

APPROVED MINUTES OF INFORMATION SESSION OF THE BOARD OF TRUSTEES OF THE COMMUNITY
COLLEGE DISTRICT OF THE COUNTY OF MACOMB

An open information session of the Board of Trustees of the Community College District of the County of Macomb was held Wednesday, May 19, 2021 at 6:00 p.m., in Assembly Hall, University Center, Professional Development Center, Center Campus, 44575 Garfield Road, Clinton Township, Michigan.

1.0 [CALL TO ORDER](#)

The meeting was called to order by Chairperson Lorenzo at 6:05 p.m.

2.0 [ROLL CALL](#)

Present:

Katherine Lorenzo, Chairperson
Frank Cusumano, Vice Chairperson
Kristi Dean, Secretary
Roseanne DiMaria, Treasurer
Shelley Vitale, Trustee

Absent:

Joan Flynn, Trustee
Vincent Viviano, Trustee

Also present:

James Sawyer, President
Elizabeth Argiri, Vice President, Business
Kevin Chandler, Vice President, College Advancement & Community Relations
Jillian Huot, Director of Accreditation and Program Review
Sharon Kowal, Assistant to the President
Gerri Pianko, Director of Budget and Grants
Donald Ritzenheim, Provost/Vice President, Learning Unit
Jeffrey Steele, General Counsel, Office of General Counsel
Jill Thomas-Little, Vice President, Student Services
Denise Williams, Vice President, Human Resources

3.0 [Approval of Agenda](#)

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

ALL IN FAVOR:

AYES: DiMaria, Cusumano, Dean, Vitale, Lorenzo

NAYS:

ABSENT: Flynn, Viviano

MOTION CARRIED.

4.0 [Audience Participation](#)

None.

5.0 [Review of Agenda Items and Materials](#)

None.

6.0 [Issues and Updates](#)

6.1 [President's Report](#)

Future Board Meetings – Dr. Sawyer said that General Counsel Steele shared an email with the trustees about the provisions in the Open Meetings Act that allow for remote participation in meetings – a medical condition, local or state emergency order, or active military service. Unless one of those reasons should occur, we will need to meet in person. Our plan is to continue meeting in Assembly Hall at the University Center through September. The info session will begin at 6 p.m. and the regular meeting at 7 p.m. At this point we are still required to wear face masks. We are waiting for new rules and some clarification from MIOSHA in the next couple of days because technically students don't need to wear masks based on Health Department rules, but employees have to wear them because they fall under MIOSHA rules.

Enrollment Update – Dr. Sawyer said our spring/summer enrollment is up 22 percent compared to last year. Last year was difficult with the pandemic but the better news is credit hours are up 5 percent over 2019. We are pleased to see that and view it as a sign that enrollment may be returning to levels more familiar to us. Looking at spring/summer enrollment across the state, we have the fourth highest increase. The percentages range from an increase of 34 down to some colleges losing enrollment.

Tentative Agreement with Macomb Community College Faculty Organization (MCCFO) - Dr. Sawyer shared that we have a tentative agreement with MCCFO, our full-time faculty organization. He thanked MCCFO's chief negotiator, Sara Van Wormer and president, Cal Goossen. He also recognized the administration's negotiation team led by Denise Williams, VP, Human Resources, along with Don Ritzenhein, provost, Lauren Willey, director of human resources and Nara Mirijanian, dean, health and public services. He thanked everyone for their good work and appreciated the board's guidance and support.

Futures for Frontliners (F4F)/MI Reconnect Update – Dr. Sawyer said for the spring/summer term we have 795 F4F students and 530 MI Reconnect students registered. Which is great and undoubtedly impacting our enrollment. We have some concerns on the future funding for the programs in the state's budget. The senate budget proposal included \$30 million for MI Reconnect, which isn't enough to sustain that program, and nothing for F4F. The house budget proposal did not include funding for either of them. Given the Governor's strong support for these programs we are hopeful we will see continued funding however, this does have to happen through the budgeting process. Unfortunately, there is a high likelihood we won't have that resolved until October 1. If the funding is not provided, it will impact 3,000 students. We continue to advocate for these programs with our legislators.

Institutional Development Day (IDD) – Dr. Sawyer said on May 11 the college held a virtual Institutional Development Day. Last year, due to the pandemic he only gave his State of the College address. This year, he is happy to say that along with his address, we included the recognition of our 25-year service award recipients and our retirees from the last two years. Those are two important groups we want to recognize, and they were appreciative.

FY 2022 Balanced Budget – Dr. Sawyer announced that tonight, Ms. Gerri Pianko, our director of budget and grants will be presenting the board a balanced budget. With all the financial challenges we have had this past year and through the good work of the administrators, faculty and staff we made necessary adjustments to ensure our financial sustainability and are pleased to be able to present you a balanced budget.

Information Items – Dr. Sawyer said we are beginning to spend the Higher Education Emergency Relief Funds II (HEERF II) and have three information items on the agenda.

1. Assessment of air handling and air turnover, etc. to insure all college buildings have proper ventilation.
2. Expansion of our technical resources for the implementation of Recruit.
3. Extend our IT security resources.

Per the purchasing policy, Ms. Argiri and Dr. Sawyer have approved the purchases and look to the board to receive and file these items.

