

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 15, 2025 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  
Shelley Vitale, Vice Chairperson  
Kristi Dean, Secretary  
Roseanne DiMaria, Treasurer  
Frank Cusumano, Trustee  
Joan Flynn, Trustee

Absent:

Vincent Viviano, Trustee

Also present:

James Sawyer, President  
Libby Argiri, Executive Vice President, Administration  
Kevin Chandler, Vice President, College Advancement & Community Relations  
Tiffany Goliday, Executive Director, IDEA  
Carrie Jeffers, Vice President, Student Services  
Leslie Kellogg, Provost, Vice President of the Learning Unit  
William Leavens, Chief of College Police  
Deb Mende, Executive Director, Office of the President  
Jeffrey Steele, General Counsel, Office of General Counsel  
Patsy Tannahill, Executive Assistant to the President and Board of Trustees

3.0 APPROVAL OF AGENDA

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

ALL IN FAVOR:

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

NAYS:

ABSENT: Viviano

MOTION CARRIED.

#### 4.0 AUDIENCE PARTICIPATION

#### 5.0 REVIEW OF AGENDA ITEMS AND MATERIALS

Trustee Flynn commented that the photo in the Macomb Daily for the announcement of the police department accreditation was nice.

Trustee Flynn also mentioned that the men's basketball team was featured in the Warren Weekly.

#### 6.0 ISSUES AND UPDATES

##### 6.1 President's Report

President Sawyer congratulated Trustees DiMaria and Flynn on being sworn in for their next term.

#### Closed Session

There is not a need for closed session this evening.

#### Enrollment Update

- As of Monday Winter, 2025 credit hours are up 2.3% compared to last year, headcount is up 2.0 %.
- Winter 2025 dual enrollment numbers are 1,285+. More than a 240-student increase from Winter 2024 at this point.

#### "Received" Financial Assistance programs, enrollment for Fall 2024:

- Macomb Tuition Advantage Program: 2092 registered for 12+ credits, current receiving 231
- MI Reconnect: 1679 eligible, 611 receiving
- MI Reconnect 21-24: 1028 registered, 603 receiving
- Community College: Guarantee: 1340 registered for 12+ credits, current receiving 538

#### Personnel

None.

#### Supervisory/Technical (STA) Collective Bargaining Negotiations

The college and the STA union have agreed to go into mediation.

#### Administrative – Information Items

None.

#### Purchases

- 11.3A – Getinge Servo-u Ventilator Systems, \$84,003 – Using Perkins Grant funds, the College is requesting to purchase two new ventilator machines and related software to replace older models. These will be utilized by the Respiratory Therapy program. Getinge is the only manufacturer of these ventilators in the United States.
- 11.3B – Network Penetration Testing Services, \$172,800 for 3 years - After a detailed analysis of 46 bids, comparing cost and bid specifications, the College is recommending Illumant to conduct system penetration testing. This testing evaluates the vulnerability of the College's systems and infrastructure against malicious behavior, such as cyber-attacks and ransomware infections. (Illumant is submitted the lowest bid that met all specifications.)

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- 11.3C – Syllabus Management Software, \$61,306 for 3 years with Simple Syllabus - This software will provide an efficient way to automate the syllabus publishing process and comply with accreditation standards. Simple Syllabus is the only vendor with a Michigan Community College Association (MCCA) agreement working with 17 Michigan colleges and universities and over 500 colleges nationwide. It is recommended by the College's Instructional Technology Advisory Committee. (Second-lowest bid.)
- 11.3D - Website Redesigns for the Macomb Center for Performing Arts and Lorenzo Cultural Center, \$145,230 with Beacon Technologies - The websites, which are separate from the College's main website, were last updated in 2013 with minor updates in 2017 and have become outdated. The new websites will be mobile-friendly and ADA-compliant. Beacon's bid (second- lowest) includes additional incentives such as \$10,000 in hosting credits, a 90-day Google ad campaign to promote ticket sales, and a post-launch success program.
- 11.3E – Network Equipment Replacement: Edge Switching, \$2,675,160, with Sentinel Technologies, Livonia MI – This project will replace the “edge” switching portion of the College's network. The purchase includes equipment, installation, configuration, training, and a 60-month warranty. (Lowest bid.)

Administrative – Action Items

- 11.4 Campus Wide Security Camera Upgrades, \$2,990,280 awarded to Motor City Electric, Detroit, MI (lowest bid) - College police evaluated existing cameras and locations and determined a new system utilizing the latest technology was warranted to reduce liability and ensure safety of students, staff, and visitors. The cameras are expected to last 10 years and come with a 5-year warranty.

