

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 20, 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 6:04 p.m.

2.0 ROLL CALL

Present:

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

Absent:

Shelley Vitale, Trustee  
Vincent Viviano, Trustee

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  
Carrie Jeffers, Vice President, Student Services  
Leslie Kellogg, Provost, Vice President of the Learning Unit  
Sharon Kowal, Executive Assistant to the President and Board of Trustees  
Christian Bonett, Commander, College Police  
Deb Mende, Executive Director, Office of the President  
Jeffrey Steele, General Counsel, Office of General Counsel  
Mike Zimmerman, CIO

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, Lorenzo

ABSENT: Vitale, Viviano

NAYS:

MOTION CARRIED.

#### 4.0 AUDIENCE PARTICIPATION

None.

#### 5.0 REVIEW OF AGENDA ITEMS AND MATERIALS

Trustee Cusumano asked if any of the positions being filled are new positions that were created recently? Dr. Sawyer responded the Assistant Director of Financial Aid, was a position we had previously, but was not filled in a number of years. We were able to reallocate money in the budget to fund the position this year. The position ultimately reports to the Business Office.

#### 6.0 ISSUES AND UPDATES

##### 6.1 President's Report

Dr. Sawyer provided the following updates:

Administration will ask to go into closed session pursuant to MCL 15.268 to discuss collective bargaining.

Enrollment Update - As of March 20<sup>th</sup>, Winter 2024 credit hours are up 5.1 percent compared to last year and headcount is up 3.9 percent.

##### Financial Assistance Programs, enrollment Winter 2024:

- Macomb Tuition Advantage Program: 2,186
- MI Reconnect: 1,039
- Michigan Achievement Scholarship: 581

##### Administrative – Information Items

*10.1 – Update on Media Buying and Placement Services – Perkins Grant Funded* -In compliance with the Purchasing policy, Dr. Sawyer and Executive Vice President L. Argiri gave authorization to provide an additional \$60,000 to the SMZ contract to augment the media buy for two (2) health programs, Occupational Therapy Assistant and Medical Assisting, based on the timing and immediate need for using digital advertising targeting prospective students for the programs. The additional cost is funded from the Perkins Grant Fund.

Trustee Cusumano asked if there is any indication those two fields of study are not at full capacity? Has there been any pullback on the number of students enrolled in either of those programs? What is the rationale for increasing the advertising budget? Dr. Sawyer said the rationale is employment demand. The advertising is to find students to go into those programs. In addition, Medical Assisting is a field we are trying to use for the medical apprenticeship grant. Trustee Cusumano asked what is the capacity of the program? Dr. Narine Mirijanian, dean, Health and Public Service responded that the numbers in the Medical Assisting program have doubled in the past week. There are 70 students enrolled and 12 or 13 students who are engaged in apprenticeship opportunities. Trustee Cusumano said he is trying to figure out if there are any metrics to judge the efficacy of the media budget. We are putting resources of \$950 per student in additional advertising to what target figure are we looking to obtain? Dr. Sawyer said unfortunately we won't know until we see how many students enroll. He met with the president of Henry Ford Hospital two weeks ago and she would take all the medical assisting students we could give her and

that is just one health system. Also, we received a large grant for healthcare apprenticeships and are responsible for filling those slots.

Administrative – Action Items

*11.4 – Architectural Services for South Campus M Building (Mobility and Sustainability Education Center) – Capital Outlay Project*

Administration recommends Integrated Design Solutions (IDS) for the architectural services of this capital outlay project. IDS has worked closely with the college on the planning and was instrumental with the submissions that led to approval by the State of Michigan for planning authorization. In addition, IDS has worked closely with the internal stakeholders on the initial designs and planning and has extensive experience in designing higher education facilities of similar size and scope, as well as working with the Department of Technology, Management and Budget (DTMB) on the reporting requirements and deadlines associated with capital outlay projects. Their bid is \$17,000 higher than the lowest bid, but the combination of those factors resulted in the recommendation of IDS for the contract. The college has been satisfied with the services provided by IDS.

