

APPROVED MINUTES OF A 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, May 17, 2023, at 7:30 p.m., in Lecture Hall B, University Center, Center Campus, 44575 Garfield Road, Clinton Township, Michigan.

1.0 [CALL TO ORDER](#)

The meeting was called to order by Chairperson Lorenzo at 8:04 p.m.

2.0 [ROLL CALL](#)

Present:

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

Absent: none

Also present:

James Sawyer, President  
Sharon Kowal, Assistant to the President  
Jeffrey Steele, General Counsel

3.0 [APPROVAL OF AGENDA](#)

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

ALL IN FAVOR:

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

NAYS:

MOTION CARRIED.

4.0 [APPROVAL OF MINUTES](#)

4.1 [Information Session Minutes, April 19, 2023](#)

4.2 [Regular Meeting Minutes, April 19, 2023](#)

MOTION by Cusumano, supported by Dean, to approve the minutes of the April 19, 2023 information session and regular meeting, as read.

ALL IN FAVOR:

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

NAYS:

MOTION CARRIED.

5.0 [BOARD OF TRUSTEES REPORTS \(verbal\)](#)

5.1 [Board of Trustees Reports](#)

None.

5.2 [Trustee Endowment Fund](#)

MOTION by Flynn supported by Viviano, that the Board of Trustees transfer \$1,000 from the General Fund to the Trustee Endowment Fund in memory of former trustee Sadie Bialock.

Discussion: Trustee Cusumano stated that he never met Sadie Bialock, he does appreciate her committed service to the college but he is opposed to any transfer of funds per Michigan Constitution Article 9, Section 18.

ROLL CALL VOTE:

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

NAYS: Cusumano

MOTION CARRIED.

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

None.

7.0 [FINANCIAL REPORTS](#)

7.1 [Financial Statements – April 30, 2023](#)

MOTION by DiMaria, supported by Cusumano, to receive and file the financial statements for the ten months ended April 30, 2023.

ALL IN FAVOR:

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

NAYS:

MOTION CARRIED.

7.2 [Investment Report – April 30, 2023](#)

MOTION by DiMaria, supported by Flynn, to receive and file the investment report of securities held as of April 30, 2023.

ALL IN FAVOR:

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

NAYS: Cusumano

ABSENT:

MOTION CARRIED.

7.3 Financial Reports and Analyses

7.3A Property Tax Analysis and Resolution

MOTION by DiMaria supported by Flynn, that the resolution for the levy of 2023-2024 property taxes for operating purposes be adopted as presented.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB STATE OF MICHIGAN  
RESOLUTION FOR LEVY OF 1.4077 MILL TAX 2023

AT A REGULAR MEETING of the Board of Trustees of the Community College District of the County of Macomb, Michigan, held on the 17th day of May 2023 at Center Campus, 44575 Garfield Road, Clinton Township, Michigan at 7:30 p.m.

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

ABSENT: None

The following preamble and resolution were offered by Trustee

DiMaria and seconded by Flynn.

WHEREAS, Act No. 331 of the Public Acts of the State of Michigan for the year 1966, as amended, requires the Board of Trustees to determine the total taxes required for the operation of the Community College for any year; and

WHEREAS, the Board has previously adopted a proposed additional millage rate as required by Public Act 5 of 1982 and has held a public hearing as required by the same act, and

WHEREAS, the qualified electors of the College District have heretofore authorized the Board of Trustees to levy a tax on real property within the District at the maximum annual rate of 1.4077 mills on each thousand dollars (\$1.4077 per \$1,000) of the State equalized assessed valuation of the property within the District, and

WHEREAS, the Board of trustees has determined that the total taxes required for operation by the Community College District for the fiscal year commencing July 1, 2023, amount to be at least \$49,495,000.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby declared and certified, that the total amount of taxes to be raised throughout the College District for the operation of the College for the fiscal year commencing, July 1, 2023, shall amount to at least \$49,495,000 and

BE IT FURTHER RESOLVED that the Secretary is hereby authorized to certify the approved tax rate and the amount of taxes to be raised and the College treasurer shall notify the proper assessing office of each appropriate city and township within the College District and do whatever else may be necessary and proper in the premises to effectuate compliance with this resolution.

