

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, March 16, 2022 at 6:00 p.m., in Community Hall of the Lorenzo Cultural Center, Center Campus, 44575 Garfield Road, Clinton Township, Michigan.

1.0 [CALL TO ORDER](#)

The meeting was called to order by Chairperson Lorenzo at 6:15 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

Absent:

Vincent Viviano, Trustee

Also present:

James Sawyer, President
Elizabeth Argiri, Vice President, Business and Interim Vice President, Human Resources
Kevin Chandler, Vice President, College Advancement & Community Relations
Jeanne Nicol, Director, Public Relations
Nicole McKee, Director, Government & Institutional Relations
William Leavens, Chief of College Police
Deb Mende, Executive Director, Office of the President
Kathleen Poindexter, Interim Associate Vice President, Business
Don Ritzenhein, Provost, VP for the Learning Unit
Jeffrey Steele, General Counsel, Office of General Counsel
Jill Thomas-Little, Vice President, Student Services

3.0 [Approval of Agenda](#)

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

ALL IN FAVOR:

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

NAYS:

ABSENT: Viviano

MOTION CARRIED.

4.0 [Audience Participation](#)

None.

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

Chairperson Lorenzo asked the trustees if they had an objection to approving the minutes from the February information session, regular meeting and the special meeting in one motion? She also asked if they could approve agenda items 10.1 and 10.2, regarding HEERF funded laptops, in one motion as well? No objections were given.

Trustee Dean asked if the laptops provided in 10.1 and 10.2 were going to be loaned or given to the students? Michelle Valin, Director, Center for Health Careers answered that the ProBooks would be loaned to the HPC students. Patrick Rouse, Director, Workforce and Continuing Education, Engineering and Advanced Technology responded that the ZBook's for his area will be given to the students.

6.0 [Issues and Updates](#)

6.1 [Culinary Update](#)

Michael Balsamo, Dean of Business and Information Technology, Patrick Evans-Mach, Associate Dean of Culinary and Information Technology and Chef Scott O'Farrell, Professor of Culinary Arts and Hospitality provided an update on the culinary program at Macomb.

6.2 [President's Report](#)

Closed Session - Dr. Sawyer said there was no need for closed session.

COVID Protocols on Campus – Dr. Sawyer stated that the mask wearing policy was lifted February 28 and the college continues to monitor the situation in Macomb County.

Enrollment Update – Dr. Sawyer shared that as of Monday, March 14, Winter 2022 credit hours are down 9.7 percent compared to last year and headcount is down 6.6 percent. He reminded the board that we had budgeted for 9 percent.

Employee Stipend – Dr. Sawyer noted that agenda item 9.3 is a request for the Board to support a one-time recognition stipend (\$1,000 for full-time and \$500 for part-time) for staff and faculty for their hard work, diligence and resilience during the COVID-19 pandemic. We would not have been able to keep the college running so well without the hard work of our faculty and staff and most important their dedication enabled our students to stay on track and make educational progress.

Federal HEERF III Funding Update – Dr. Sawyer gave an update on the HEERF III funding. Expenditures for the remaining \$6 million of institutional funds have been identified. Dr. Sawyer noted that HEERF funding is regulated by federal guidelines and strictly related to expenses of the institution and cannot be used for compensation to employees. On March 24, the final distribution of the student HEERF funds, \$9.2 million, will be disbursed. This funding has been very helpful for our students.

Federal Omnibus Awards – Dr. Sawyer shared that President Biden recently signed a federal omnibus budget and there were two Macomb Community College projects included in the Congressional Direct Spending portion of the legislation: \$610,000 for Manufacturing Apprenticeship Program (MAP+) sponsored by Senator Gary Peters and \$2.618 million for the Career Pathways in Health Care Through Apprenticeship Program sponsored by Senator Debbie Stabenow. Dr. Sawyer thanked N. McKee for her leadership in this team effort.

Information Items – Dr. Sawyer said the two information items tonight are for equipment (laptops) to support our students in the workforce & continuing education programs.

Dr. Sawyer alerted the board that there may be additional information items on the agenda in April. We are balancing our Perkins dollars and deadlines (Perkins equipment has to be onsite by June 30) with supply chain issues and may have to make some decisions in March. We will report those to the board in April.

Dr. Sawyer said in April, B. Simonson, Executive Director, Administration, will be presenting the overall scope, budget, and anticipated expenses related to the major renovations of center campus J and the powerhouse building, south campus Q, that we discussed in September 2021. There is a 40-week lead time so we need to initiate the purchase of the chillers in April 2022, in order to be in the position to install them in May 2023.

Purchases – Dr. Sawyer stated that the purchases are for IT equipment, a service contract with Ferrilli and two Perkins purchases – Leco Metallurgy Testing equipment and an immersive interactive system for our human patient simulator lab.

Delay of Culvert Repair at Center Campus – Dr. Sawyer said in February we anticipated having a proposal on the agenda for the culvert repair. Only one bid was received and the cost exceeded our expectations. This is likely driven by the contractor shortage due to competing infrastructure and roadway work. We are going to hold off on this project and rebid it in the fall hoping we will receive additional bids at a lower cost. We are comfortable that the temporary repairs will sustain us despite the delay.

Personnel Hiring Request – Dr. Sawyer said he is very pleased with the hiring recommendations of Jeanne Nicol to Executive Director for Communications and Public Relations and Joline Davis to our new Vice President of Human Resources.

Administration Item – Dr. Sawyer said the 2022 Renovation program is on the agenda for \$2.5 million. These are the renovations that different areas submit to our facilities staff to review, analyze, cost out and determine which of those renovations will be completed.

