

ST. CLAIR COUNTY COMMUNITY COLLEGE ~ BOARD OF TRUSTEES
Minutes of Regular Meeting Held September 13, 2012

CALL TO ORDER:

Chairman Adair called the Regular Meeting to order at 4:30 pm.

AT ROLL CALL:

Members Present

at Roll Call: Robert Tansky, Nicholas DeGrazia, Dianna Maxwell, Edward Schultz,
Denise Brooks, David Oppliger, John Adair

Members Absent

at Roll Call: n/a

Also Present: Dr. Kevin Pollock; presenters - Karl Tomion, Michael Hansen, Pete Lacey

AGENDA ADOPTION:

It was moved by Dr. DeGrazia, seconded by Mr. Oppliger to add “**Board Standing Committees**” as **New Business item J. 2.** and to adopt the agenda as amended.

Motion carried: 7-0

APPROVAL OF MINUTES:

It was moved by Dr. DeGrazia, seconded by Ms. Maxwell, to approve minutes of the Closed Session held August 9, 2012 and the Regular Meeting held August 9, 2012 as printed and circulated.

Motion carried: 7-0

FINANCIAL REPORTS:

It was moved by Mr. Oppliger, seconded by Ms. Brooks, to receive the financial reports for August 2012 as printed and circulated.

Motion carried: 7-0

COMMUNICATIONS & PETITIONS: Copies of an Achieving the Dream feedback letter dated August 23, 2012 were provided to Trustees. (See attached.)

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS & PRESENTATIONS

- a. Quarterly Report of the SC4 Foundation’s Major Gifts Campaign: *Karl Tomion, presenter*
- b. Michigan Community College Association Update: *Michael Hansen, presenter*
- c. Overview of Strategic Plan Dashboards: *Pete Lacey, presenter*

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Mr. Schultz, seconded by Dr. DeGrazia, to accept the following gifts and direct that a letter of appreciation be prepared for each of the donors.

- \$300 from Doug and Barb Price of Port Huron for the Friends of the Arts/Twilight Band Concerts;
- \$450 from an anonymous donor for the National Society of Leadership & Success-Sigma Alpha Pi;
- \$500 from Frank and Roberta Helsom of Fort Lauderdale, FL for the Twilight Band Concerts;
- \$600 from Music at the Harbor of Port Sanilac for the Twilight Band Concerts.

Motion carried: 7-0

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October Board Meeting

It was moved by Ms. Maxwell, seconded by Mr. Schultz, to keep the October board meeting as previously scheduled on Thursday, October 11, 2012 at 4:30 pm in M-TEC 150.

Motion carried: 7-0

Fifth Third Bank Innovation Center Renovation

It was moved by Mr. Schultz, seconded by Ms. Brooks, to award a carpentry and glazing contract to Brown Builders and Contracting, Inc. in the amount of \$24,428.91 for the Fifth Third Bank Innovation Center renovation project and to establish a general contractor project budget of \$30,000.

Motion carried: 7-0

Innovation Equipment Support

It was moved by Ms. Brooks, seconded by Dr. DeGrazia, to establish a budget of \$70,000 to purchase iPads with funds from the Technology Fund.

Motion carried: 7-0

Outdoor Digital Signage

It was moved by Mr. Schultz, seconded by Dr. DeGrazia, to award the purchase of outdoor digital signage to Hardy & Sons Sign Service of St. Clair Shores; to award the electrical service to Stephenson Electric of Port Huron; and to establish a project budget of \$15,000 from the Building & Site Fund.

Motion carried: 7-0

OLD BUSINESS:

Review of Governance Manual

Chairman Adair recommended that this topic be deferred until the Board has its fall semester retreat. (No action was taken on this item.)

NEW BUSINESS:

First Reading: Strategic Value Resolution

A Strategic Value Resolution draft was shared for a first reading only. This item will return in October for Board action.

Board Standing Committees

It was moved by Ms. Maxwell, seconded by Mr. Tansky to establish two (2) standing committees of the Board: 1) Finance Committee and 2) Governance Committee.

Motion carried: 7-0

(It was further noted that since the Chair appoints all committee members, Mr. Adair will contact members by email to formalize the committee assignments. Copy of email is attached.)

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STAFF CHANGES:

Career Plan Appointment

It was moved by Mr. Schultz, seconded by Dr. DeGrazia, to appoint Ms. Erica Jordan as Program Director, Health Information Technology, at the Career Plan Pay Band O (\$75,024), effective August 1, 2012.

Motion carried: 7-0

MAHE Appointment

It was moved by Dr. DeGrazia, seconded by Mr. Oppliger, to appoint Duane Emigh as Instructor, Manufacturing Technology – Lecturer Status, at the MAHE Salary Level B0-B3 (\$39,785 - \$48,140), effective August 21, 2012.

Motion carried: 7-0

TRUSTEE REPORTS:

Chairman Adair noted that copies of the SC4 Foundation financial reports from a meeting held earlier that day were available for Trustees.

ADJOURNMENT:

It was moved by Mr. Schultz, seconded by Ms. Brooks, to adjourn the meeting at 5:19 pm.

Motion carried: 7-0

Respectfully submitted,

Certified by,

Mary L. Hawtin
Board Secretary

John D. Adair
Chair



Achieving the Dream™

Community Colleges Count

August 23, 2012

Kevin Pollock, President
St. Clair County Community College
323 Erie Street, PO Box 5015
Port Huron, MI 48061-5015

Dear President Pollock,

Thank you for your Achieving the Dream efforts this year and for submitting your annual report. We reviewed your annual report and consulted with your Leadership Coach and Data Coach. We offer our observations regarding the college's progress to date.

