

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, January 17, 2024 at 6:00 p.m., in Room 125 of the 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
Joan Flynn, Trustee
Shelley Vitale, Trustee
Vincent Viviano, Trustee (arrived at 7:15 p.m.)

Absent:

Also present:

James Sawyer, President
Libby Argiri, Executive Vice President, Business
Kevin Chandler, Vice President, College Advancement & Community Relations
Joline Davis, Vice President, Human Resources
Tiffany Goliday, Executive Director, IDEA
Leslie Kellogg, Provost and Vice President, Learning Unit
Sharon Kowal, Executive Assistant to the President & Board of Trustees
William Leavens, Chief of College Police
Deb Mende, Executive Director, Office of the President
Jeffrey Steele, General Counsel, Office of General Counsel

3.0 APPROVAL OF AGENDA

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

ALL IN FAVOR:

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

ABSENT: Viviano

NAYS:

MOTION CARRIED.

4.0 AUDIENCE PARTICIPATION

None.

5.0 REVIEW OF AGENDA ITEMS AND MATERIALS

Trustee Cusumano asked if there is a reason why the Facility Utilization Study could not be done in-house? Executive Vice President Libby Argiri responded that we have started some of the utilization metrics and data in-house but feel we do not have the expertise to complete the entire evaluation including some of the outcomes and expectations we wanted from the study which would include a potential policy, key performance indicators for the future and guidelines to help us manage utilization of facilities going forward. The firm being recommended tonight, in addition to the services they provide, have experience in real estate in southeast Michigan which we feel will be helpful as part of a full evaluation. We believe that expertise will be valuable for the college and the assessment and effective utilization of our facilities going forward.

Trustee Cusumano asked when the buildings were built was an outside firm consulted, other than the architects, for the projected use or is this something we are doing now prospectively going forward? EVP Argiri said the last building constructed was a capital outlay project in 2006-2007 – center campus R building. At the time the building was the health and science technology facility built to house additional occupational programs because we did not have the capacity then at center campus to accommodate those programs. She believes there was a master plan done in the early 2000's.

Trustee Cusumano said their expertise in real estate was mentioned, is it anticipated the board is going to be voting on the disposition of properties? EVP Argiri commented that could be a potential.

Trustee Cusumano asked if the master plan mentioned earlier is available? Dr. Sawyer said he is speculating; he recalls hearing there was a master plan in 2000 but he has not seen it, but we can check. EVP Argiri said what she has in the files is not a written report, it is notes compiled looking at future areas, particularly at center campus, where additional facilities could be constructed.

Trustee Vitale asked who are the key stakeholders in the utilization study? EVP Argiri said assuming the board approves the contract, we will work with Plante Moran Realpoint to determine the stakeholder groups which could include faculty, students, key administrators, and may include the trustees, as well as the University Center partners, but we have not gotten into that level of detail. The goal would be to have a comprehensive stakeholder input as part of the evaluation.

Trustee Vitale said we have talked at previous meetings about the purchasing policy and selecting the lowest bid. We didn't do that with this contract, how does something like that happen? EVP Argiri said the board purchasing policy says low bid for the best qualified firm or vendor. In this case the selection committee felt that Plante Moran Realpoint was the most qualified to complete this evaluation. The difference between the other two proposals is that Integrated Design Solutions (IDS), our current architect, and SSOE, another architectural firm, included in their

proposals working with a third party, Comprehensive Facilities Planning out of Columbus, Ohio who have some of this expertise. But it is a different focus than the Plante Moran focus. Their focus includes utilization, but it also goes into scheduling, which we are doing internally, and reimagining space. The scope of work from the RFP was included in the board proposal write up so the board could see what we were looking for in terms of the appropriate expertise for this particular study. We are just not at the imagining space stage. That might be the second phase of this process when we determine the outcome of certain facilities and potential relocation of classes or offices. Plante Moran's focus is much more of a business focus, so it includes looking at financial modeling and a SWOT analysis (strengths, weaknesses, opportunities, and threats). They are located in Southeast Michigan giving them much more insight into the real estate market if there should be opportunities for the college whether that is the disposition of assets or potential leasing opportunities to generate additional revenue. General Counsel Steele added that the board's purchasing policy states whenever the lowest bidder does not receive the award specific reasons for this decision shall be made a matter of record, which has been done in this case.

