

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, August 20, 2025, at 6:00 p.m., in Room K315/317 of the John Lewis Conference Center, South Campus, 14500 E. Twelve Mile Road, Warren, Michigan.

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Lorenzo at 6:01 p.m.

2.0 ROLL CALL

Present:

Katherine Lorenzo, Chairperson

Shelley Vitale, Vice Chairperson

Kristi Dean, Secretary

Roseanne DiMaria, Treasurer

Frank Cusumano, Trustee arrived at 6:07pm

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

Anthony Green, Lieutenant, College Police

Carrie Jeffers, Vice President, Student Services

Leslie Kellogg, Provost, Vice President of the Learning Unit

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 Dean, supported by Flynn, to approve the agenda as presented.

ALL IN FAVOR:

AYES: Dean, Flynn, DiMaria, Vitale, Lorenzo

NAYS:

ABSENT: Cusumano, Viviano

MOTION CARRIED.

4.0 AUDIENCE PARTICIPATION

None.

5.0 REVIEW OF AGENDA ITEMS AND MATERIALS

Trustee Vitale shared an advertisement from Financial Educators Network, who had rented space at the college to host an event. The advertisement gave the impression that the event was sponsored by the

college, which raised her concerns. In response, President Sawyer and General Counsel Steele will review the current protocols and processes to ensure that future advertisements for rental events are not misleading.

Trustee Flynn asked about the locations of several agenda items, noting that she prefers when everything is from Michigan. The requested location details were provided to her.

Trustee Dean inquired whether the mobile lab unit would be used on campus for students. Narine Mirijanian, Dean of Health and Public Service, clarified that the primary intent is to provide training opportunities to agencies and organizations off campus, allowing the college to deliver instruction directly at employer sites within Macomb County. She noted that these offerings will focus on contract training and continuing education programs, such as CPR and first aid, with participants registering as Macomb Community College students for specific training.

Trustee Vitale requested clarification on the Strategic Consulting Services for Open Educational Resources (OER) Strategy Development, specifically in relation to addressing students' basic needs. She asked what was meant by "basic needs." President Sawyer explained that this refers primarily to financial needs, noting that OER materials are used in place of traditional textbooks to help reduce costs for students. He added that while the college already uses OER applications, this service will expand opportunities to incorporate more OER resources into additional courses.

6.0 ISSUES AND UPDATES

6.1 President's Report

Closed Session

We do need to have a closed session with the BOT pursuant to MCL 15.268 A and C.

Fall Start

President Sawyer thanked Provost Leslie Kellogg, the deans, associate deans, faculty, and Human Resources for their teamwork in improving the faculty hiring process. He noted that, unlike in past years, no new faculty required board approval that evening, allowing them to begin their roles on time.

President Sawyer noted that last week included Adjunct Faculty Development Day, Faculty Development Day, and the New Faculty Academy. He remarked that this is always a great time of year to get started and expressed appreciation that all new faculty are fully prepared to begin.

Organizational Change

Effective Monday, August 18, the Professional Development Center at the University Center was moved to the College Advancement and Community Relations Unit as part of Conference and Event Services. This transition consolidates all conference and outside meeting activities into one unit. Meanwhile, Transfer, Articulation, and University Partnerships will remain within the Academic and Workforce Education unit.

State Budget

There is still no state budget in place, and discussions have raised the possibility of a government shutdown. While the July 1 deadline passed without consequences, the hard deadline to prevent a

shutdown is September 30. Appropriations to date show a range that includes a 1% decrease to community college operations, which contrasts with the Governor's recommendation of a 4% increase and the Senate's proposal of a 3% increase. Most concerning is the House plan, which shifts a portion of the Michigan Public School Employees' Retirement System (MPERS) Unfunded Actuarial Accrued Liability (UAAL) costs back onto colleges, effectively resulting in a 7.5% decrease in operations funding.

Enrollment Update

- As of Monday, Fall, 2025 credit hours are up 7.8% compared to last year, headcount is up 5.6 %.
- Fall Dual enrollment is over 1,200 students for the first time.

