

**ST. CLAIR COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**  
*Minutes of Regular Meeting Held September 12, 2013*

**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, John Ogden, Denise Brooks, David Oppliger, John Adair

Members Absent

at Roll Call: Nicholas DeGrazia, James Relken

Also Present: Dr. Kevin Pollock

**AGENDA ADOPTION:**

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

Motion carried: 5-0

**APPROVAL OF MINUTES:**

It was moved by Mr. Tansky, seconded by Mr. Oppliger, to approve the minutes of the Regular Meeting held August 8, 2013 and the minutes of the Special Meeting/Retreat held August 16, 2013, as printed and circulated.

Motion carried: 5-0

**FINANCIAL REPORTS:**

Mr. Adair noted that the August 2013 financial reports had been provided to the Board.

**COMMUNICATIONS & PETITIONS:**

**REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE**

**1. INFORMATIONAL ITEMS & PRESENTATIONS**

- A. Overview of the Michigan Center for Student Success (*Chris Baldwin, Michigan Community College Association*)
- B. Overview of New Website and Portal (*Chris Sebastian*)
- C. Update on Blue Water Middle College, CL5 & Dual Enrollment (*Pete Lacey and Pete Spencer*)

**2. ACTION ITEMS:**

**Resolution Authorizing Fifth Third Bank Commercial Card Program**

It was moved by Ms. Brooks, seconded by Mr. Tansky, to approve the attached bank resolution for the purpose of opening a commercial card account with Fifth Third Bank.

Motion carried: 5-0 (*A roll call vote was not requested for this resolution.*)

**Resolution Delegating Personnel Decisions to the President**

It was moved by Ms. Brooks, seconded by Mr. Ogden, to adopt the attached resolution which serves to delegate to the President the responsibility and power to hire, discipline, and discharge college personnel, except in cases where an employee contract specifies that those decisions are to be made by the Board.

Roll Call Vote: Tansky – abstain; Ogden – yes; Brooks – yes; Adair – yes; Oppliger – yes.

Motion carried: 4 (in favor) - 0 (opposed) - 1(abstention)

**College Completion Challenge**

It was moved by Ms. Brooks, seconded by Mr. Ogden, to affirm the Board's acceptance of and commitment to the College Completion Challenge by adopting and signing the attached Completion Challenge statement.

Motion carried: 5-0

**Request to Change Location of November 14, 2013 Regular Meeting**

It was moved by Mr. Tansky, seconded by Ms. Brooks, to change the location of the November 14, 2013 regular meeting to the Alumni Room.

Motion carried: 5-0

**OLD BUSINESS: n/a**

**NEW BUSINESS:**

**Proposed Amendments to Board Policy 2.13 – First Reading**

Chairman Adair requested the minutes reflect that a first reading was held on proposed amendments to Board Policy 2.13 which address changing from a smoke-free campus to a tobacco-free campus effective January 1, 2014.

**STAFF CHANGES:**

**MAHE Resignation**

It was moved by Mr. Oppliger, seconded by Mr. Ogden, to accept the resignation of Joseph Mazzara, professor of psychology, for the purpose of retirement, effective on or before December 23, 2013.

Motion carried: 5-0

**TRUSTEE REPORTS:**

**Finance Committee Update:** On behalf of the BOT finance committee, Mr. Ogden attended the September 12, 2013 SC4 Foundation Finance Meeting. He reported that the Foundation's annual audit was presented and also that SC4 Trustees would be receiving invitations to the Foundation's annual meeting which will be held on October 8.

**ADJOURNMENT:**

It was moved by Mr. Tansky, seconded by Mr. Oppliger, to adjourn the meeting at 5:44 pm.