Employment Contracts for Exempt Administrators (NBU) - Dr. Sawyer said we bring the NBU contracts to the board on an annual basis. Their contracts mirror the offer that we agreed to for the administrators. He said that he has been very vocal about the hard work of the faculty and staff throughout the course of the pandemic and how we positioned ourselves to be as successful as we are. The vice presidents played a pivotal and critical role in that. Without their leadership and support, we would be nowhere near where we are, and he can't thank them enough for all their efforts. He is pleased to bring the contracts before you tonight for approval.

External Advertising Budget (Item 11.3B) – Dr. Sawyer said we are proposing the same amount (\$480,200) for the external advertising budget that we have in the past. Through the course of last year, we had a couple of increases to that budget, therefore we are going to evaluate the amount further and if it is determined that changes need to be made, we will present those as part of the revised budget in December.

Property Tax Analysis and Resolution – Dr. Sawyer said this is an annual resolution brought to the board to authorize the millage rate and is necessary for local municipalities to collect taxes. After the board's action to approve it, he and Trustee Dean will sign the resolution and the municipalities will be able to move forward with their process.

HEERF II and III Update – Dr. Sawyer gave an update on the Higher Education Emergency Relief Funds - HEERF II and HEERF III. We are beginning to spend the HEERF II funds and are still reviewing the guidelines for HEERF III. As part of HEERF II, we have a total of \$4.8 million in emergency grants for our students. We are in the process of determining how to distribute the

money to help students not only with academic expenses, but also any living expenses to assist them overcome the challenges presented by the pandemic.

Dr. Sawyer said as we look to other expenditures, we are focusing on things that are going to have a long-term impact on the good of the college. We want to put this money to good use. Spending it on students is a good use and we will continue to look for more opportunities to do that. We are also looking at these things for the good of the college:

- Expanding the use of proximity cards and keyless entry systems
- HVAC improvements
- Touchless bottle fillers in all buildings
- Touchless call buttons on elevators
- Additional signage
- Personal protection equipment to continue to provide a healthy and safe environment
- Additional IT resources and tools to support our teaching and learning mission

Dr. Sawyer said be rest assured that as we look at how to use these funds it is not about spending the money, it is identifying what are the things that will have a long-term impact for our students and community, so we spend that money wisely. Per the purchasing policy, we will share those expenditures with the board.

Food Service Contract – Dr. Sawyer said we have two finalists for the new food service company. The selection committee has eleven staff members representing different areas of the college. The intent was to get a broad perspective on the services the contractor can provide and make sure we are meeting everyone’s need. Over the past two days the finalists gave presentations, including serving food to the selection committee and other invited guests, such as himself, Trustee Cusumano, and other leadership of the college. Both companies did a nice job and will be submitting their final bids. The committee will review the bids and seek feedback from those of us that participated in the presentations. The committee will make a recommendation for the board to consider at the June board meeting.

Police and Fire Academy Graduations - Dr. Sawyer said he is thrilled that in the last few weeks we have held in-person graduation ceremonies for our fire and police academies in the Macomb Center for the Performing Arts. It was nice to return to some sense of normal. All the health and safety protocols were followed, and the graduates were able to invite four guests to join them. It is very important to celebrate and recognize the successes of our students.

Early College of Macomb Graduation - Dr. Sawyer said on May 7, along with the MISD, we celebrated the graduation of our Early College students. He thanked Trustees Dean and Cusumano for attending. The MISD did an outstanding job of putting together the ceremony at Jimmy John’s field. The students and families were grateful for the event.

Marketing and Communications Department Awards – Dr. Sawyer recognized and congratulated our Marketing and Communications Department for their 2020 Collegiate Advertising Award for the radio campaign “Committed to helping students now and in the future,” that ran in the fall of 2020. They have consistently won awards in that area and it reflects the good work they do.

Jimmy John's Baseball Game, Friday June 18, 2021 – We had 150 tickets for this event that have since been sold. We have some reserved for the board and if you are interested in attending please let Ms. Kowal know as soon as possible.

General Counsel Response to Trustee Cusumano's Request to Amend Board of Trustees Policies Regarding Full Remote Participation of Trustees

General Counsel Steele said that in his opinion there is no need to make any amendments to the board policies. The email discussed changes made to the Open Meetings Act. Because Board of Trustees Bylaw Item 1.8 references and states that meetings will comply with the Open Meetings Act, Public Act 267, no amendment to the Bylaws is needed to address the changes to the Act.

6.2 [Fiscal Year 2021-2022 Initial General Fund Budget: Gerri Pianko, Director of Grants and Budgets](#)

Ms. Gerri Pianko, Director of Budget and Grants presented a balanced budget to the board.

Trustee Cusumano asked if the board will be updated on enrollment, First Year Equated Students, stream of revenues, and anticipated revenues from the state funding? Will we wait until December to be advised of how those numbers are working out or will we be advised on a monthly basis if there are any significant changes? Dr. Sawyer said several of the figures you mentioned are things we talk about on a monthly basis. He gives an update on enrollment numbers and the financial statements in the board packet show an overall picture of where we are. Typically, we don't and don't intend to talk about the number of FTE students on a monthly basis because those numbers don't change much once they are set and that is something that would occur at the budget revision cycle in December.

6.3 [Highlights of HLC Review](#)

Jillian Huot, Director of Accreditation and Program Review presented an update and highlights of the HLC Assurance Argument.

7.0 [Closed Session](#)

It was determined that a closed session was not needed.

8.0 [Adjournment](#)

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

Motion carried.

The meeting adjourned at 6:50 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

Secretary