Personnel

- Michelle Luck, Director of Financial Aid, MCAAP
- Tentative agreement with administrators, Macomb College Association of Administrative Professionals (MCAAP)

Administrative – Action Items

- 10.1- The Mobile Lab Classroom Simulation Vehicle is grant-funded through the Department of Education's Career Pathways through Apprenticeship Models initiative. The order needed to be placed promptly to ensure the vehicle's arrival by the grant deadline of August 30.
- 10.2 - The Consultant for Strengthening Community College Training is grant-funded, with the contract awarded and signed on July 30. This action was required by the grant, which mandates that a developmental evaluator be hired within six months of the award, received in February 2025.
- 10.3 - Authorization was granted for additional licensing for the Assessment Testing National Council Licensure Examination on-campus review seminars, as costs exceeded the initial projection, which had been estimated below the Board of Trustees threshold. This initiative is grant-funded through the ADN to BSN Completion Grant.

Purchases

There are (9) Nine purchase authorization requests tonight:

- 11.3A- A two-year contract for Intelligent Insights for the Canvas Learning Management System to provide analytics and AI tools that support data-informed decisions to improve teaching and learning outcomes. The \$72,000 contract is a sole source to Instructure, Inc. and will be funded through the Strategic Fund.

Discussion:

Trustee Dean asked what type of analytics the college expects from the new system. President Sawyer explained that the goal is to identify early indicators that students may be struggling, allowing the college to intervene in real time by connecting them with tutoring or other support services. He noted that the system will also provide insights across different course sections to monitor overall performance. Unlike current lagging indicators, which only provide data after issues have occurred, the use of AI in this product is intended to create more timely interventions that support student success and address concerns as they arise.

- 11.3B - A three-year contract for Strategic Consulting Services for Open Educational Resources (OER) Strategy Development was approved to support the creation of a comprehensive, institution-wide plan for implementing and scaling OER to reduce student out-of-pocket costs. Following an RFP process, the low bid was awarded to EDU-PM LLC for a total of \$60,000. The initiative is grant-funded.

- 11.3C- A three-year contract for system maintenance of the public websites—macomb.edu, macombcenter.com, and lorenzoculturalcenter.com—was approved. The \$300,302.04 contract is a sole source to Beacon Technologies, which was originally selected through an RFP and approved by the Board of Trustees in December 2022.
- 11.3D - A three-year contract for content management of the public websites—macomb.edu, macombcenter.com, and lorenzoculturalcenter.com—was approved. The \$111,670.62 contract is a sole source to Hannon Hill, which was originally selected through an RFP and approved by the Board of Trustees in 2014 and again in 2022.

Discussion:

Trustee Dean asked if there are analytics for each site. Kevin Chandler, vice president, College Advancement and Community Relations, confirmed that they are, noting that one particularly useful metric is how visitors use the search function. He explained that tracking specific terms, including slang, helps the college improve its websites and better meet user needs.

- 11.3E - A one-year contract with Execu-Sys for Software Transition Services to support the college's move from Colleague (business information systems) to SaaS. The agreement is based on an estimated 2,000 hours for a total cost of \$158,000. Execu-Sys was the second-lowest bidder, and the college has prior experience working with the firm.

Discussion:

Trustee Dean asked what is covered in the Colleague application. Libby Argiri, executive vice president, Administration, explained that it covers all business information systems except non-credit registration. The system includes student and employee profiles for hiring and registration, as well as payroll, accounts payable, and accounts receivable.

- 11.3F - A one-year renewal of the Adobe Enterprise Academic License was approved to provide continued access for staff, faculty, and students. The contract was awarded to the low bidder at a total cost of \$113,583.
- 11.3G - A five-year contract renewal with Euna Solutions for electronic budget software was approved at a total cost of \$321,542.51. This is a sole source contract, as the initial agreement with Questica (now Euna Solutions) was awarded through an RFP and approved by the Board of Trustees in 2022.

Discussion:

Trustee Dean asked about the budget software, clarifying whether it was an out-of-the-box solution or if customization would be required. Libby Argiri, executive vice president, Administration, explained that when the software was selected three years ago, the college chose an out-of-the-box product, so no additional customization is needed beyond approval routing features built into the system.

