

**ST. CLAIR COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
*Minutes of Regular Meeting Held May 12, 2016  
Michigan Technical Education Center Room 150***

**CALL TO ORDER:**

Chairman DeGrazia called the Regular Meeting to order at 4:31 pm.

**AT ROLL CALL:**

Members Present

at Roll Call: Nicholas DeGrazia, John Adair, John Ogden, Robert Tansky, Denise Brooks,  
Karen Niver, Geoffry Kusch

Members Absent

at Roll Call: N/A

Also Present: Dr. Deborah Snyder; presenter – Professor Julie Armstrong

**AGENDA ADOPTION:**

It was moved by Mr. Adair, seconded by Dr. Kusch, to add **J.1. “Revision to Board Policy 3.5 – First Reading”** and to adopt the agenda as amended.

Motion carried: 7-0.

**APPROVAL OF MINUTES:**

It was moved by Mr. Adair, seconded by Mr. Ogden, to approve minutes of the Regular Meeting held April 14, 2106 as printed and circulated.

Motion carried: 7-0.

**FINANCIAL REPORTS:**

Chairman DeGrazia acknowledged that financial reports for the month of April 2016 had been provided to Trustees.

**COMMUNICATIONS & PETITIONS:**

Communication topics shared with the Board included:

- Building award for energy reduction in statewide contest
- 5<sup>th</sup> Place among small colleges in Digital Community College Survey

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

**1. INFORMATIONAL ITEMS & PRESENTATIONS**

- a. Area of Focus Report: Teaching and Learning – Professor Julie Armstrong,  
*presenter*

**2. ACTION ITEMS:**

**Acceptance of Gift**

It was moved by Ms. Brooks, seconded by Dr. Kusch, to accept, with appreciation, a donation of \$500 from Port Huron Musicale for Friends of the Arts in support of Clay and Concert with Port Huron 5<sup>th</sup> graders.

Motion carried: 7-0.

**Minutes of Regular Meeting May 12, 2016**  
**Page 2.**

---

**MAHE–MEA Tentative Agreement**

It was moved by Mr. Tansky, seconded by Dr. Niver, that the Board take action to approve the MAHE-MEA tentative agreement: May 12, 2016 – August 2, 2019 as presented.

Motion carried: 7-0

**ESP–MEA Tentative Agreement**

It was moved by Dr. Kusch, seconded by Ms. Brooks, that the Board take action to approve the ESP-MEA tentative agreement: July 1, 2016 – June 30, 2019 as presented.

Motion carried: 7-0

**Parking Lot Reseal/Repair Work**

It was moved by Mr. Ogden, seconded by Dr. Kusch, that the Board take action to approve a contract award for parking lot repair/reseal to Astec Asphalt, Inc. of Brown City, MI in the amount of \$43,593.50 and to establish a project fund of \$46,000 to be paid from the Building & Site Fund.

Motion carried: 7-0

**2016-17 General Fund Budget/2016-17 Technology Fund Budget**

It was moved by Ms. Brooks, seconded by Mr. Adair, that the Board take action to adopt the 2016-2017 General Fund Budget and the 2016-17 Technology Budget as attached.

Motion carried: 7-0

**Resolution Establishing Millage Rates**

It was moved by Dr. Kusch, seconded by Dr. Niver, that the Board take action to adopt the attached resolution establishing an operating millage and authorizing the levy for the fiscal year ending June 30, 2017.

Roll Call Vote: Kusch-yes; Adair-yes; Brooks-yes; Niver-yes; Ogden-yes; Tansky-yes; DeGrazia-yes

Motion carried: 7-0

**Purchase of Engineering Technology Program Equipment**

It was moved by Mr. Adair, seconded by Dr. Kusch, that the Board take action to approve the purchase of an Allen Bradley programmable logic controller package from McNaughton-McKay of Madison Heights, MI in the amount of \$30,667 to be paid from technology funds pending a potential award of this same amount from Perkins grant funds.

Motion carried: 7-0

**OLD BUSINESS: N/A**

**NEW BUSINESS:**

**Revisions to Board Policy 3.5 – First Reading**

Proposed revisions to Policy 3.5 (attached) which would streamline the process for disposal of obsolete campus equipment were discussed as a “First Reading”. No action was taken.

**STAFF CHANGES:**

**MAHE Appointments – Probationary Status (2)**

It was moved by Dr. Niver, seconded by Ms. Brooks, that the Board take action to approve the following two (2) MAHE appointments effective August 17, 2016:

- Patricia Braun to the position of Instructor of Practical Nursing – probationary status
- Sara Maddox to the position of Instructor of Nursing – probationary status

Motion carried: 7-0

**TRUSTEE REPORTS:**

Ms. Brooks reported on her recent attendance at the Higher Learning Commission’s meeting for Presidents and Trustees. (Report attached.) Ms. Brooks also reported that the Governance Committee’s recent efforts have been focused on the following four (4) areas: Governance Manual, Board Communication and Engagement, Shared Governance, and Presidential Search, further noting that each topic area would be explored more fully at the May 13 Board Retreat.