*11.5 – Construction Management for South Campus M Building (Mobility and Sustainability Education Center) – Capital Outlay Project*

Administration recommends contracting with Barton Malow Builders for construction management services for this capital outlay project. We are happy with the work and service we receive from Barton Malow. They were low bid on that proposal.

*11.6 – College Bookstore Management Services*

Administration recommends a contract with Textbook Brokers, to replace Follett as the college bookstore source. A large cross-functional committee of stakeholders, including the Bookstore Task Force, reviewed the four proposals received in response to the RFP. They conducted multiple stages of interviews and the committee selected Textbook Brokers. We were particularly moved by their focus on students including availability of textbooks before classes begin and lower pricing. It is expected that the changes will result in improved satisfaction and service that prioritizes student outcome. The feedback received from Textbook Brokers' existing clients has been stellar. We are optimistic this will be a positive move for our students going forward.

Trustee Flynn inquired why the college had to go outside of Michigan for the bookstore when there are stores here, i.e. Barnes and Noble (B&N). Dr. Sawyer responded that B&N is nationally based, and their stores are unrelated to the college bookstore. Their financial position is very poor, and they could go out of business at any time.

Dr. Sawyer said with the board's approval the changes will begin immediately to ensure a smooth transition in advance of the fall 2024 semester.

Purchases

*11.3A – Renewal Cisco Telephony Licensing (3-Year Pricing) – Requesting the purchase of a 3-year licensing renewal from Sentinel Technologies.*

*11.3B – Hewlett-Packard Server, Desktop and Laptop Computers – Requesting the renewal of authorization to purchase HP servers, desktop and laptop computers using sealed bids or best-available*

public sector, state/local government and higher education discounts. We get better pricing using these sources and that is the reason we are not committing to a specific buy at this time.

#### IDEA Update

- Agenda Item 5.2 is a request to reschedule the June Board meeting to Thursday, June 20. Trustees Lorenzo, Dean, Vitale and Viviano have indicated they are available, but a formal vote is needed to change the calendar.
- Tiffany Goliday, executive director, IDEA, attended the National Association for Diversity Officers in Higher Education (NADOHE) annual conference. She had the opportunity to interact with DEI officers from around the country including OCC, HFCC, and other Michigan community colleges. T. Goliday is part of the Affinity group in Michigan for people in the field. Sessions from the conference included: Strategic Planning and DEI/Retention, Hiring, and Recruiting a Diverse Candidate Pool/Diversity Training and Professional Learning/The Current Climate of DEI and DEI Officers in Higher Education

National Center of Academic Excellence in Cyber Defense – Dr. Sawyer shared great news that Macomb Community College has been designated as a National Center of Academic Excellence in Cyber Defense through the academic year 2029.

Men's Basketball Team - Macomb's Men's basketball team won the NJCAA District B Championship. Unfortunately, the team lost their first game in the tournament yesterday (March 19) by two points. They had an impressive season considering Coach Burns is our new first year coach. The team will play in the consolation round and can place as high as seventh in the country.

College and Career Prep Workshop - Macomb staff and student groups assisted with the Big Brothers/Big Sisters of Southeast Michigan "College and Career Prep Workshop" on February 24. The Macomb Foundation helped secure a sponsorship for the event from First State Bank. Presentations included How to Manage FAFSA and College Readiness.

Discover Macomb – The second Discover Macomb event focusing on Health and Human Services took place on March 13, 2024. There were 30 prospective students and 21 guests who attended the event. There are more Discover Macomb events coming up.

James Jacobs Legacy Series – On March 19 the college hosted an event supported by the James Jacobs Legacy Series. Thank you to Trustee Vitale for attending. The keynote speaker was Dr. Carol Graham, a fellow from the Brookings Institute. The title of the event was Elevating Our Community's Well-Being. In the afternoon, Dr. Graham spent a couple of hours with students, gave a presentation and answered questions. Mark Trueman was our faculty facilitator, who did a great job engaging students. After Dr. Graham's remarks, there was a panel conversation moderated by Deputy County Executive John Paul Rea. Panelists included Dunya Barash, director, Operations, Families Against Narcotics, Andrew Cox, director, Macomb County Health and Community Services and Sarah Wedephol, vice president, Program, Community Foundation for Southeast Michigan. Feedback about the event has been positive and those who attended enjoyed it.

