The meeting took place in the Ester C. Conference Room, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Kim Barnes, Executive Dean of Student & Academic Support Services; Tonya Clayton, Executive Assistant to the President and Board of Trustees; Lori Fassett, Executive Director of Personnel Services; Anthony Freds, Chief Information Officer; Lillian K. Frick, Vice President of Finance and Administrative Services; L. Scott Govitz, Executive Director of Economic and Workforce Development; Christine M. Hammond, Ph.D., President; Matt Miller, Ed.D., Vice President Student & Community Relations; Bob Elmore, Faculty Senate President;

Absent: Richard S. Allen, Jr., Secretary; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; James Dinkens, ESPA President;

Guests: Kirk Lehr

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:17 p.m. There were no public comments from the guests.

The Board Chair appointed Trustee Petrongelli as acting secretary for the meeting.

**Agenda Item II: APPROVAL OF AGENDA**

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

**Agenda Item III: APPROVAL OF CONSENT ITEMS**

With no changes noted, the Board Chair stated the consent items stand as approved.

**Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS**

The Board Chair reviewed a thank you card from Jim Jacobs. Mr. Jacobs had worked at Macomb Community College for 50 years. The Board Chair and President Hammond had recently attended his retirement celebration.

President Hammond informed the Board that the college did not receive Capital Outlay approval and thanked everyone who reached out to legislatures. President Hammond reviewed the Capital Outlay document that compared the points each college received and which colleges received funding.

The Board Chair discussed MMCC’s state funding with the Board.

**Agenda Item V-B: COMMUNITY PRESENTATIONS**

Vice President Miller reviewed the college’s community presentation plan with the Board. Over the next several months, college representatives will be attending local board and community group meetings to share the good work that MMCC is doing. Each college representative will have a promotional piece to hand out and will have a scripted presentation that would serve as a guide for the MMCC representative. A presentation sign-up sheet was shared with the Board.

Discussion took place about training and scheduling appointments to present at these meetings.
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**Agenda Item V-C: ENROLLMENT UPDATE**

Vice President Miller reviewed the Fall 2017 Enrollment Report with the Board. Dr. Miller explained that this year’s enrollment cycle is different from those of prior years due to mandatory orientations. The orientations are designed for students to register on the day of orientation instead of at different times during the summer. As of June 21, 2017, the billing hours for the fall 2017 semester were up 2.2%.

Discussion took place concerning the number of credit hours students should take. Some at-risk MMCC students are limited in the credits they can take due to their past performance and federal rules applied to financial aid.

**Agenda Item V-D: PURCHASE REQUESTS**

Director Lehr presented the annual computer purchase and firewall software renewal. Mr. Lehr is still working with vendors to verify and lower costs. It was recommended to approve the purchase of software and Mac computers from CDWG at a cost not to exceed $125,478.52 and purchase the remaining computers from Sehi at a cost not to exceed $130,689. Funding will come from the institutional technology fund.

Discussion took place concerning the possibility of bulk purchases of computers with other schools in future years to try to lower costs.

A motion was made by Trustee Kreckman to approve the purchase of software and Mac computers from CDWG at a cost not to exceed $125,478.52 and purchase the remaining computers from Sehi at a cost not to exceed $130,689.00. Seconded by Trustee Petrongelli. All ayes; motion carried.

Executive Dean Barnes presented the Proquest renewal. Proquest is an electronic research database that is the most widely used across the college. In the 2016 calendar year, there were over 640,000 searches conducted. The cost of this renewal is $25,010.00 for the 2017-2018 fiscal year. Funds will come from the electronic resources account.

A motion was made by Trustee Petrongelli to approve the renewal of Proquest at a cost of $25,010.00. Seconded by Trustee Mussell. All ayes; motion carried.

President Hammond presented the software authorization proposal.

President Hammond informed the Board that the college is seeking to increase enrollment and improve retention rates of its students. Several software applications have been reviewed and considered during the past year to further these goals. There is broad consensus that no one product will fully meet the College’s function needs. The search has been narrowed to two or three firms but further reference checks and contract negotiations are required.

It was requested that the Board authorize administration to proceed with the purchase of software to support student recruitment/communications and degree planning/Guided Pathways with a total purchase price not to exceed, for initial implementation and annual fee, $160,000. Funding for this project is a capital expense and would be from the College’s Building and Site reserve funds.

A preview of one of the software programs was provided. A discussion took place concerning the need for these the software applications.

A motion was made by Trustee Bay to approve the purchase of software to increase enrollment and improve retention rates at a cost of no more than $160,000 per year for three years. Seconded by Trustee Kreckman. All ayes; motion carried.
**Agenda Item V-E: EARLY RETIREMENT INCENTIVE REQUEST**

Vice President Frick reviewed the request from Ron Gepford and support from Bill Whitman for an early retirement incentive for Ron Gepford. Mr. Gepford will be retiring in August 2017.

A motion was made by Trustee Mussell to approve the early retirement incentive for Ron Gepford. Seconded by Trustee Petrongelli. All ayes; motion carried.

**Agenda Item V-F: RESOLUTION TO CERTIFY MILLAGE LEVY AND BUDGET FOR THE 2018 TAX YEAR**

Vice President Frick presented the Resolution to Certify Millage Levy.

It was recommended the Board approve the resolution as reflected in the packet.

A motion was made by Trustee Petrongelli and supported by Trustee Bay to approve the Resolution. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Petrongelli, and Mussell with Trustee Allen absent. Resolution adopted.

Vice President Frick reviewed the Budget for the 2017-2018 fiscal year with the Board. The planned savings is set at 3% instead of 5% as had been possible in prior years when enrollment was higher.

Discussion took place concerning the MPSERS unfunded liability. The Board Chair requested a MPSERS review at a future Board meeting. Discussion also took place concerning notification to employees about the budget and how the process works.

A motion was made by Trustee Metzger to accept the budget for the 2017-2018 fiscal year. Seconded by Trustee Kreckman. All ayes; motion carried.

**Agenda Item VI-A: CALENDAR OF EVENTS**

The Board Chair reviewed the calendar of events for upcoming months, an informational item.

**Agenda Item VI-B: OTHER BUSINESS**

A motion was made by Trustee Petrongelli to adjourn to closed session at 8:27 p.m. to discuss personnel. Supported by Trustee Bay. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Petrongelli, and Mussell. With Trustee Allen absent.

The Board returned to regular session at 9:22 p.m.

Meeting adjourned at 9:22 p.m.

Recording Secretary,
Tonya Clayton
Executive Assistant to the President and Board of Trustees