**ADJOURNMENT:**

It was moved by Mr. Adair, seconded by Dr. Niver, to adjourn the meeting at 5:38 p.m.

Motion carried: 7-0.

---

Respectfully submitted,

Certified by,

---

Mary L. Hawtin  
Board Secretary

---

Nicholas DeGrazia  
Board Chair

# Proposed 2016/17 General Fund Budget

## Revenue

Tuition and Fees	\$ 12,300,000
Property Tax	9,770,000
State Aid	7,330,000
Other Income	750,000
<b>Total Revenue/Transfers</b>	<b>\$ 30,150,000</b>

## Expenditures

Salaries and Wages	\$ 13,807,442
FICA/Retirement	4,436,803
Fringes	2,740,916
General Insurance	265,000
Utilities and Postage	990,000
Transfers: Designated Funds	2,452,775
Operational Expenditures	4,567,949
Restricted, Matching and Bond Retirement	540,815
Unappropriated	348,300
<b>Total Expenditures</b>	<b>\$ 30,150,000</b>

# 2016-2017 Proposed Technology Fund Budget

Estimated fund balance	\$ 900,000
Estimated additions to fund	1,000,000
Total funds available	1,900,000
<u>Proposed expenditures</u>	
Network infrastructure	\$ 370,000
Servers - replacements	50,000
Smart classrooms - replacements	180,000
Computer replacements	200,000
Software licenses and services	500,000
Total proposed expenditures	\$ 1,300,000

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

---

WHEREAS, the Board of Trustees of St. Clair County Community College, pursuant to Section 144 of Act 331, Public Acts of Michigan 1966, is authorized to levy taxes against property within the Community College District; and

WHEREAS, the Board of Trustees pursuant to Act 206, Public Acts of Michigan 1893, as amended, held a hearing on increasing its authorized taxing base to the maximum rate previously authorized; and

WHEREAS, the Board of Trustees, pursuant to such statutes, may levy such taxes on or before September 1<sup>st</sup> of each year or may provide by resolution of said Board to levy taxes against property within any city, any portion of which lies within the Community College District, in the same manner and at the same time as the city taxes are collected; and

WHEREAS, the Board of Trustees has determined that it would be in the best interests of the Community College District to levy taxes in July of each year at the same time and in the same manner as the city taxes are collected except that the summer tax levy shall not apply to the City of Memphis, Michigan, where the Community College District taxes will be collected at the same time as the Township taxes;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the St. Clair County Community College that it does hereby adopt this Resolution pursuant to Section 144 of Act 331, Public Acts of Michigan 1966, as amended, and Act 206, Public Acts of Michigan 1893, as amended, determining that the Community College does intend to levy for the fiscal year ending June 30, 2017, an increased millage rate up to .150 mills over the base rate, as defined, so as to allow the levy of the full authorized rate, less the Headlee roll-back, against all property, any portion of which lies within the Community College District boundaries. The tentative millage rate, less the Headlee rollback is 1.8891 mills. The Treasurer of this Board is hereby authorized to revise this figure if the Headlee rollback factor or the taxable value should be modified or adjusted.

RESOLVED, FURTHER, that the above operating levy against all property within any city, any portion of which lies within the Community College District boundaries except within the City of Memphis, Michigan, will be collected at the same time and in the same manner as the city taxes are collected.

RESOLVED, FURTHER, that as to all other property, any portion of which lies within the Community College District boundaries, including within the City of Memphis, Michigan, the above operating levy will be collected at the same time as the Township taxes are collected.

RESOLVED, FURTHER, that the Treasurer of this Board is authorized and directed to certify for levy and collection the above taxes to the respective city and township clerks in which any part or portion of said Community College District is located.

RESOLVED, FURTHER, that the Treasurer of this Board is hereby authorized and directed to proceed with the necessary steps to properly determine and certify the tax rate to said cities in sufficient time to levy such taxes for the July 1, 2016, fiscal year, and to certify the tax rate as to the townships in sufficient time to levy such taxes for the December 1, 2016 fiscal year.

---

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

#### **CERTIFICATION**

I do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of St. Clair County Community College and that the attached is a true and complete copy of a Resolution duly adopted at a regular meeting of its Board of Trustees, held in accordance with its bylaws on May 12, 2016.

---

Mary L. Hawtin, Secretary

Dated: May 12, 2016