United Nations Regional Centre of Expertise on Education for Sustainable Development – Macomb's Science department has been invited to participate in a collaboration between Wayne State University and the University of Windsor as part of the United Nations Regional Centre of Expertise on Education for Sustainable Development starting in Fall 2024.

APPROVED Minutes, Information Session, March 20, 2024

Engineering and Advanced Technology in the New York Times - A student in our WCE EAT Controls Technician Certificate Program, Malik Broadnax, was featured in The New York Times article "For Michigan's Economy, Electric Vehicles are Promising and Scary." He discussed his transition from making minimum wage to learning the necessary skills he needed to advance in the electric vehicles field as a controls technician. His education was covered by the Michigan Reconnect Short-Term Training Program. There was a nice picture of the MTEC (above the fold), and the article was nice coverage for the college.

Hosted U.S. Department of Energy/State of Michigan Announcement – Deputy Secretary of Energy David Turk was here to present \$80 million to Nel Hydrogen US and General Motors Co. in federal funding to advance clean hydrogen for mobility propulsion. The state provided another \$25 million to Nel. Although Nel chose to build their plant in Plymouth Township, Macomb will be developing the training materials and delivering training to 120 students.

Hosted Macomb County Economic Forecast - On February 23 the college hosted the Macomb County Economic Forecast that is conducted by the chamber alliance. Thank you to Trustees Flynn and Vitale for attending. This is a great event for the college to host, it brings several hundred guests to the campus who don't regularly spend time here.

April Board Meeting

- Canvas LMS Licensing renewal
- Lumens WCE registration system licensing renewal
- Compensation study (might be delayed until May)
- Ransomware protection and expanded data storage
- The presentation will be given by Meeder, the college's investment advisor

Fraudulent activity related to student accounts – Dr. Sawyer shared the unfortunate news that fraudulent activity has been uncovered in some student accounts. This activity was discovered through an individual's inquiry regarding about an account being referred to collections. As we looked further into this we became aware that the person's information was fraudulently used. We went on to discover 117 student accounts with suspected fraudulent activity totaling \$116,313.53 in financial aid award payments. The bad actors use legitimate names, social security numbers, apply for financial aid, register, and have become sophisticated enough that they now do some level of work in the class to get through the "no show" period and then receive the final financial aid disbursement and disappear. In many cases, they are using the same addresses and phone numbers. In response, we have assembled a Fraud Taskforce which includes college police. This is a national problem; it is not unique to Macomb. We have talked to BankOne and they are actively trying to help solve this problem across the country. The Inspector General is involved in the investigation. We will keep the board apprised as we move forward and rest assured, we are doing everything we can to prevent this as opposed to catching it.

Trustee Request for Information

- At the February information session Trustee Cusumano asked questions about college investments with Private Export Corporation and some specific rate questions. Dr. Sawyer responded in an email on February 22, 2024.
- Also, at the February meeting, Trustee Cusumano asked about the amount that is invested in college investments at the end of the year. As EVP Argiri indicated, as part of the treasury management function the funds that are invested in the college's investment portfolio are evaluated on an ongoing basis based on the college's cash flow needs and projections – cash that is anticipated to be received



versus the payments that need to be made, particularly during cyclical times such as when tuition payments are received, property taxes are collected and state aid is received compared to the timing of payments related to payroll and accounts payable.

- Dr. Sawyer said with respect to the June 30, 2023 balances, the General Fund net position increased by \$2.7 million due to variances in a number of areas compared to the budget such as enrollment, property taxes, food service, facility rentals, the ability to fill vacant positions, utilities expense, insurance claims, required year-end adjustments due to Generally Accepted Accounting Principles and HEERF funding which provided \$846,000 in lost tuition and fees revenue.