Inclusion, Diversity, Equity and Access (IDEA) Update

In collaboration with Oakland Community College and Henry Ford College, the College is presenting a speaker in recognition of Martin Luther King Day. Dr. Yusef Salaam, an activist and criminal justice reform advocate, will serve as the keynote speaker. In 1989, Dr. Salaam was tried and convicted in the “Central Park jogger” case alongside four other Black and Latinx young men. The Exonerated Five spent between seven and 13 years behind bars for crimes they did not commit, until their sentences were overturned in 2002. His speech, titled “When They See Us: A Journey of Resilience and Justice,” will be presented on Thursday, January 16, 2025, from 4:00 to 5:30 p.m. via Zoom.

- Martin Luther King Day Volunteer Opportunities
  - The college is participating in several volunteer opportunities for students and staff
  - The main college event will be Monday, January 20 from 9:00 – 12:00 at the Lorenzo Cultural Center. Volunteers will be:
    - Crafting kennel blankets for local shelter animals
    - Creating bookmarks for local libraries
    - Writing letters for Operation Gratitude
    - Designing cards for residents of local nursing homes
    - Decorating lunch bags for Kids Food Basket
    - If you are interested in participating please let Patsy know.
  - There are other volunteer opportunities on Friday, Saturday, and Monday at various locations including:
    - Capuchin Soup Kitchen
    - Habitat for Humanity Restore
    - Focus Hope
    - Windemere Park

- Employee Resource Groups
  - The LGBTQ+ Connection Meet & Greet will take place from 6:00 to 7:00 p.m. on January 30 in the SK building. This mixer will serve as an opportunity to enhance membership and bring employees together in support of one another at the college.
  - The Black Employee Network Employee Resource Group will host an event in honor of Black History Month titled *Black Excellence in Academia*. This event will take place on Monday, February 24, from 2:00 to 4:00 p.m. in SK-324.
    - Black educators, administrators, and successful alumni will discuss their educational journeys, the challenges they faced, and their perspectives for current students, faculty, and staff. The event will highlight the stories of Black alumni who have leveraged their community college education to achieve professional success. It is free and open to all students, faculty, staff, and board members.

#### Detroit Drives Degrees Community College Collaborative (D3C3) Update

The Michigan Community College Association (MCCA) is preparing a proposal for Ralph C. Wilson, Jr Foundation to redeploy the money from the Mobility sector. The plan is to submit the proposal this month. The proposal includes several projects designed to encourage collaboration. One focus area will be apprenticeships in Business and IT. Additionally, we will assist other colleges with reverse transfer initiatives using National Student Clearinghouse data.

#### MILEAP Grant Award

The Academic Success Center has been awarded a three-year College Success Grant totaling \$790,355, funded by MiLEAP. The grant will be used to enhance existing student success strategies and scale up high-impact academic support interventions in gateway and high-risk courses. Key initiatives include:

- Expanding supplemental instruction.
- Increasing subject matter tutoring by incorporating tutors with relevant experience and academic credentials.
- Allocating funds to purchase licenses for self-guided learning software packages, which will be available to students free of charge for the next three years.

#### Macomb Community College's Strengthening Access to Healthcare

The College has been awarded a \$1.75 million Strengthening Community College Training grant from the U.S. Department of Labor (DOL). It is one of only 18 colleges nationwide to receive this grant, with Mott Community College being the only other recipient in Michigan.

The apprenticeship project aims to position the College as a healthcare sector convener to expand the healthcare apprenticeship ecosystem in Metro Detroit. This initiative seeks to meet the skill development needs of employers, equitably support students in obtaining good jobs, and enhance health career pathway programs for all students.

Targeted Occupations:

- Certified Nursing Assistant
- Dental Assistant
- Medical Assistant
- Psychiatric Technician

Industry Credentials:

- Registered Behavior Technician, awarded by the Behavior Analysis Certification Board

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- Certified Dental Assistant, awarded by the Dental Assisting National Board
- Certified Nursing Assistant, awarded by the State of Michigan Licensing Board
- Certified Medical Assistant, awarded by the American Association of Medical Assistants

Virtual Chief Information Security Officer (vCISO)

The three-year RSI Security contract for a vCISO, valued at \$511,000, will conclude in February 2025. The vCISO has advised that there is no longer a need for a vCISO and recommends establishing a bi-annual audit with an outside firm to track and confirm the College's compliance with the CIS security standard. The College plans to hire an auditor in the first quarter of 2026 and will reassess the need for a vCISO in one year's time.

