibility of our financial record keeping and reporting. Congratulations to Libby Argiri, Kathi Poindexter, Gerri Pianko and their entire team in the financial services area because that doesn't happen easily. It is their hard work and dedication that enables us to achieve that judgement.

Website Redesign: Dr. Sawyer said at the November board meeting, he shared with the trustees the need to redesign our website and there were more questions than he had anticipated. The recommendation for the website redesign firm, Beacon, is Agenda Item 11.3B. On December 1 he sent the board an email that included how Beacon develops a user strategy and experience to design the website and six different examples of higher education websites they designed. Given all the questions last month, he thought it would be helpful to have presentations from our Marketing Dept. and Beacon, our recommended vendor. They will all be available to answer additional questions the trustees may have.

In closing, Dr. Sawyer wished everyone a happy holiday. He is so proud of the college community for all the work they have done, the flexibility they have shown, and the empathy of colleagues to our students to help them to continue to make progress. He feels blessed and fortunate to be working among these people. He thanked the trustees for their support throughout this whole period of time. A lot of decisions had to be made very quickly and without the support of the board we wouldn't have been able to do that. As a result, we have been able to make the best use of the CARES Act money and more importantly make decisions focused on doing what is best for our students and helping them progress. We don't take that lightly and really do appreciate the support.

Dr. Kevin Chandler, Vice President and Ms. Audrey Takacs, Director of Marketing give brief presentation and introduce representatives from Beacon – Tracy Dirks, Senior Vice President, Web Development Services, Keana Lynch Director, UX Design and Development and Kent Dickinson, Senior Account Executive, who also present.

Questions regarding website redesign:

Trustee Dean asked what are the three issues of the current website that it needs to be redesigned and why can't we do this in-house? She asked Mr. Mike Zimmerman, CIO, why do we have to go to an outside vendor to do this? Mr. Zimmerman responded, the web design skill set needed doesn't exist within Macomb. The website is owned by Marketing.

Trustee Dean redirected her question to Marketing, why can't we do this in-house? Dr. Chandler said as Mr. Zimmerman alluded to, we do not have the skill set and resources within the college to change to full mobile response. Some of the major elements are responsiveness, compliance with ADA, template flexibility, custom landing pages and we need to update the design and we do not have the resources or those professionals in-house. Ms. Takacs added that while we do have a Content Management System (CMS) that allows us to create web pages, our current CMS system doesn't give us the flexibility to customize pages the way they need to be. When we developed the website in 2013, mobile-friendly was the big criteria, but the market has changed

and now sites need to be created that are responsive to any device that is out there. We do not have the skill set to keep up with those market changes. This has to be outsourced to an organization that has the people that can go in and develop and in the bigger picture, people who can keep up with those changes so that proactively we can be in front of changes and keep optimizing the website.

Trustee Dean said, basically the upgrades are going to be on the backs of future students or the existing students because of a new site. Dr. Sawyer said students tuition and fees pay part of our revenue, roughly 40-45 percent, but we have other sources as well. He gets her point, there is a cost associated with this, but he sees it as a cost of doing business. We feel hiring outside experts is the most cost-effective manner for this work. Our view is that it would be much more costly trying to hire staff who would have to maintain professional development for this set of skills. A well-functioning website is critical for doing business today.

Mr. Zimmerman added that the college has not designed the website for over 15 years. The last iterations have been done by experts on the outside. Trustee Viviano stated they are the experts and specialists in that arena. It comes at a price, but it also, we hope, will help bring up enrollment.

Trustee Vitale asked if there is a timeline for the completion of the website? Dr. Sawyer confirmed with Dr. Chandler that the timeline for completion is roughly 12 to 18 months.

