

**ST. CLAIR COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
*Minutes of Regular Meeting Held March 13, 2014***

**CALL TO ORDER:**

Chairman DeGrazia called the Regular Meeting to order at 4:30 p.m.

**AT ROLL CALL:**

Members Present

at Roll Call: Robert Tansky, John Adair, John Ogden, Denise Brooks, James Relken,  
Nicholas DeGrazia

Members Absent

at Roll Call: David Oppliger

Also Present:

Dr. Kevin Pollock; Presenters included: Professor Kathy Peace, Professor Kathleen Fraley; Cindy Nicholas; Denise McNeil

**AGENDA ADOPTION:**

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

Motion carried: 6-0

**APPROVAL OF MINUTES:**

It was moved by Mr. Tansky, seconded by Mr. Adair, to approve the minutes of the Special Meeting/Retreat held on February 7, 2014 and the Regular Meeting held February 13, 2014 as printed and circulated.

Motion carried: 6-0

**FINANCIAL REPORTS:**

Dr. DeGrazia noted that the February 2014 financial reports had been provided to the Board.

**COMMUNICATIONS & PETITIONS: N/A**

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

**1. INFORMATIONAL ITEMS & PRESENTATIONS**

- a. Nursing Program Overview: *Cindy Nicholson, Kathy Peace, Kathleen Fraley-presenters*
- b. Strategic Plan ENDS II: *Denise McNeil-presenter*

**2. ACTION ITEMS:**

**Acceptance of Gifts**

It was moved by Mr. Ogden, seconded by Mr. Tansky, to accept the following donations:

1. \$225 from David & Denise Brooks of Fort Gratiot for athletics;
2. \$250 from Scott Forster of Fort Gratiot for athletics;
3. \$250 from Celina Grondin of Burtchville for athletics;
4. \$300 from Scott & Jessica Flann of Port Huron for athletics;
5. \$500 from Pete & Debra Lacey of Burtchville for athletics;
6. \$500 from Lynch's Irish Tavern of Port Huron for athletics;
7. \$500 from Elizabeth & Dale Vos of Port Huron for athletics;
8. \$750 from Kenneth Lord of Burtchville for athletics;
9. \$3,000 from Nebraska Book Company for the Jeff Harrington Memorial Scholarship.

Motion carried: 6-0

**Tuition and Fees Recommendation for 2014-15**

It was moved by Mr. Relken, seconded by Ms. Brooks, to adopt the following tuition and fee rate changes for 2014-15:

<b><u>Rate Type</u></b>	<b><u>Rate</u></b>
<b>In-District</b>	<b>\$99/Contact</b>
<b>Out-District</b>	<b>\$192/Contact</b>
<b>Out-State</b>	<b>\$281/Contact</b>
<b>Student Fee</b>	<b>\$68/Semester (includes student activity fee)</b>

Motion carried: 6-0

**Clara E. Mackenzie Building Plaza Repair**

It was moved by Mr. Relken, seconded by Ms. Brooks, to award the Main Building Room 312 renovation project to Sanctum Contracting of Yale in the amount of \$249,305 and to establish a project budget of \$255,000 with \$105,000 to be paid from the Maintenance and Replacement Fund and \$150,000 to be paid from the SC4 Foundation Capital Campaign.

Motion carried: 6-0

**Perkins Equipment Purchase**

*Pending approval by State of Michigan Perkins grant authorities*, it was moved by Mr. Adair, seconded by Mr. Ogden, to award the purchase of equipment and software for FANUC Robotics Certification training to Integrated Systems Technologies of Lexington, OH for \$45,370 to be paid from Perkins Funds.

Motion carried: 6-0

**OLD BUSINESS: N/A**

**NEW BUSINESS:**

**Appointment to Board Governance Committee**

Dr. DeGrazia notified the Board that he has appointed Jim Relken to serve the remainder of his (DeGrazia's) term on the Board Governance Committee.

**Board Professional Development Budget for 2014-15**

This item was referred to the Board Finance Committee so that a recommendation could be provided to the Board at the April 17, 2014 meeting.

**Board Visioning Retreat Follow-up**

This item was referred to the May 2, 2014 Board Retreat.

**President's Evaluation Tool for 2013-14**

It was moved by Mr. Adair, seconded by Ms. Brooks, to: 1) adopt the attached president's evaluation tool for 2013-14 with ENDS I-V included under "Specific Goals" and as agreed to by Dr. Pollock and 2) establish April 10, 2014 as the deadline for Trustees to submit evaluation forms to Mary Hawtin for compilation.

Motion carried: 6-0

**Note I:** *While the contractual obligation for completion of the annual evaluation is designated as March, Dr. Pollock agreed to the Board's request to delay his evaluation until the April 17, 2014 meeting.*

**Note II:** *The Board Governance Committee will review various evaluation tools and resources with the intent of providing a recommendation for a new tool to be adopted for 2014-15 review period.*

**STAFF CHANGES: N/A**

**TRUSTEE REPORTS:**

Dr. DeGrazia provided Trustees with copies of financial statements of the SC4 Foundation.

**ADJOURNMENT:**

It was moved by Mr. Adair, seconded by Ms. Brooks, to adjourn the meeting at 5:47 p.m.