Student Fraud Update

A new report was created this month to help identify currently enrolled students receiving federal financial aid who meet our criteria for suspected fraud. High-risk students will be asked to verify their identity before their aid is refunded.

Student Life & Leadership

- Phi Theta Kappa Honor Society:
  - For Fall 2024, 109 students joined with a minimum of 12 credit hours and a 3.5 GPA. The chapter hosted numerous events for members, including a scholarship writing tips and tricks session presented by the Academic Success Center, a fellowship event at the cider mill, and the "Telling Your Macomb Story Through Poetry" Honors in Action Project.
- The Food Pantry received 48 visits in the month of December.

Veteran & Military Services (VMS)

The VMS staff connected with a female student veteran, who is also the spouse of a veteran and a mother. Through conversations, our team learned that she and her husband were facing financial struggles, health concerns, food insecurity, and career challenges. VMS connected her with Student Access Services, Student Options for Success (SOS), as well as trusted external resources, helping her and her family achieve the following:

- Financial assistance for gas costs to commute to school.
- Increased VA service-connected disability ratings for both her and her husband, providing free VA medical and mental health care, along with an increase in their monthly household income.
- Clear career aspirations defined through articulated goals and transfer plans.
- VA approval of her career goal to become a College Professor, covering her bachelor's and master's degrees, as well as all applicable Macomb transfer courses, with no out-of-pocket costs.

Not only will she always be a part of the VMS family, but once these programs are complete, we hope she might join us as full-time or adjunct faculty.

Health Insurance – Hard Cap Change

House Bill 6058 of 2024, regarding changes to the health insurance hard cap, has passed both the House and Senate. It is unclear whether the Governor will sign the bill. If signed, the College will be required to pay the new hard cap, which is projected to result in a 6.5% increase.

February Board of Trustee's Meeting

Board members will vote on the tuition and fee recommendation.

Presentation Tonight

Libby Argiri, executive vice president, Administration & President Sawyer will present the College's tuition and fee recommendations for academic year 2025-2026.

Discussion:

Trustee Dean asked if the network penetration testing system is a simulation. Michael Zimmerman, CIO clarified that it is not a simulation. The penetration testing involves vendors using a laptop that they connect to the college's network. They essentially act as certified hackers trying to find vulnerabilities and points of entry for bad actors. The goal is to identify weaknesses before any viruses or malware exploit them. Trustee Dean inquired if the testing would cover potential new viruses. CIO Zimmerman responded that the testing focuses on finding vulnerabilities where viruses could potentially be introduced. For example, if software needed a security patch but wasn't updated, penetration testing would identify those issues so they can be fixed before any exploit occurs. Regarding trustees' laptops, CIO Zimmerman explained that all college assets, including trustees' laptops, are tested at least once a year. The laptops are divided into groups for testing, and any issues or untested devices will be addressed in subsequent quarters. He encouraged trustees to bring their laptops to board meetings and restart them, as doing so would ensure that they receive the latest updates, authentication, and security policies.

Trustee Dean asked Michigan State University is covering the cost of their usage on the College's network. Libby Argiri, executive vice president, Administration, stated she was unsure and would look to see if bandwidth is included in the utility charges.

Trustee Dean asked if the College uses master syllabi for courses. Leslie Kellogg, provost, stated the College no longer uses the term "master", but yes, the College uses primary syllabi. Trustee Dean asked if instructors could make changes to the primary syllabi. L. Kellogg stated there are portions of the syllabi that are restricted like policies, but yes they can.

Trustee Dean asked if it would be possible to measure a return on investment (ROI) for the website redesign. Kevin Chandler, Vice President of College Advancement, explained that while it is challenging to pinpoint a specific ROI, several variables could be considered, such as website users, visitors, unique visitors, and ticket sales. He noted that it's difficult to quantify ROI unless it's tied to a specific, measurable goal. However, he emphasized that the website serves as a vital "front door" to the College's events, services, and cultural programs, making the analytics and numbers important in evaluating its effectiveness. While ROI may be hard to measure in traditional terms, website metrics would provide useful insights.

Trustee Flynn expressed concern about having to purchase materials from outside of Michigan. She feels passionate that the College should be sourcing from within Michigan. President Sawyer stated the College is required to select the least expensive provider that meets the College's specifications. He explained that some vendors may lowball their bids but fail to meet all requirements, which is why they're not selected. The College's purchasing policy ensures that all proposals are carefully reviewed by staff with the relevant expertise. President Sawyer clarified that the location of the vendor is not a factor—only the quality of service and product matter. Trustee Flynn expressed her disagreement but understood the rationale.