DEI – Kennedy & Co. Update – Dr. Sawyer said the meeting with the trustees and Kennedy & Co. is scheduled for March 28, starting with a light dinner at 5:30 p.m. and the meeting from 6 to 8 p.m. Please let Ms. Kowal know if you will attend if you haven't already. Last week, he and J. Thomas-Little met with Kennedy & Co. to review the work we were planning to do with the board, the development of our DEI vision, but there is an overwhelming amount of data, too much to absorb and then work on. The meeting on March 28 will now be a time for the data to be presented, to ask questions and talk about the process going forward and where we want to go. We will schedule another meeting with them and do the work developing the college's DEI vision.

Swearing in Ceremony for Chief Leavens – Dr. Sawyer said when Chief Leavens retired from the Dearborn Police Department he let his MCOLES certification lapse because it was not required for his position at Beaumont Hospital. He recently completed the officer recertification process required by MCOLES and yesterday we held his official swearing-in ceremony. We are glad to have him at the college.

MCCA Summer Conference – Dr. Sawyer said the information and agenda for the MCCA Summer Conference is in your packet. The dates of the conference are July 27-29, and will be held at the Grand Traverse Resort. Let Ms. Kowal know if you plan to attend.

Vet Tech – Dr. Sawyer stated that the college continues to do a good job of keeping the Vet Tech program on track. Macomb received notification from the Higher Learning Commission (HLC) the complaints that were filed related to Vet Tech have been reviewed. HLC’s specific response was “Upon review of the institution’s response, it was determined that the institution provided sufficient evidence to demonstrate that the matters raised in the complaints do not indicate substantive noncompliance with the HLC requirements noted previously. Therefore, no additional review will be conducted by HLC regarding this matter at this time.” That is as good of an outcome as we can expect and according to HLC the issue has been closed.

The American Veterinarian Medical Association (AVMA) site visits in response to the complaints submitted are taking place today (March 16) and tomorrow (March 17). Any corrective actions noted from this visit will be forthcoming, likely around the end of June.

Staffing in Vet Tech is proceeding as well. Currently the following positions are filled:

- 1 Vet Tech full-time lab assistant (40 hours)
- 2 Vet tech part-time lab assistants (32 weeks/year, up to 28 hours/week)
- 2 Adjunct faculty
- 1 DVM/instructor (Supervising Veterinarian)
- 1 Temporary FT instructor/Program Coordinator

The following positions are still vacant:

- 1 Vet Tech part-time lab assistant (32 weeks/year, up to 25 hours/week)
- 1 Full-time faculty (posted, ends 4/11/2022)

Dr. Sawyer also talked about the safety of the animals. The college continues to place top priority on compliance with animal safety. There are no regulatory compliance issues. The program director, Ms. Tear, has been in email correspondence with the USDA inspector, Dr. Hammel. In addition to the last report granted by the USDA of the program, Dr. Hammel confirmed compliance and provided the Director with electronic copies of the last two inspection reports indicating no issues. Animals being housed on campus was paused from December 17, 2021 – February 2022 while staffing issues were addressed to ensure that animal welfare was at the forefront of all decisions.

Open student lab sessions with animals present on campus are being held during the winter semester the week of March 17. None of the courses offered during the Winter 2022 semester require animal labs. For that reason, animals will only be brought to campus as appropriate during open lab sessions. The animals will be brought to campus by Macomb County Animal Control on predetermined Thursdays and will return to animal control the corresponding Friday.

Open student lab sessions without animals present are available to students and they are encouraged to participate to help with any skills they need to practice, including microscope, medication calculations, and vaccination preparation to name a few.

Current enrollment in the Vet Tech program includes 57 students, 28 are seniors (2nd year) and 29 are juniors (1st year). The senior students are on target to graduate May 2022 and the juniors are on schedule to graduate May 2023. For the fall 2022 program they will accept 60 new students through the selective admission process.

Dr. Sawyer thanked Marianne Tear, Nara Mirijanian and Andrea Shaw for working through the challenges and keeping their focus on the students. He then asked if there were any questions.

Trustee Vitale asked if any surveys are going to be conducted with the students who are in the program to gauge program success? Nara Mirijanian, Dean of Health and Public Service responded that graduates are surveyed immediately after program completion and again six months later. Trustee Vitale asked if the survey results could be shared with the board. Trustee DiMaria seconded her request given the concerns raised. Dean Mirijanian stated that they would share the results with the President's Office to be shared with the board.

Trustee Cusumano asked for clarification on the number of students that will be accepted into the program in the fall, was it 16 or 60? Dr. Sawyer clarified that it was 60 students.

6.3 [Institutional Communication](#)

President Sawyer, Kevin Chandler, Vice President of College Advancement and Community Relations and Jeanne Nicol, Director of Public Relations presented on new plans that will result in improved communications at Macomb Community College.

Questions:

- Trustee Vitale asked why the new department structure calls for a part-time coordinator and not a full-time person. Vice President Chandler responded that the decision was made to begin with a part-time coordinator and to monitor the job function and tasks to assess and determine if the position requires a full-time person.
- Trustee Vitale asked if the intent of the new department is to filter all email and communication before it goes out to the intended audience? Dr. Sawyer answered that communications going to groups of employees/students, and all institutional communications, newsletters, and emails would be filtered through this department but not every single email.

7.0 [Closed Session](#)

It was determined that a closed session was not necessary.

8.0 [Adjournment](#)

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

Motion carried.

The meeting adjourned at 7:07 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

Secretary