Motion carried: 6-0

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Respectfully submitted,

Certified by,

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Mary L. Hawtin  
Board Secretary

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Nicholas DeGrazia  
Chair

**St. Clair County Community College**  
**PRESIDENT'S EVALUATION: 2013 - 2014**

*(Adopted by Board on March 13, 2014)*

<b>SCALE</b>	<b>BRIEF DESCRIPTION</b>	<b>DEFINITION OF EACH CATEGORY OF THE SCALE</b>
0.0	Not Applicable/Not Observed	
1.0	Does Not Meet Expectations	<ul style="list-style-type: none"> <li>-Learning to perform and uses substantial support, coaching, direction, training and/or review.</li> <li>-Receives frequent reminders to use the behaviors appropriately and consistently.</li> <li>-Knows how to carry out the behavior/duty/skill and does so willingly, but consumes others' time at an unusually high rate.</li> </ul>
2.0	Partially Meets Expectations	<ul style="list-style-type: none"> <li>-Performs independently, but the Board is required to review the work/performance.</li> <li>-Performs independently, but not at the mastering level because he/she is still acquiring skills, speed, accuracy, etc.</li> <li>-Situations exist where he/she requires some support and guidance from the Board or others.</li> </ul>
3.0	Generally Meets Expectations	<ul style="list-style-type: none"> <li>-Generally demonstrates mastery of job expectations and in only a narrow range of cases or situations may not have the depth of experience required of a President who demonstrates full mastery.</li> <li>-Is proficient at performing behavior/duty and displays the ability to improve the process by offering expertise/knowledge.</li> </ul>
4.0	Fully Meets Expectations	<ul style="list-style-type: none"> <li>-Works independently without review of individual pieces; however final product/performance may/may not be reviewed.</li> <li>- Anticipates opportunities to use the behavior/perform the duty</li> <li>- Considered a role model/expert by students, faculty, staff and community. Other employees often ask questions and seek answers from the President.</li> <li>- Has applied expertise in a broad range of cases/situations and rapidly responds to changes based on this experience, showing mastery of the job.</li> </ul>
5.0	Exceeds Expectations	<ul style="list-style-type: none"> <li>-Serves as a trainer, mentor and/or role model on a regular basis.</li> <li>- Performs at an expert level in adverse, difficult and/or risky situations.</li> <li>- Is extremely flexible in adapting to changing circumstances.</li> <li>- Is a leader in his/her profession, serves as a resource for other members of that profession through the workplace and community.</li> <li>- Volunteers or is assigned special projects and/or task forces because of his/her leadership skills and expertise in a given area.</li> <li>- Improves the process by seeking out problems and concerns from students, faculty, staff and community.</li> <li>- May be asked to document the impact of changes in expert practice in department protocol.</li> </ul>

<b>STRATEGIC/LEADERSHIP</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>COMMENTS</b>						
Demonstrates a broad understanding of SC4's vision, mission, operations and the community it serves							
Establishes and implements a strategic direction for the College to ensure long-term viability							
Provides leadership and direction for measurable results in academic programming, student enrollment and retention, support service offerings, safeguarding of campus facilities and overall financial management							
Assesses the needs of students/employers/community and works together with faculty and staff to develop and/or reshape programs & services in order to address needs							
<b>INTERNAL RELATIONSHIPS</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>COMMENTS</b>						
Communicates effectively and provides an atmosphere conducive to open communication							
Effectively nourishes responsible participation of students, faculty and staff in decision making							
Creates an environment that fosters trust, cooperation, collaboration, diversity, creativity and innovation to develop others within the institution							
Effectively manages and supervises the administrative functions of the College							

<b>FISCAL MANAGEMENT</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>COMMENTS</b>						
Matches and optimizes fiscal and personnel resources to the vision and mission of the College							
Budget: presents; manages; monitors							
Ensures the fiscal health, accountability and responsibility of all College funds							
<b>EXTERNAL RELATIONSHIPS</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>COMMENTS</b>						
Maintains effective working relationships with local, state and national legislative leaders							
Ensures that SC4 is viewed by the external community as a key resource, a convenor, a facilitator and a leader							
Establishes and communicates positive and productive relationships and builds support and goodwill with external constituent groups							
<b>BOARD OF TRUSTEES</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>COMMENTS</b>						
Offers professional leadership to the Board on items requiring board action, with recommendations based on thorough student analysis and sound educational principles; marshaling appropriate points of view, issues and options as needed for fully informed Board decisions.							

Builds and maintains effective Board-President relations							
Communicates respectfully, openly, inclusively and clearly with the Board of Trustees to ensure and maintain effective Board-President relations							
<b>PERSONAL QUALITIES</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>COMMENTS</b>						
Professional Image							
Professional Relationships							
Decisiveness							
Sensitivity to differing needs							
Courteous, positive, optimistic							
<b>SPECIFIC GOALS (ENDS I-V)</b>							
<b>ENDS I</b> (Please select one score for this category)	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Financial viability through balanced budgets and positive cash flow.	<b>COMMENTS</b>						

<b>ENDS II (Please select one score for this category)</b>	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Viabile academic programs based on community needs, student needs, and state/national standards that maximize degree completion in two years.	<b>COMMENTS</b>						
<b>ENDS III (Please select one score for this category)</b>	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
An efficient, student-focused culture with the right people in the right place at the right time receiving a competitive compensation package.	<b>COMMENTS</b>						
<b>ENDS IV (Please select one score for this category)</b>	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Technologically advanced support systems that encourage innovative ideas and clear pathways/processes for students.	<b>COMMENTS</b>						
<b>ENDS V (Please select one score for this category)</b>	<b>SCORE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
A comprehensive facility plan that is safe, clean, aesthetically attractive, proactively maintained, and appropriate for delivery and support.	<b>COMMENTS</b>						
<b>ADDITIONAL COMMENTS:</b>							