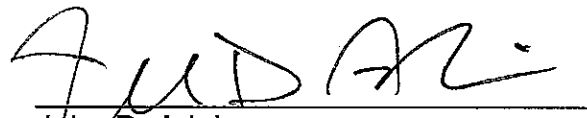
Motion carried: 5-0

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Respectfully submitted,

  
\_\_\_\_\_  
Mary L. Hawtin  
Board Secretary

Certified by,

  
\_\_\_\_\_  
John D. Adair  
Chair

**Authorization Certificate for Commercial Card Service Agreement**

**To Fifth Third Bank:**

**I HEREBY CERTIFY that:**

I am a duly authorized by the company, entity or public body identified below (the "*Company*") in my official capacity with the Company ("*Certifying Person*") to certify to the matters set forth below for purposes of establishing the authority of the Company and certain persons as described in this Certificate; and

The following resolutions ("*Account Resolutions*") were duly and properly adopted by the board of directors, trustees or managers, or the members, partners, shareholders or other governing body ("*Governing Body*") of the Company, have not been rescinded or modified and remain in full force and effect:

RESOLVED, this Company is authorized to obtain from Fifth Third Bank (the "*Service*") the right to use credit or purchasing cards and accounts on the credit of the Company and thereby incur indebtedness and pay fees and finance charges on behalf of the Company, and to enter into such agreement or agreements for the Service as are required by Fifth Third Bank from time to time, including a Commercial Card Services Agreement or similar agreement, and related agreements ("*Card Agreements*") each of which, when accepted or signed by an Authorized Person described below is authorized, approved and adopted by this Company;

RESOLVED FURTHER: that (a) each of the individuals identified in the table entitled "Authorized Persons" appearing below, (b) each person serving as an executive or senior finance officer or official of the Company (such as the Chief Executive Officer, President, Chief Financial Officer, Controller and Vice President-Finance or person with similar title or authority (each, an "*Executive Person*")) from time to time, and (c) any other person designated by any such individual whose identity and signature are provided to Fifth Third Bank (each, an "*Authorized Person*") is authorized on behalf of the Company and in its name to do any of the following:

- execute and deliver any and all of the Card Agreements and any amendments to the Card Agreements;
- designate those employees, agents, and other representatives, groups or divisions and other persons who will be authorized to receive and use cards and other rights to incur indebtedness in connection with the Service;
- designate, and advise Fifth Third Bank of the identity of a person or persons who will serve as administrator with respect to the Service and have authority to, among other powers specified in the Card Agreements: manage the service on behalf of the Company; select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

RESOLVED FURTHER: Fifth Third Bank is authorized to rely on the full and unrestricted authority as provided in these resolutions of any one Authorized Person unless otherwise certified to Fifth Third Bank by the Certifying Person;

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RESOLVED FURTHER, that the Certifying Person is authorized to deliver a certified copy of these Resolutions to Fifth Third Bank and certify to Fifth Third Bank the name, title and specimen signature of each Authorized Person.

I further certify that:

- these resolutions do not conflict with or contravene the certificate or articles of incorporation or organization, the bylaws, operating agreement, empowering law or similar governing documents or law of, or any agreement, law or regulation applicable to the Company; and
- each of the following persons has been designated by the Governing Body or an Executive Person as an Authorized Person with the authority specified in the foregoing resolutions, and the signatures indicated below are genuine signatures of the indicated persons:

**AUTHORIZED PERSONS**

<u>Name of Authorized Person</u>	<u>Title of Authorized Person</u>	<u>Specimen Signature of Authorized Person</u>
1. Dr. Kevin Pollock	President	
2. Kirk A. Kramer	Treasurer	
3. Mary Kay Brunner	Controller	
4. N/A		
5. N/A		

IN WITNESS WHEREOF, I have subscribed my name to this Certificate on behalf of the following Company:

Exact Name of Company: \_\_\_\_\_

Duly organized under the laws of the State of \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**RESOLUTION OF THE ST. CLAIR COUNTY COMMUNITY  
COLLEGE DISTRICT BOARD OF TRUSTEES**

At a regular meeting of the Board of Trustees of the St. Clair County Community College District held on September 12, 2013,

**PRESENT: Trustees Tansky, Ogden, Brooks, Oppliger, Adair**  
**ABSENT: Trustees DeGrazia, Relken**

The following resolution was offered by **Trustee Brooks** and supported by **Trustee Ogden**:

WHEREAS, St. Clair County Community College (the "College") has entered into an employment contract with Dr. Kevin Pollock for his appointment to the position of College President; and

WHEREAS, in the contract between the College and the President, the Board of Trustees delegated responsibility to the Dr. Pollock for the day-to-day management of the College including personnel decisions; and

WHEREAS, the Board of Trustees is passing this Resolution to specifically delegate to Dr. Pollock the power and responsibility to make personnel decisions.