Trustee Vitale asked Ms. Tracy Dirks, if they are making this look like a community college website or an institution of higher ed? The reason she asks that is because a lot of our programs are for completion at Macomb, they are two-year programs, so this is it, for a lot of people. Ms. Dirks said they have designed websites for community colleges and four-year institutions. In working with community colleges, they have found things that are more unique and very different from four-year institutions. They have gotten to know Macomb, but they are still going to want to validate that some of those uniqueness's are true to Macomb as well. They will design a website that supports different programs like, Guided Pathways. About two years ago they redesigned the website for Guilford County Technical Community College. Six months after the redesign, in a newspaper article they cited the fact that for the first time in about five years they had an increase in enrollment and they attributed a lot of the increase to the website redesign.

Trustee Vitale said she liked what Ms. Dirks said in her presentation about relevant content and direct links to the operation the person is looking for. The links are so important. Is there anything available for people with a language barrier who are looking into information on Macomb? Ms. Dirks said there definitely are translations that can be added to the website, i.e., Google Translator, things that will translate languages on the fly. Sometimes it is only on the pages that are more targeted to people who speak different languages. They have implemented ways to handle that with other clients and will explore it with the Macomb team.

Trustee Cusumano asked Ms. Dirks if she had to give him an institution of higher education that they designed a website for that would really "wow" him and showcase their work, what website would that be and at what institution? Ms. Dirks said Eastern Connecticut State University is one of her favorites because of its design and the great work that they have done with the content on that website. She has different favorites for different reasons, but in terms of visuals and content, that is one of her favorites.

Trustee Cusumano leaves the meeting at 6:53 p.m. He said if his meeting with the Macomb Township board concludes before this meeting he will return. He thanked everyone and said everyone is doing a great job. It has been a pleasure working with all the members on the team, both on the board and the employees of the college. He continued stating that Mr. Steele is a credit to the legal profession. He is doing excellent work that is going to affect people's lives into the future and make things easier for everyone with these policies that he drafted. Trustee Cusumano said hopefully he will be back and vote for them.

Trustee Dean asked Ms. Dirks if she could tell her the three things on the current Macomb website that need redesign? Ms. Keana Lynch, director of user experience, responded to Trustee Dean's question. Ms. Lynch said the three things that she would want to focus on is the site design, the user experience of this site. This is a dated website. They are seeing a lot of differences between more modern functionality, especially around the responses, the user experience for mobile, tablet and desktop. When the site was designed, the focus was on mobile, but now there are so many different devices in between that a site that supports that user experience consistently across all those devices is really key for a successful website. In addition to that, content strategy. The navigation pathway to content and focusing on that for your target audiences and making sure each content pathway for each of your audiences is very clear. That is done by looking at your navigation, the design, the specific call to action and just the overall navigation structure as you are going through the site. You don't want a user to have to go through seven pages to find something as simple as the cost of tuition. We want to bring that content up higher and make sure that the overall user experience of that site, to find that content, works well. Then, refreshing your brand. Showcasing in your design and your imagery for videos a more visual – "what am I going to get when I get to this college?" Students now are reliant on learning about your college through your website. They are not going to be coming on campuses much, especially during Covid time, to be able to see hands-on learning and students in the classroom interacting with their professors. You want to showcase who you are on your website, highlight your brand and showcase your differentiators.

Trustee Dean asked Ms. Lynch who is our audience? Ms. Lynch said this is a marketing tool to increase enrollment, so our primary focus is on perspective students and helping them understand what academic programs are offered, how much tuition is, how to enroll, what is student life like? Ms. Lynch said that is their primary focus with colleges from a marketing perspective, especially in community colleges and in higher ed in general. You also need to support your alumni, your community, faculty and staff, you don't want to leave them out. They do focus on those secondary audiences and make sure they have targeted content sections on the site. For community colleges, there are so many different prospective students because you have workforce development, certificate programs, continuing ed., etc. that they separate them to make sure that your content, homepage and navigation is speaking to those people as well.