Trustee Dean then asked whether the software covered about 80% of their current processes. Argiri responded that it is not a matter of percentage, as the tool is used by both the Budget Office and end users, such as administrators, to streamline communication during each budget cycle. The system eliminates most manual processes by allowing administrators to input changes directly, which are then reviewed, reported, and rolled up by the Budget Office for vice presidential review. She noted that while some manual work remains, particularly around revenue projections, the software has eliminated most of the manual data entry and errors, such as typos, which occurred under the old system.

- 11.3H - A one-year contract with Numeriksoft was approved for the renewal of the wireless network management software license and support. The contract was awarded to the low bidder at a total cost of \$72,728.

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Discussion:

Trustee Dean asked when the updates are performed on the software. Mark Johnston, enterprise network director, stated the product will manage the 1,200 access points, it does not provide updates.

- 11.3I- A one-year contract renewal was approved with Midwest Collaborative Library Services (MCLS) and DALNET for library purchases and access. The agreements total \$144,513.70 with MCLS and \$109,335 with DALNET. Both are sole source contracts.

Fall semester started on Monday 8/18

President Sawyer noted that classes began on Monday, marking an exciting time for the college. He remarked on the full parking lots as a positive sign of students returning to campus. While acknowledging a few minor hiccups, he emphasized that overall, things are going very well. He expressed appreciation for the hard work of many individuals across the college, noting that such a smooth start does not happen without significant effort and dedication.

MCCA summer conference

President Sawyer reported attending the Michigan Community College Association summer conference, which focused on the theme Amplifying Our Story. At the conference, Governor Whitmer was presented with an award recognizing her support of community colleges throughout her tenure. Sawyer noted that the primary focus was on Community College 3.0, emphasizing post-degree success.

Jimmy Johns Employee Appreciation Game

President Sawyer shared that the employee appreciation game at Jimmy John's Field had a strong turnout, with close to 300 staff, family, and friends in attendance, making it a very successful and enjoyable event.

Summer Academy

This summer, the college hosted seven career academies with 207 students participating. The students represented all 21 school districts in Macomb County, along with several from outside the county. The academies included Camp Scrubs, Law Enforcement, Fire and EMT, Makerspace Architecture, Construction, Design and Build, Media Communication Arts, Legal Clinic, and Culinary Arts. The programs were very well received, with positive feedback from participating students.

Henry Ford Hospital Grow Your Own Event

President Sawyer shared that the college participated in the "Grow Your Own" recruiting event, hosted by Macomb and Henry Ford Macomb hospital. The event is designed to encourage lower-level employees—such as food service workers and transporters—to aspire to higher-level positions. Representatives from the Health and Public Service area and the Business and Information Technology area staffed tables, meeting with employees and providing information about educational programs that could help them advance. This marked the second year the college partnered in the event, which was considered a success.

Vet Tech

President Sawyer announced that the Veterinary Technician program has received full accreditation from the Veterinary Technician Education Activities Group. He reminded the board that three years ago

this was a major topic of discussion and credited the achievement to the hard work of new faculty members Marianne Tear and Dr. Susan Burcham. He also recognized Narine Mirijanian and Andrea Shaw for their support throughout the process. He emphasized that securing full accreditation is a very positive step for the program and the college.

Culinary Skills USA

President Sawyer reported that Chef Hollingsworth and Professor Pusta accompanied three culinary students to the National SkillsUSA competition, where the students placed second, ninth, and twentieth in their respective categories. He highlighted the event as a great opportunity for the students and noted that the college also received accreditation from the American Culinary Federation for the culinary program. He recognized Chefs O'Farrell, Pusta, and Hollingsworth, along with the administrators in the area, for their outstanding efforts and accomplishments.

Dental Program

President Sawyer announced that the college signed a memorandum of agreement with Macomb County Health to partner with the dental hygiene clinic. The agreement supports the health of children entering kindergarten in 2025 by serving as a key referral source to ensure they receive timely preventive dental care. He noted that this partnership, developed in collaboration with Andrew Cox, strengthens the college's community connections and represents an important step forward.

President Sawyer congratulated the dental hygiene students for achieving a 100% pass rate on the National Certification Board exam. He also commended the faculty for their dedication and contributions to this success.