Trustee Vitale asked where did the idea of having this study come from? Dr. Sawyer said that administration has felt for a while that this study should be done, and we have also heard from some board members that they feel there is a need to have a better understanding of our facility utilization. Administration wholeheartedly agrees. Trustee Cusumano said he has mentioned a couple of times about doing this study, since the Facility Condition Index is generated from persons who have pecuniary interests in the outcome and that was a concern to him. As part of the overall fiduciary duties of the college, given the fact there is approximately a one-third decline in Fiscal Year Equated Students utilizing the facilities that it would be prudent to engage in this type of study.

6.0 ISSUES AND UPDATES

6.1 President's Report

Dr. Sawyer will request the board go into closed session based on MCL 15.268(h) which is allowable to consider material exempt from discussion or disclosure by state or federal statute. Trustee Cusumano questioned the MCL 15.268(h) exemption to the Open Meetings Act. General Counsel Steele elaborated that this is for discussion about a police matter and ongoing investigation and does qualify for closed session under the Open Meetings Act.

Enrollment Update:

- As of January 17, 2024, winter 2024 credit hours are up 5.3 percent and headcount is up 3.7 percent.
- The Financial Assistance Programs continue to help with enrollment. The number of students who have received payment through:
 - Macomb Tuition Advantage Program – 629
 - Michigan Reconnect – 781
 - Michigan Achievement Scholarship – 439

Purchases:

- 11.3A – Perkins Grant for Rockwell Automation Bench Top Workstations for Engineering and Advanced Technology area.
- 11.3B – College-wide Capacity and Facility Utilization Study – previously discussed

Christie Campus Mental Health Update:

- Dr. Sawyer stated that on January 5, 2024, the college was notified that Christie Campus (contract approved November 15, 2023 Agenda Item 11.3E) was acquired by UWill. We have been in contact with UWill who has been extremely responsive and accommodating since the acquisition. UWill is currently providing services to students.

IDEA Update:

- Dr. Sawyer said we have applied for a \$50,000 grant from United Way for uplifting the voices of minoritized populations. If successful, we will bring in guest speakers focused on that population. Students will be able to connect with community members by sharing their experiences, creating networking opportunities, fostering relationships and a sense of belonging on campus, aiding in addressing systemic racial inequities, and sharing their personal experiences.
- IDEA was represented by Tiffany Goliday and Cassie Swiderski during Welcome Week which was a great opportunity to meet students and familiarize them with our IDEA work.

D3C3 Grant Update:

- The success coaches are currently conducting initial outreach to their student caseloads for the winter 2024 term.
- Dual enrollment for winter is up 31 percent year-over-year and 10 percent from fall 2023.
- Specific to the D3C3 partner schools, dual enrollment participation has increased from 31 students to 87 across the 10 high schools we're focused on.

CJ Building Reopens:

- This semester, after a major renovation, the science building at center campus J is reopened.
- Dr. Sawyer thanked the building construction team, Barton Malow and IDS for their work and making this a successful renovation.
- He also thanked the faculty, staff and students for their flexibility during the construction phase. It is good to have them back in the building and experiencing this new learning environment.

Macomb Community College Library LEAD Award:

- Macomb Community College Libraries have been named recipients of the inaugural *Insight Into Diversity* magazine's 2024 Library Excellence in Access and Diversity (LEAD) Award.
- Thanks to the efforts of Cassie Swiderski who leads our MMII and library efforts that have led to this recognition. The LEAD Award honors academic library programs, policies, and initiatives that encourage and support DEI (diversity, equity, and inclusion) across their campus and surrounding community.

Martin Luther King Jr. Remembrance Activities:

Student Life and Leadership is trying a different approach for this year's celebration of MLK Jr.

- Monday, approximately 110 people attended a service event creating items for others. Examples include writing letters to seniors or service personnel, making blankets for pets, flashcards, and bookmarks. Project kits are also available to complete at home and return.
- Thursday, the Phi Theta Kappa Honors Society will host an open and honest dialogue focusing on diversity, equity, and inclusion at Macomb Community College. A confidential and safe space for people to share their thoughts.
- Friday, volunteers are going to help out at different sites including Forgotten Harvest and the Capuchin Soup kitchen.

Capital Outlay - \$26 million for Mobility & Sustainability Education Center:

- On December 18, 2023, the Governor signed our \$26 million capital outlay request. As you know this is a lengthy process and we need to start working on it right away. At the February board meeting we will have a recommendation for IDS to begin the schematic design phase.

Open Education Resources (OER) for English (ENGL) 1180 & 1190:

- All English (ENGL) 1180 and 1190 sections will use OER materials this semester at both campuses which will result in a significant cost savings to students enrolled in these courses.