Chairperson Lorenzo asked Trustee Dean if she had additional comments. Trustee Dean said well again, it didn't address Michigan, Macomb County specifically, who is our target audience? She gets it, it is community college students. Where are they coming from? High schools? That was a global statement and she is not for this at all. Ms. Lynch said she could try to address that more in depth. When they do their strategy phase, they create our audience persona -- they look at our geographic data, what counties are they coming from, are they coming from right around the campus, are they coming from out of state, are there international students. They dive into all the

data and build out those specific personas for our site. During that strategy phase they will discuss with us, our stakeholders, faculty and staff during focus groups and gather that very specific information. They focus on who our audiences specifically are, where are they coming from, are they high school students, are they coming back to change careers, that is the data they would pull specifically during the strategy phase to speak to our audience specifically. Ms. Dirks added that not only do they look at who is hitting our site currently with their Google Analytics data, but they also have a stakeholder's session with the admissions staff to understand who they want to target. Then they look at the website and see if some of the audiences or types of students they want to target aren't coming to the website and dig into why that is. Is there missing content? Are there key phrases they have to promote better so they come up in the search result? There are many layers in defining those personas and really understanding the details of those target audiences.

Trustee Flynn asked if letters will be sent to the high school students to go on our website? Dr. Chandler responded that the website is our branding, our marketing, the conduit within the college to market to those perspective students. It is also the way in which our current students will get into the portal to register, etc. But for the most part, the website itself, is there to identify those prospective students and, hopefully prospective students, both in Macomb County and the surrounding areas. We do that through targeted marketing, but we bring them back to the website so they can learn all about what Macomb has to offer from certificates to workforce development, and the 124 programs we have and to get that information to those students in a very identifiable and consumption way. Many of those students are on their phones, they are on mobile and responsive tools and the website does not lend itself to that currently. If prospective students or their parents want to look at our website to find information, they can jump on a computer and navigate through the process, but our website is outdated at this point. It is several years old and not up to date with technology and the tools that most of these parents, students, prospective students, counselors and advisors are using to migrate to get this information. That is really where that this is seen as a definite structure upgrade. We look at a building and if a building has issues, we take care of them and make sure that building has what it needs for our students to be successful. He sees this as no different. It is like President Sawyer said, it is the cost of doing business, in which we are going to be able to figure out ways, with the design, the user experience, with the responsiveness to incorporate all that information so that again, prospective students, counselors, advisors, parents, etc. can consume that.

Trustee Flynn said, so this is an upgrade. Dr. Chandler said yes, a major upgrade.

Chairperson Lorenzo said she looked through the sample websites that Dr. Sawyer emailed, and she thought two of them were very good. She is sure, between Beacon and our Macomb staff, we have all the expertise needed to create a very engaging, informative website. As a trustee, she wants to offer two things as an overarching principle. She knows this is mainly an enrollment tool, but she thinks we need to keep in mind two things 1) one of the biggest challenges facing community colleges today is our perceived value. She is hoping, somehow, it can be worked into the website that this is a valuable institution and the education is valuable. She thinks when people come to the website, they already have kind of an idea the difference between a community college and a university. She would like to erase any negative stereotypes anybody might bring to the website and, 2) She would also like to offer that everybody that comes to that website is a prospective voter and clearly when we need the vote from the people, it is too late

to go out and start stumping for what we want. We try to do that daily with every communication and she doesn't mean formal communication, she means talking with neighbors and residents. It would help if the website would also reflect that we appreciate our voters, we realize that we rely on them, that we are here because the people want us and need us and that we are serving them. She doesn't know quite how you put that into words, but she is sure they have a good way of doing that, so she leaves that expertise up to them and to let them know, as a board member, that is an important part of this web design. Dr. Chandler thanked her, as did Ms. Dirks and Ms. Lynch.