March Information Session Presentation – Macomb CIO Mike Zimmerman will present on IT Security.

Questions/Comments:

- Trustee Cusumano appreciated the column showing the discount being added to the financial bond portfolio information (Agenda Item 7.2). EVP Argiri said they included the sort by purchase date vs. maturity date as well.
- Trustee Cusumano has a conflict with the scheduled December 18, 2024, board meeting. That date conflicts with his meeting of the Macomb Township Board of Trustees, who he is a board member of, and scheduled for the same date. If Madame Chair would be so inclined, he asks that the date be changed. He has no conflict with the June 20<sup>th</sup> change. Dr. Sawyer said we will look into what can be arranged.

6.2 [IT Security Update](#)

Mike Zimmerman, CIO said the goal of his presentation is to provide the board a general understanding of the work we have been doing for the past couple of years as it relates to IT Security.

Questions/Comments:

Trustee Cusumano asked CIO Zimmerman if he could give the board any clue if there is a sweet spot of the industry standard as a percentage of the overall budget to determine how much IT security spending is enough? CIO Zimmerman answered that unfortunately, there is no clear answer for any organization on how much money should be spent on IT Security because everybody's business is different. He has compared what Macomb spends to our peer institutions through a report in Educause. The challenge is not everyone wants to report or share how much they spend on IT security. If published information indicates a college isn't spending a lot of money on IT security they will become a target, so he really can't trust the numbers in the report. He did say that President's Council is a part of the conversations on what is the level of risk we are willing to accept. The IT security standards published in February are a culmination of those conversations. We made decisions along the way that said, "to block this action it will cost X" and "what is the true risk." We made those judgment calls using data, they are informed and methodical decisions, but there is no way you can say how much is enough.

Trustee Cusumano asked if there is any insurance coverage with our current policy that we could look to and offset any expenses to a ransomware attack? EVP Argiri said our data breach coverage includes IT security claims so at the time of an occurrence we would have to evaluate that with MCCRMA. Trustee Cusumano asked about the deductible? EVP Argiri said she does not believe there is a deductible for a data breach. There is one for auto and property. She will confirm that information and let him know.

APPROVED Minutes, Information Session, March 20, 2024

Trustee Cusumano said so if it does occur, we have some fallback, and are not out the downtime and money due reparations. Dr. Sawyer said if we pay the ransom. Trustee Cusumano asked if that is what occurs? The institution pays. CIO Zimmerman said most institutions do not pay because the FBI, federal government, Department of Homeland Security all say, "do not pay." Because once you pay all the bad actors know you pay and will hit your college again within three months because they already know the vulnerabilities.

Trustee Flynn asked who the college uses for telephone service? CIO Zimmerman said the college's phone services are purchased through Merit Network from Ann Arbor. We pay a fifth of what AT&T charges.

CIO Zimmerman said the two purchase authorizations before the board are the Cisco Telephony system software licensing. These phones are minicomputers, so we have to pay licenses for them. The college police has enhanced the software on the phones where they are now public address systems in every room and every phone has a panic button on it. The second authorization is the request to continue for the next three years, the practice of buying Hewlett-Packard servers, desktop and laptop computers when we need to and with your trust that we always follow the purchasing guidelines and are getting the best price we can.

**7.0** CLOSED SESSION

MOTION by Cusumano, supported by Flynn to go into closed session pursuant to MCL 15.268 to discuss collective bargaining.

ROLL CALL VOTE:

AYES: Cusumano, Flynn, Dean, DiMaria, Lorenzo

ABSENT: Vitale, Viviano

NAYS:

MOTION CARRIED.

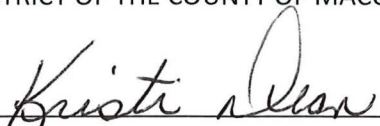
**8.0** ADJOURNMENT

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

Motion carried.

The meeting adjourned at 7:50 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

  
\_\_\_\_\_  
Secretary