Engineering and Advanced Technology

On June 10, EAT hosted the North American Council of Automotive Teachers (NACAT), welcoming 75 guests. Educators from across the country had the opportunity to network while enjoying light refreshments and appetizers. Following the reception, guests toured the Skilled Trades and Automotive buildings and were highly impressed with the state-of-the-art facilities. As a special touch, each attendee received a gift bag featuring Michigan-made products and a custom souvenir coin, crafted in the Robotics Lab, with both the NACAT and Macomb Community College logos.

On June 9, 40 high school students from Junior Leadership Macomb toured the Skilled Trades building. They participated in hands-on learning in the Metallurgy Lab, where they experimented with aluminum, steel, and copper.

FAN 5K Run

For the first time, the College hosted the FAN Annual 5K Run at Center Campus. Although the weather was less than ideal, the event was very successful. FAN expressed their appreciation and has asked the College to host again next year, which we have agreed to and are now in the planning phase. FAN is a valuable community organization that provides support for individuals and families dealing with drug addiction.

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Study Aboard in Mexico – Maria Ramos

From June 22 to July 6, Professor Maria Ramos led nine students on a Study Abroad program in Oaxaca, Mexico.

Credential Project

The college is moving forward with the second phase of the degree awarding project. In the first phase, 1,065 current students who had earned a degree were asked if they wanted it awarded: 118 accepted. This phase was opt-in to avoid negatively impacting students' eligibility for Michigan Reconnect.

The second phase shifts to an opt-out approach, meaning students who have earned a degree will automatically receive it unless they decline. This phase focuses on auditing students who left Macomb without a degree within the last three to five years. They were reviewed against the Associate of Arts and Associate of Science degree requirements, with Michigan Reconnect and Frontliner recipients excluded.

Eligible students received certified letters requiring electronic signatures, informing them they have until Friday, August 29, to opt out. Otherwise, they will automatically be awarded the credential they earned for the Spring/Summer 2025 semester. In total, 1,553 students qualify for 1,831 degrees.

Changes to Foundation Executive Summary

President Sawyer stated that the fundraising report should be clearly defined as a dashboard rather than a financial statement to avoid confusion. He emphasized the need for consistency in reporting, a simplified format to improve efficiency and accuracy, and a clearer presentation for accessibility. He noted that trustees require a high-level view of gifts and donor impact, while detailed breakdowns are more appropriate for the Foundation Board.

Board of Trustee computers and iPads

President Sawyer stated that the College-issued iPads and laptops provided to Trustees in 2021 are now due for replacement, with battery life and age-related failures posing the greatest risks. He noted that while each device was configured with a \$40/month cellular data plan, usage has been minimal due to widespread Wi-Fi access. Board packets are still printed and hand-delivered to Trustees, but the College will offer replacement iPads or laptops for those who wish to continue using College-issued devices, which must remain dedicated to college business for security and data privacy. Trustees who prefer to keep their current devices for personal use may do so, with ownership transferred and the devices removed from the College's management systems.

WSU Building update

No update.

September BOT Meeting

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President Sawyer stated that on September 17, the day of the next Board of Trustees meeting, the College will celebrate Constitution Day with activities at both campuses. He noted that Lot 2 at Center Campus, off Garfield, will feature military experiential learning displays, including military vehicles.

President Sawyer stated that the College will receive a recommendation from the Health Care Coalition regarding employee health care contributions in compliance with Public Act 152. He noted that the two options are to maintain the hard cap contribution or switch to an 80/20 cost share.

Purchasing Items:

- IT security services
- HVAC Equipment – MAC and SB

7.0 CLOSED SESSION

MOTION by Flynn, supported by Dean, to go into closed session pursuant to MCL 15.268 (a) and (c) to discuss collective bargaining and the president's evaluation.

ROLL CALL VOTE:

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

NAYS:

ABSENT: Viviano

MOTION CARRIED.

ADJOURNMENT

8.0 MOTION by Dean, supported by Flynn, to adjourn the meeting.

MOTION CARRIED.

The meeting adjourned at 7:44 p.m.

COMMUNITY COLLEGE DISTRICT OF THE COUNTY OF MACOMB BOARD OF TRUSTEES


Secretary