We are impressed with how thoroughly the college has oriented itself toward increasing student success. We are encouraged by your progress in implementing the Achieving the Dream model in the following ways:

Committed Leadership: Your involvement and the involvement of the vice presidents and other leaders in the core team and in integrating the work across the various organizational units is a significant move. As you use data to inform your decisions, you are modeling this for the entire institution. We are also happy to hear that your Board of Trustees adopted new vision and mission statements focused on maximizing student success.

Use of Evidence to Improve Policies, Programs, and Services: The college's strong commitment to supporting the reporting and distribution of data is impressive. Even more, the acknowledgement of the use of data to inform actions is a positive change. We are pleased to hear of your development of a data dictionary, data warehouse, business intelligence and dashboard systems, and the creation of a data task force. All are very positive steps toward building a culture of evidence and inquiry. Additionally, involving STEM faculty in discussions about how to reduce the gap between prepared graduates and jobs in these fields is a promising development. Finally, we understand that the program review for the occupational programs is challenging faculty to develop improvement plans, which, we hope will include ways to address the success of students in these programs.

Broad Engagement: The formation of a student advisory committee is an excellent way to obtain students' opinions and insights, deepening the institution's understanding of information that might have been missed otherwise. Additionally, posting the feedback letter on your institution's internal website and discussing it deeply was a fine example of transparency and engagement of others in your student success plans. Finally, having academic and student services staff serve on joint committees and building relationships with the service area public high schools are all positive steps toward broad engagement.

Systemic Institutional Improvement: Identification of occupational programs in need of improvement is an important move, while in your report you did not note specifically whether

student success was one (or more) of the factors, we hope it is. If so, improvements in these programs may be another avenue toward increasing student success. We look forward to seeing further information on this in coming years. Finally, we agree that promoting the student success agenda on your planned website redesign is a positive step.

We recognize that improving student outcomes can be both rewarding and challenging. As you plan for the coming year, we encourage you to take a closer look at the following:

Committed Leadership: We recommend that you further the equity agenda across the college and set an example by publicly committing to closing achievement gaps.

Use of Evidence to Improve Policies, Programs, and Services: An important aspect of ATD is the use of evidence. As the college moves forward in gathering and reporting data from a variety of sources, we suggest enlisting additional faculty and staff in the work of presenting, explaining, and showing how to use data effectively. We also recommend building a communication strategy for communicating understandable student success data that is usable by a variety of audiences. Finally, we urge you to routinely disaggregate data by gender, racial/ethnicity, age group, and income.

Broad Engagement: It was good to see the college acknowledge the importance of engaging external stakeholders, particularly K-12 school districts, in improving student success. We urge you to examine models at other institutions and enlist the advice of your coaches in designing ways to do this. El Paso Community College has had great success in building positive, close relationships with K-12 schools. We also recommend that the college formalize the participation of adjunct faculty in professional development and create opportunities for adjunct and full-time faculty to interact and hold courageous conversations about equity and student success.

Systemic Institutional Improvement: In your report you acknowledged that the interventions in this first year reached only a few students each. We are encouraged that you intend to scale these up in the coming year(s) and look forward to seeing the results. We suggest that you continue aligning strategic initiatives such as the strategic plan, AQIP, Breaking Through, TRIO and ATD. As mentioned above, continue to share and communicate meaningful data to foster data informed decisions. We also suggest continuing to investigate course scheduling as it relates to student success.

Other recommendations: Congratulations on the significant progress you have made in furthering the student success agenda and creating a student success focused vision and mission!

As you know, the past year has been an important and critical time for community colleges. There is much that is expected of us and much that we need to accomplish if we are to create clear and meaningful pathways for our students as they strive toward success. It is our belief that working together, as a community of learners, practitioners and citizens, we can set high standards and accomplish these goals.

We appreciate the time, resources and hard work that you and your faculty and staff have devoted to your Achieving the Dream efforts. We look forward to working with you in the coming year and seeing you at DREAM 2013.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rachel Singer', with a long horizontal flourish extending to the right.

Rachel Singer
Vice President for Community College Relations and Applied Research
Achieving the Dream

cc: Charlotte Biggerstaff, Leadership Coach
Laurie Heacock, Data Coach
Linda Davis, Dean Instructional Support Services
Caroline Altman Smith, The Kresge Foundation

Email: kapollock@sc4.edu
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lheacock@nycap.rr.com
ldavis@sc4.edu
cbasmith@kresge.org

Mary Hawtin

From: John Adair
Sent: Wednesday, September 19, 2012 7:25 AM
To: Mary Hawtin
Cc: Kevin Pollock; Nicholas DeGrazia (Comcast); 'Denise Brooks'; Edward Schultz; DiannaRE@aol.com; 'David Oppliger'; btansky2001@yahoo.com
Subject: appointment of committee members

Mary,

Now that the bylaws have been amended and the Board has established a finance committee and governance committee, as Chairman, I appoint the following trustees to the respective committees:

Finance:
DeGrazia
Tansky
Schultz

Governance:
DeGrazia
Tansky
Brooks

John

PS, let's add to the agenda for our next retreat a discussion on the terms of appointment to the respective committees.

JOHN D. ADAIR
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