Trustee Cusumano defended Trustee Flynn's position by referencing a clause in the Appropriation Act passed by the legislature for community colleges. This clause mirrors Trustee Flynn's concern, stating that community colleges are supposed to prioritize locally sourced services unless there is a procedure in place to demonstrate that an out-of-state provider offers better value to the college.

## 6.2 Presentation

President Sawyer and Libby Argiri, executive vice president, Administration presented the tuition and fees recommendation for academic year 2025-2026.

### Questions:

Trustee Flynn commented on the increase in fees, suggesting it was a clever way to raise tuition. In response, President Sawyer explained that the college doesn't regularly change fees and doesn't anticipate the board increasing them regularly going forward. He expects the fees to remain static for quite some time. L. Argiri added that the student service fee was introduced in 2010 and hasn't been adjusted in 14 years, while the facility and IT fee was introduced in 2013, almost 12 years ago. She explained that due to increasing costs in IT and facilities, it seemed like the right time to reassess and adjust the fees.

Trustee Dean inquired about how much tuition had increased since 2010. Libby Argiri responded that she couldn't provide data back that far, but noted that since 2017, tuition has increased by an average of 1.55%. She also mentioned that there was only one year prior when the increase exceeded 2%, which was a 10% increase.

Trustee Cusumano asked if the 21% cost difference between Macomb and universities assumed that all courses would transfer for credit. Libby Argiri clarified that the 21% difference was based on tuition costs for a full-time student attending a university for their first two years, compared to attending Macomb. The comparison did not factor in transferability of credits.

Trustee Cusumano asked whether the presentation of the tuition fees and the fee increases would be bundled together as one agenda item or separated into distinct items. L. Argiri stated in the past they have been bundled.

Trustee Cusumano expressed concern about the rising costs of third-party contracts and asked whether any studies have been conducted to identify potential efficiencies by doing more work in-house. President Sawyer explained that the decision to use outside services depends on factors such as lack of expertise, collective bargaining agreements, or temporary needs. L. Argiri added that sometimes the college lacks the capacity to take on specific projects internally, and in those cases, third-party services are used strategically. She emphasized that the college is the lowest cost provider in its sector, including all operational costs, and outsourcing may occur when human resources are not available to handle certain tasks.

Trustee Cusumano raised a question about two firms, HR Advantage Advisory LLC and HR Maps Consulting, noting that HR Advantage shared the same address as Clark Hill and asking about the expenditures for both. General Counsel Steele explained that HR Advantage was hired as a standby firm for conducting civil rights and Title IX investigations. The firm offers HR expertise and experience with investigations, and the college pays a flat monthly rate for their services as needed. Steele also clarified

that Clark Hill had initially invested in HR Advantage but that the two entities are now separate. Regarding HR Maps Consulting, L. Argiri explained that the firm's initial contract was below the board approval threshold, but additional phases of work were discussed with the board as an informational item.

Trustee Vitale expressed concerns about the transferability of credits from Macomb Community College to other universities, particularly when students' credits are not accepted. She requested data showing the frequency and extent of transfer issues and wanted to understand why some universities do not accept credits from community colleges. President Sawyer explained that universities are autonomous and not required to accept transfer credits, though many, particularly regional universities, are motivated to do so as transfer students make up a significant portion of their enrollment. He also mentioned that students can check a database that shows which courses are accepted by different institutions. Trustee Vitale inquired if students could easily see whether their courses would transfer before taking them, and President Sawyer confirmed that advisors are aware of transfer policies and guide students accordingly. He also mentioned the Michigan Transfer Agreement (MTA), which guarantees the transfer of 30 credits to any of the 15 public universities in Michigan. Carrie Jeffers, vice president, Student Services, added that all public universities are required to accept MTA credits, while private institutions have the option to participate.

Trustee Flynn asked about the revenue and traffic from the Expo Centers. L. Argiri explained that while the Expo Centers generate rental income, they are not a profit center for the college, as they also support academic and athletic uses. The rental rates are competitive and adjusted periodically based on regional pricing. L. Argiri offered to provide a report on the types of events and rentals.

Trustee Cusumano asked whether it's proper for a trustee to request a report from the administration, or if the board chair must approve such requests. Chairperson Lorenzo clarified that such requests should go through the chair, and Trustee Flynn's request for the report was recognized since she had asked to be acknowledged during the meeting.

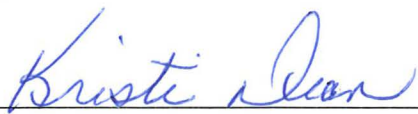
#### 8.0 ADJOURNMENT

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

MOTION CARRIED.

The meeting adjourned at 7:24 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES

  
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Secretary