

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**
*Minutes of Special Meeting/Retreat Held November 7, 2014
Alumni Room – College Center Building*

Call to Order: Chairman DeGrazia called the special meeting to order at 8:30 a.m.

Roll Call:

Members Present

at Roll Call: John Adair, Robert Tansky, John Ogden, Nicholas DeGrazia

Members Absent Denise Brooks, Jim Relken, David Oppliger
at Roll Call:

Also Present: Dr. Kevin Pollock, James Freed (Port Huron City Manager)

Adoption of Agenda

It was moved by Mr. Adair, seconded by Mr. Ogden, to adopt the agenda as presented.

Motion carried: 4-0

Update from Port Huron City Manager

James Freed, Port Huron City Manager, discussed a variety of options the college might consider to further connect the campus to the downtown area.

Strategic Planning/Budgeting

Dr. Pollock shared a draft of proposed changes to the college's strategic plan (copy attached) which proposes to replace the five (5) ENDS previously adopted by the Board with four (4) areas of focus. Each area of focus would be comprised of three (3) large-scale goals to be measured using benchmarks and existing state/federal collection mechanisms. He suggested that the Board consider adding this draft to the November regular meeting agenda for a first reading and, subsequently, including it on the December agenda for final approval.

Proposed Changes to Board Policy 2.22

The Board Finance Committee proposed various changes to Policy 2.22 (copy attached) and plans to present the draft for a first reading at the November regular meeting.

Internal/External Customer Service

Mr. Relken was not in attendance to discuss this item in detail; therefore, the topic was deferred to a future meeting.

Proposed Changes to Semi-Annual Approval of Graduates

Dr. Pollock proposed that the Board discontinue its formal approval of candidates who have applied for graduation and instead be provided with a periodic report upon completion of the degree-awarding process. The report would include actual, not anticipated, student data. Administration will review this change with legal counsel and provide the Board with the opinion before moving forward on the recommendation.

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Board-Specific HLC Criteria

Since there were no members of the Board's Governance Committee in attendance, the item was deferred to a future meeting.

President's Evaluation

It had been previously recommended by the Governance Committee that the president's evaluation tool used in 2013-14 be used again for 2014-15. Formal Board action will be necessary to adopt it and, as such, it may be considered at the November 13 regular meeting. Additionally, monitoring reports noted in the Board's Governance Policy were briefly discussed as a way of preparing for the 2014-15 evaluation; these will be addressed at a future meeting given that the timing and subject of the reports would still need to be determined by the Board.

Adjournment:

It was moved by Mr. Adair, seconded by Mr. Tansky, to adjourn the meeting at 11:05 a.m.

Motion carried: 4-0

Respectfully submitted,

Mary L. Hawtin
Board Secretary

Certified by,

Nicholas DeGrazia
Chair

Proposed Updates to SC4 Strategic Plan – *for Board Review 11/13/14*

- I. **Mission:** To maximize student success. **NO CHANGE**
- II. **Vision:** To create an academic and cultural environment that empowers students to succeed. **NO CHANGE**
- III. **Value statements:** **NEW**

Commitment to excellence: Our academic programs and support services provide the best opportunity for students to achieve their goals.

Innovative: We provide state-of-the-art educational experiences by anticipating the needs of our community.

Integrity: Honesty and transparency guide how we treat students, employees and the community.

Leadership: We lead economic and cultural development by remaining accountable to our students, community and stakeholders.

Diversity: We create a healthy learning environment by embracing the differences in others.

- IV. **Strategic Goals by Areas of Focus (detailed below):** **NEW... these would replace the ENDS previously adopted by the Board in April 2012**

➤ WE FOCUS ON OUR STUDENTS
Increase graduation rate above current national average. (Ex. IPEDS/VFA/CCBP)
Increase student retention. (Ex. IPEDS/VFA/CCBP)
Improve overall student satisfaction (Ex. CCSSE /NOEL LEVITZ)
➤ WE FOCUS ON TEACHING AND LEARNING
The College will provide nationally accredited programs, workforce training, and credentials which lead to gainful employment. (Ex. PROGRAM VIABILITY REVIEW/LABOR MARKET OUTCOMES)
The College will ensure that its academic programs prepare students to succeed in a global economy. (Ex. ASSESSMENT/COMPETENCIES/RIGOR/DQP)
The College will provide flexible learning opportunities. (Ex. ONLINE/FAST-TRACK/STRUCTURED PATHWAYS/EXPERIENTIAL CREDIT/SCHEDULING)
➤ WE FOCUS ON THE NEEDS OF OUR STAKEHOLDERS
Regularly request feedback from stakeholders in an effort to improve service levels. (Ex. INTERNAL/EXTERNAL/STUDENT SURVEYS)
Promote a climate of employee engagement and personal accountability (Ex. SHARED GOVERNANCE/COMMUNICATION/EVALUATION)
Create a culture of continuous learning (Ex. RELEVANT PROFESSIONAL DEVELOPMENT OPPORTUNITIES/STAFF PARTICIPATION)
➤ WE FOCUS ON INSTITUTIONAL SUSTAINABILITY
Maintain a strong financial position by protecting asset base. (Ex. FINANCIAL RATIOS/FACILITY MAINTENANCE/GENERAL FUND BALANCE)
Expand initiatives around energy efficiency and conservation (Ex. SUSTAINABLE PRACTICES/ALTERNATIVE METHODS)
Explore opportunities to enhance financial resources. (Ex. GRANTS/MILLAGES/FUNDRAISING/PARTNERSHIPS/ENTREPRENEURSHIP)