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

NAYS: None

ABSENT: None

RESOLUTION DECLARED ADOPTED.

7.3B [Open Hearing on Proposed 2023-2024 Budget \(verbal\)](#)

None.

7.3C [Initial 2023-2024 General Fund Budget](#)

MOTION by DiMaria, supported by Dean, that the Board of Trustees adopt the attached general appropriations resolution for 2023-2024 as presented.

ROLL CALL VOTE:

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

NAYS: None.

MOTION CARRIED.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB  
(Macomb Community College)

RESOLVED, that this resolution shall be the general consolidated appropriations of Macomb Community College for the fiscal year beginning July 1, 2023. A resolution to make appropriations; to provide for expenditures of appropriations; and to provide for the disposition of all income received by Macomb Community College.

BE IT FURTHER RESOLVED, that the total revenues estimated to be available for appropriations in the General Fund for the fiscal year beginning July 1, 2023 are \$148,270,830.

BE IT FURTHER RESOLVED, that \$148,212,620 of the total available to appropriate in the General Fund is hereby appropriated for expenditures and, if necessary, fund balance to be used to ensure that the 2023-2024 budget is balanced.

BE IT FURTHER RESOLVED, that no Board of Trustees member or employee of the College shall expend any General Funds or obligate the expenditure of any General Funds except pursuant to appropriations made by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Executive Vice President for business is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amount appropriated by the Board of Trustees. This appropriation resolution is to take effect on July 1, 2023.

8.0 [AUDIENCE PARTICIPATION \(verbal\)](#)

None.

9.0 PERSONNEL REPORTS

9.1 Personnel Actions

9.1A Aimee Adamski, Registrar/Director of Enrollment Services, Administrative, MCAAP

MOTION by Dean supported by Vitale, that the Board of Trustees approve the personnel action for Registrar/Director of Enrollment Services, Administrative, MCAAP.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

9.2 Employment Contracts for Exempt Administrators

MOTION by DiMaria supported by Viviano, that the Board of Trustees approve contracts for the exempt administrators listed for the period of July 1, 2023 through June 30, 2024.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

9.3 Professional Leave of Absence for 2023-24

MOTION by DiMaria supported by Dean, that the Board of Trustees grant the extension for a second year for the professional leave of absence during the 2023/24 academic year to Christopher Gilliard for the purpose stated.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

9.4 Sabbatical Leaves for 2023-24

9.4A Todd Mitchell, Fall 2023 Semester

MOTION by DiMaria supported by Vitale, that the Board of Trustees grant sabbatical leave during the Fall 2023 academic year to Todd Mitchell for the purpose stated in this report.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

9.4 [Sabbatical Leaves for 2023-24 \(continued\)](#)

9.4B [Bradley Wakefield, Winter 2024 Semester](#)

MOTION by Flynn supported by Cusumano, that the Board of Trustees grant sabbatical leave during the Winter 2024 academic year to Bradley Wakefield for the purpose stated in this report.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

10.0 [REPORTS OF ADMINISTRATION – INFORMATION ITEMS \(none\)](#)

11.0 [REPORTS OF ADMINISTRATION – ACTION ITEMS](#)

11.1 [Donations – April 30, 2023](#)

MOTION by DiMaria, supported by Flynn, to accept the donations as presented and acknowledged by the College, with thanks.

ALL IN FAVOR:

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

NAYS: Cusumano

MOTION CARRIED.