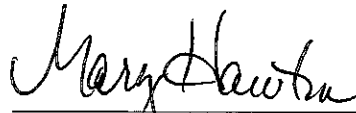
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the St. Clair County Community College as follows:

The responsibility and authority to make personnel decisions on behalf of the College is hereby delegated to Dr. Kevin Pollock including the responsibility and power to hire, discipline, and discharge.

The delegation of responsibility to Dr. Kevin Pollock in this Resolution shall not apply to any personnel decisions which by contract or otherwise must be made by the Board of Trustees.

**AYES: Trustees Ogden, Brooks, Adair, Oppliger**  
**NAYS: n/a**  
**ABSTENTIONS: Trustee Tansky**

The Resolution is declared adopted: **4-0-1.**



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Mary Hawtin, Secretary  
Board of Trustees  
St. Clair County Community College

# Accepting the College Completion Challenge

## *A Call to Action*

*In recognition of the central role that ST. CLAIR COUNTY COMMUNITY COLLEGE has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the "completion agenda" as a national imperative, ST. CLAIR COUNTY COMMUNITY COLLEGE has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.*

- We believe the student success and completion agenda is the future of ST. CLAIR COUNTY COMMUNITY COLLEGE.
- We believe that completion matters and that every student counts.
- We believe in every student's potential and responsibility to succeed—and that an engaged student is more likely to persist in college.
- We believe the "open door" must not be a "revolving door," and that ST. CLAIR COUNTY COMMUNITY COLLEGE must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working "heart and soul" at ST. CLAIR COUNTY COMMUNITY COLLEGE are ready to take on leadership roles to increase student success and college completion.
- We believe institutional culture must change from emphasis on access only to emphasis on access and success.
- We commit to courageous conversations about diversity, equity, and evidence reflecting student success and overall institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, advisor financial aid officer, staff member, and student organization to examine current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward completion.
- We ask every student to connect with one other student and help them succeed.
- We ask community members to support and work with us to help more students succeed.
- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.


### ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES:

  
John Adair


  
Nicholas DeGrazia


  
David Oppliger

  
Denise Brooks

  
Robert Tansky

  
John Ogden

  
James Relken

  
Kevin A. Collock, Ph.D., College President

Signed this 12<sup>th</sup> day of September, 2013

**RESOLUTION OF THE ST. CLAIR COUNTY COMMUNITY  
COLLEGE DISTRICT BOARD OF TRUSTEES**

At a regular meeting of the Board of Trustees of the St. Clair County Community College District held on September 12, 2013.

PRESENT: Trustees

ABSENT: Trustees

The following resolution was offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_:

WHEREAS, St. Clair County Community College (the "College") adopted Policy 2.13 on April 8, 1993, which was revised on February 18, 2010 which recognized the health dangers created by smoking and limited the ability of individuals to smoke on College property; and

WHEREAS, the Board of Trustees has determined that it should make the College campus a tobacco-free campus.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the St. Clair County Community College that Policy 2.13 is amended to read as follows:

Effective January 1, 2014, St. Clair County Community College and its campus shall become a tobacco-free campus. Therefore, effective January 1, 2014, no person shall use any tobacco products whether smoking, chewing or otherwise, anywhere on the St. Clair County Community College campus, including buildings, sidewalks, parking lots, building entrances, common areas and in College-owned vehicles. This policy is adopted by the Board of Trustees to protect the health, safety and welfare of the College faculty, employees, students and visitors.

AYES:

NAYS:

ABSENTMENTION:

The Resolution is declared adopted.

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Mary Hawtin, Secretary  
Board of Trustees, St. Clair County  
Community College District  
St. Clair County, Michigan