7.0 FINANCIAL REPORTS

7.1 Financial Statements – November 30, 2020

MOTION by Flynn, supported by Viviano, to receive and file the financial statements for the five months ended November 30, 2020.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

7.2 Investment Report – November 30, 2020

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

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

7.3 Financial Reports & Analyses

7.3A. Audited Financial Statements for the Year Ended June 30, 2020

MOTION by Flynn, supported by Viviano, that the Board of Trustees receive and file the Macomb Community College 2019 – 2020 Financial Report.

Ms. Kathi Poindexter, Director of Finance and Investments, said we have invited our auditors, Rehmann, to provide to the board the audit results from our 2019-2020 fiscal year financial statements. Ms. Poindexter introduced Ms. Jennie Lambert, Principal of Rehmann. Ms. Lambert has been on the college's audit for the past four years. She will provide a highlight of the audit and share other required communication. Ms. Lambert is joined by her colleague, Ms. Michelle Hodges, senior manager on our account. Ms. Hodges will assist in answering any questions the board may have on the financial statements. Ms. Lambert presented the results of the audit.

Questions regarding Audit:

Trustee Flynn said she sees in the report that we get money from the Lorenzo Cultural Center, but we haven't had any performances, did we fall short on that or do we take the CARES money? Ms. Lambert said there was a small portion of the institutional CARES money that we were able to apply toward that, but most of that money did go for student grants and Covid-19 related expenditures, like equipment and online services. Ms. Argiri, concurred with Ms. Lambert and added that some of the funds were utilized for interrupted operations, which included the Cultural Center. What you would see is expenditures related to the Cultural Center, but a decline in revenues. She believes the way we had to record that funding from CARES did not allow us to record it directly into the revenue for the Lorenzo Cultural Center, but we were able to recoup some of those losses, it is just not apparent in the presentation. Trustee Flynn said the chart on page 6 of the financial report shows money from the Center of Performing Arts. Ms. Poindexter said, keep in mind the Performing Arts Center did operate in the first nine months of the year and did generate some income until March when it shut down. It fell about \$650,000 short of its revenue goal, but it did make money during that fiscal year.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

7.3B. [Macomb Community College Foundation Audited Financial Report 2019-2020](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees receive and file the Macomb Community College Foundation 2019 – 2020 Financial Report.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

7.3C. [Single Audit Report – Year Ended June 30, 2020](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees receive and file the update on the single audit.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

7.3D Revised 2020/2021 General Fund Budget

MOTION by Flynn, supported by Viviano, that the Board of Trustees adopt the attached amendment to the approved general appropriations resolution for 2020-2021 as presented.

Chairperson Lorenzo introduced Ms. Gerri Pianko, to present the 2020-2021 revised general fund budget.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

8.0 AUDIENCE PARTICIPATION (verbal)

None.

9.0 PERSONNEL REPORTS

9.1A. Barbara R. Ellis, Administrative, Associate Dean of Dental Science

MOTION by DiMaria supported by Dean, to approve the personnel action for Barbara R. Ellis, Administrative, Associate Dean of Dental Science.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

9.1B. Mariea Seefried, Faculty, Occupational Therapy Assistant

MOTION by DiMaria supported by Flynn, to approve the personnel action for Mariea Seefried, Faculty, Occupational Therapy Assistant.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

9.0 [PERSONNEL REPORTS - continued](#)

[9.1C. Michael Balsamo, Administrative, Dean of Business and Information Technology](#)

MOTION by Viviano supported by Vitale, to approve the personnel action for Michael Balsamo, Administrative, Dean of Business and Information Technology.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

9.2 [Designation of Emeritus Status](#)

MOTION by DiMaria supported by Flynn, that the Board of Trustees confer the appropriate emeritus title on the retiree listed in this report (Thomas Cook).

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

9.3 [Mutual Consent Leave Winter Semester, 2021](#)

MOTION by DiMaria supported by Flynn, that the Board of Trustees grant the mutual consent leave during the Winter 2021 academic year to Gary Flemming.