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

11.3 [Authorization for Purchases](#)

11.3A [Three \(3\) Issues of the Macomb Connect Magazine – Fall 2023, Winter 2024, and Spring/Summer 2024](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees approve the bid in the amount of \$196,068 for printing and mailing services of three (3) issues of the Macomb Connect Magazine for Fall 2023, Winter 2024 and Spring/Summer 2024 to Hearst Corporation of Big Rapids, Michigan.

*Discussion: Trustee Flynn said this is an excellent magazine and goes to all the residents in Macomb County and it was published in Big Rapids, Michigan.*

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.3 [Authorization for Purchases \(continued\)](#)

11.3B [Workforce and Continuing Education Registration System - Renewal](#)

MOTION by Cusumano, supported by Dean, that the Board of Trustees authorize the Administration to enter into a one (1) year contract renewal, upon review and approval of General Counsel, with Modern Campus (formerly Augusoft) of Lafayette, Colorado to provide the College with a Workforce Development & Continuing Education Management system in an amount not to exceed a total of \$73,020.48.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.3C [Supplemental Contract Programming Resources - Extension](#)

MOTION by Cusumano, supported by Dean, that the Board of Trustees authorize to extend for one (1) year its contracts with Execu-Sys of New York, New York for contract programming resources in an amount not to exceed a total of \$324,000.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.3D [Document Imaging Software Maintenance Agreements - Renewal](#)

MOTION by DiMaria, supported by Vitale, that the Board of Trustees authorize Administration to renew its software maintenance and service contracts with Hyland of Shawnee, Kansas for 3-years in an amount of \$458,575 for hosted cloud services and an additional, not-to exceed \$10,000 per year, for disk storage and scanners to support new department implementations.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.3 [Authorization for Purchases \(continued\)](#)

11.3E [Data Backup System Renewal](#)

MOTION by Cusumano, supported by DiMaria, that the Board of Trustees authorize the Administration to purchase a 3-year contract renewal for the data backup system and basic implementation services in an amount of \$185,942.47 from vPrime Tech Inc. of Houston, Texas, the lowest qualified bidder meeting the College's requirements.

*Discussion: Trustee Dean asked what exactly is the data being backed up? Mike Zimmerman, CIO, responded everything documented on a college system is backed up. This includes a secondary copy that is disassociated with all other backups for ransomware protection. Trustee Flynn asked if this purchase could have been made from a company in Michigan? CIO Zimmerman said we followed the college's purchasing policy, and the best qualified bidder was vPrime Tech.*

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.3F [Michigan Community College Risk Management Authority Self-Insured Property and Casualty Insurance](#)

MOTION by DiMaria, supported by Flynn, that the Board of Trustees approve a contribution in an amount not to exceed \$762,859 to the Michigan Community College Risk Management Authority for the period July 1, 2023 to June 30, 2024.

*Discussion: Trustee Cusumano asked if there were any claims made and if so, were they adjusted properly by the Risk Management Authority this past year? Executive Vice President Libby Argiri responded that unlike commercial insurance, the MCCRMA tries to find/ensure coverage, and that no claims were denied this year.*

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

11.4 [Approval of Grant Submission to Michigan Arts and Culture Council](#)

MOTION by Vitale, supported by DiMaria, that the Board of Trustees approve the submission of a grant proposal to the Michigan Arts and Culture Council for up to \$30,000 to support education and outreach programs.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.



11.5 [University Center 1 Cooling Tower & PDC Rooftop Units Replacement](#)

MOTION by DiMaria, supported by Cusumano, that the Board of Trustees approve the proposed budget for the replacement of the cooling tower and rooftop HVAC equipment at Center Campus Building UC1, and authorize the award of contracts subject to the review and approval of General Counsel.

ROLL CALL VOTE:

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

NAYS:

MOTION CARRIED.

12.0 [POLICY ACTIONS \(None\)](#)

13.0 [ADJOURNMENT](#)

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

ALL IN FAVOR:

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

NAYS:

MOTION CARRIED.

The meeting adjourned at 8:27 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

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Acting Secretary