Hosted High School Students for Competition Preparation:

- On Friday December 1, 2023 members of the Business Department hosted 75 students from Chippewa Valley, Dakota, and L'Anse Creuse high schools to help them prepare for their upcoming Regional DECA competition. DECA is a high school and college program for students interested business.
- The students were able to meet with 4-year University Partners, take a college tour, and try out the Maker's Space.

Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP)

- MiLEAP officially launched on December 1, 2023 with the goal to improve outcomes for preschool through postsecondary.
- The acting director is Michelle Richard, who was the governor's senior education advisor. The department is taking over the administration of several offices: Early Childhood Education, Higher Education and Education Partnerships. More than 300 employees will be transferred from other state departments, and they plan to hire 36 more employees and add another \$6 million to the budget.
- Dr. Sawyer doesn't know what this will mean to the college going forward, but it is an executive order that we will have to follow. This is something we will have to keep an eye on.

Operational Efficiency:

- Dr. Sawyer stated at the December 2023 information session Trustee Cusmano inquired about a metric to measure operational efficiency. What does that best is the cost per fiscal year equated students (FYES). In the email he sent to the board he points out that Macomb has been the lowest or second lowest cost per equated student in Michigan for the last 10 years,

but is actually the last 14 years, in terms of cost for FYES. That data probably goes the furthest to demonstrate that we are making effective use of our financial resources.

- Trustee Cusumano asked if a column could be added to the spreadsheet data that shows inflation calculated in so we can see where we are in rhythm with inflation year-to-year over the last ten years? EVP Argiri said we can work on the analysis of the annual operating expenditures of the college and how they fluctuate year-to-year compared to CPI.
- Trustee Flynn stated there was a great picture and article in *The Macomb Daily* of our college president on Martin Luther King Jr. Day.
- Trustee Flynn asked if the college gives out athletic scholarships? Dr. Sawyer said yes, we do give out athletic scholarships, but he doesn't know the total amount of funds. Trustee Flynn asked if the board could have a presentation by the athletic director on the men's and women's programs. Dr. Sawyer said he will arrange for that presentation.

Book of Board Policies:

- Dr. Sawyer said at the December 2023 information session we discussed this board being a policy level board. The trustees set and manage policies and the administration is required to follow them. The day to day running of the college is the responsibility of Administration starting with him as the president. During our discussion Trustee Dean asked for printed copies of the policies which we are providing to you this evening. The policies don't change often and are always available on the website.

6.2 Macomb Community College Budget Planning

Dr. Sawyer and EVP Argiri will present on budget planning. Dr. Sawyer said we have changed our approach with the presentation and will present it at a higher level and provide the board an opportunity for input.

Questions:

Chair Lorenzo asked if there is any data indicating why students come to Macomb? She doesn't think it is because of low tuition. Aimee Adamski, Registrar said that question is asked on the application and consistently the top three responses are location, program, and tuition. The answers are not ranked but are the top three responses consistently.

Trustee Cusumano asked what fees are charged to students when they register? EVP Argiri state:

- A registration fee of \$50 per semester – not proposed to be changed
- A student service fee of \$10 per semester – when the fee was implemented it was to cover certain student services functions, but she would have to check her records for more specific detail
- A facility and technology fee of \$5 per billable contact hours – implemented in 2012 and has not been increased
- Any course fees, specific to a course, which covers specific materials, instruction or equipment the college provides for those courses. Those fees are more commonly seen in the occupational programs rather than the general education classes. EVP Argiri said Macomb Community College is extremely low fee compared to the fees our sister institutions are charging. Trustee Cusumano said the 4-year universities charge a higher rate for their 300-400 level courses than their 100-200 level, which rate

APPROVED Minutes, Information Session, January 17, 2024

did you use for this comparison? EVP Argiri said the 100-level course rate. She noted that some universities charge higher rates for specific programs even the 100 level courses. Trustee Cusumano asked if a student is taking one class, they still have to pay a \$50 registration fee? EVP Argiri said that is correct.

Dr. Sawyer said the plan is to bring a recommendation to the board at the February meeting. This is the start of the budget conversation. EVP Argiri shared her first pass at a draft budget if you have any distinct thoughts, please share them with us.

Trustee Flynn stated that she is proud to be a trustee.

7.0 CLOSED SESSION

MOTION by Dean, supported by DiMaria, to go into closed session pursuant to MCL 15.268(h) which is allowable to consider material exempt from discussion or disclosure by state or federal statute. In this case, a police matter and current investigation.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Viviano

MOTION CARRIED.

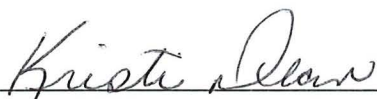
8.0 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 7:23 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES


Secretary