DISCUSSION: Trustee Dean asked why Dr. Flemming is asking for a consent leave? Chairperson Lorenzo said she believes that the faculty contract allows him to do that. Ms. Denise Williams, VP, Human Resources, said the full-time faculty contract has a provision for mutual consent leaves. The faculty member does not have to give a rationale pursuant to the contract. This is an unpaid leave, benefits are suspended and requires approval from Administration and the Board.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

10.0 REPORTS OF ADMINISTRATION – INFORMATION ITEMS

10.1 IT Purchases – CARES Act Funding

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

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

10.2 Climate Control Technology CLCT Trainers – CARES Act Funding

MOTION by Flynn, supported by DiMaria, to receive and file the information reports.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

10.3 Update on Media Buying and Placement Services

MOTION by DiMaria, supported by Flynn, to receive and file the information reports.

ROLL CALL VOTE:

AYES: DiMaria, Flynn, Vitale, Viviano, Lorenzo

NAYS: Dean

ABSENT: Cusumano

MOTION CARRIED.

11.0 REPORTS OF ADMINISTRATION – ACTION ITEMS

11.1 Donations – November 30, 2020

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

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

11.2 [Change Orders \(None\)](#)

11.3 [Authorization for Purchases](#)

11.3A [LECO GDS900C Glow Discharge Spectrometer](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees authorize the purchase of a LECO GDS900C Glow Discharge Spectrometer and accessories in the total amount of \$83,209 from Leco Corporation of St. Joseph, MI.

ROLL CALL VOTE:

AYES: DiMaria, Flynn, Vitale, Viviano, Lorenzo

NAYS: Dean

ABSENT: Cusumano

MOTION CARRIED.

11.3B [Macomb.edu Redesign](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees authorize the Administration to execute a contract, subject to the review and approval of General Counsel, with Beacon Technologies for the redesign of the college's public-facing website, macomb.edu, in an amount not to exceed \$162,625.

ROLL CALL VOTE:

AYES: DiMaria, Flynn, Vitale, Viviano, Lorenzo

NAYS: Dean

ABSENT: Cusumano

MOTION CARRIED.

11.4 [Resolution for Summer Property Tax Levy](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees adopt the attached resolution for the levy of summer property taxes as presented.

ROLL CALL VOTE:

AYES: DiMaria, Flynn, Vitale, Viviano, Lorenzo

NAYS: Dean

ABSENT: Cusumano

MOTION CARRIED.

11.5 [South Campus Buildings A & Q Boiler Feed Water Pumps and Condensate Storage Tank Replacement and Proposed Budget](#)

MOTION by Flynn, supported by DiMaria, that the Board of Trustees approve the proposed budget for the replacement of the South Campus A and Q Buildings Boiler Feed Water Pumps and Condensate Storage Tank and the bids as presented, and authorize the award of contracts subject to the review and approval of General Counsel.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

12.0 [POLICY ACTIONS](#)

12.1 [Tuition and Course Fee Refund Policy – \(Second Reading\)](#)

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

ROLL CALL VOTE:

AYES: DiMaria, Flynn, Vitale, Viviano, Lorenzo

NAYS: Dean

ABSENT: Cusumano

MOTION CARRIED.

12.2 [Equal Opportunity/Non-Discrimination, Anti-Harassment, Title IX, Disability Accommodation, Anti-Fraud and Non-Retaliation-Whistleblower Policy \(First Reading\)](#)

MOTION by Viviano, supported by DiMaria, that the Board of Trustees adopt, as a first reading, the attached proposed Equal Opportunity/Non-Discrimination, Anti-Harassment, Title IX, Disability Accommodation, Anti-Fraud and Non-Retaliation-Whistleblower Policy.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

12.3 [College Complaint Procedure \(First Reading\)](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees adopt as a first reading, the attached proposed College Complaint Procedure.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Cusumano

MOTION CARRIED.

13.0 [ADJOURNMENT](#)

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

The meeting adjourned at 8:02 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

Secretary