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD POLICY – TRUSTEE PROFESSIONAL DEVELOPMENT & CIVIC ENGAGEMENT**

Statement of Purpose

It shall be the policy of the St. Clair County Community College Board of Trustees to encourage Trustee participation in national, state, and local meetings, professional conferences, and civic engagement activities which serve to enhance a Trustee's ability to govern effectively and to articulate college services to constituencies. Such participation must clearly benefit the College. This policy reflects the Board's belief that well-informed trustees are better able to make informed decisions on the many issues confronting them.

It is recognized that it is important for members of the Board of Trustees to be engaged and attend civic events on behalf of the College or to attend College events. The purposes of such attendance include:

- a. To provide visibility for the College in situations where the presence and support of the College's leadership is important.
- b. To demonstrate College support for civic efforts which benefit the community as a whole.
- c. To demonstrate board support for College activities.
- d. To establish important contacts with potential significant donors to the College

Cost Reimbursement

Reasonable and necessary professional development and civic engagement expenses will be reimbursed by the College in accordance with College policies and procedures. Such reimbursement requires that there is prior approval to attend the activity or event approved by a majority of the Board and that there is adequate funding in the Board of Trustees Professional Development & Civic Engagement account. In cases where a decision is necessary prior to the next scheduled monthly Board meeting, the Chairperson (or Vice Chairperson in the Chairperson's absence) may approve the request in advance of any travel.

A Trustee who desires to attend a professional training conference shall submit a request with sufficient advanced notice of the proposed conference to the Board Secretary to be considered by the Board at the Board's next scheduled meeting.

If the Board does not approve the request expenditure for the Trustee's attendance, the Trustee may attend the conference at his or her own expense.

Meetings of Member Associations

The College, as a member of Michigan Community College Association, Association of Community College Trustees, and St. Clair County Association of School Boards (herein, "Associations"), elects primary delegates and alternate delegates to represent the College at meetings of the Associations.

- a) Duly elected delegates may attend duly called meetings of Associations at the College's expense in accordance with the College's policy on employee travel limited to the lesser of the actual cost or the College-designated per diem amount.
- b) Any non-delegate Trustee may attend meetings of Associations, at the Trustee's own expense.
- c) Notwithstanding subsections a) and b) above, any Trustee may attend the Michigan Community College Association's annual summer conference at the College's expense in accordance with the College's policy on employee travel limited to the lesser of the actual cost or the College-designated per diem amount.

Civic Engagement and Civic Activities

When a Trustee's attendance at civic events entails a fee, the cost shall be paid by the College (or reimbursed to the Trustee).

The following civic activities shall be considered to have been approved by the Board:

- a. Chamber of Commerce – State of the County Luncheon
- b. Economic Development Alliance – Annual and Semi-Annual Luncheons
- c. Community Foundation – Annual Meeting
- d. NAACP Annual Freedom Fund Dinner

These activities shall be reviewed on an annual basis and additions and deletions may be proposed by any member of the Board.

Per Diem Reimbursement

If a conference registration package is purchased which includes conference meals, additional reimbursement for meals already included within that registration package will not be made. For registration fees that do not include meals, Trustees may request reimbursement for actual meal expenses but limited to the maximum per diem amount, as supported by receipts.

Non-Trustee Travel Companions

A Trustee who travels in accordance with this policy may be accompanied by non-trustee travel companions, provided that the College shall not pay for any additional expense incurred by that companion.

Reporting Requirement

The public and other Trustees shall be kept informed about Board professional development activities and the benefits of these activities to the College by way of reports which shall be provided by the attending Board member at the subsequent monthly Board meeting.

Budget Considerations

By February of each year, generally during the February Board Retreat, the Board of Trustees will develop and approve a Professional Development & Civic Engagement travel budget for the upcoming fiscal year. The budget will include known expenses for the fiscal year and a fixed amount for additional opportunities travel by trustees not known at the beginning of the fiscal year. Further, the Board shall prioritize such professional development and other expenses in the event that budgetary considerations may impact spending during the upcoming fiscal year.

Amendment or modification

By majority vote, the Board reserves the right to modify its policies, or its annual budget, as to priorities, requirements, expenditures or any other related activity, at any time.

Approved by Board of Trustees – August 13, 2009

Revised: June 10, 2010

Revised: June 14, 2012

Revised: December 12, 2013

Proposed revisions: First reading – November 13, 2014