

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**
Minutes of Special Meeting/Retreat Held August 16, 2013
Fifth Third Bank Innovation Center – Clara E. Mackenzie Building

Call to Order: Chairman Adair called the special meeting to order at 8:35 a.m.

Roll Call:

Members Present

at Roll Call: John Adair, Robert Tansky, Nicholas DeGrazia, James Relken,
David Oppliger

Members Absent

at Roll Call: Denise Brooks, John Ogden

Also Present: Dr. Kevin Pollock

Adoption of Agenda

It was moved by Dr. DeGrazia, seconded by Mr. Relken, to adopt the agenda as presented.

Motion carried: 5-0

Summary of President's Agenda Items:

- Areas of Focus for 2013-14: Overview of main areas of focus for 2013-14 (Achieving the Dream, Voluntary Framework of Accountability, Completion Agenda and Accreditation) was provided. Trustees agreed to add Completion Agenda Document to September 12 meeting agenda.

*****Trustee Arrival:** Ms. Brooks entered the meeting at 8:42 a.m.

- President's Authority to Hire/Fire: Trustees reviewed Dr. Pollock's contract language and analyses provided by Ken Lord and Gary Fletcher and agreed to add a resolution delegating this authority to the September 12 meeting agenda.
- SC4 Travel Policy Guidelines: Trustees were provided with copies of newly-revised travel policy guidelines to follow when travel occurs on behalf of the college.
- Next Legislative Luncheon: Trustees suggested that late October or early November would be the best time to hold the next luncheon with legislators. This item will be added to the October meeting agenda for scheduling purposes.
- Campus Updates: Dr. Pollock shared a variety of miscellaneous campus updates.

Summary of Trustees' Agenda Items:

- Smoke-free Campus Proposal: Trustees agreed to add this item to the September 12 meeting agenda for a first reading.
- ACCT Trustee Webinar Series (Brooks): After reviewing the current balance of the Board's professional development account, it was determined that purchasing the webinar series would not be financially feasible this year.

- Erie Street Safety Crossing Concerns (Relken): Dr. Pollock reviewed recent communication with the city regarding the request for additional Erie Street signage.
- Review Plans for Campus Signage (Relken): Mr. Relken inquired about plans for additional way-finding signage now that the main entrances to campus are both off Glenwood. Dr. Pollock will provide plan and timeline to Trustees before the November Board Retreat.
- Long-term Fundraising Plans (Relken): Trustees agreed to defer this topic to the November Board Retreat.
- Robert's Rules of Order (Relken): Trustees agreed to request a proposal from a Robert's Rules facilitator in order to offer a session on this topic for the community during the fall semester.
- Use of Innovation Center (Relken): A schedule of events that have been held in the Innovation Center was provided and ideas for enhanced usage were discussed.
- How Staff Are Connected to the Community (Relken): A list of staff who serve as college representatives to some local organizations was reviewed. It was suggested that the list be updated to include additional key local organizations.
- Child Care Center Update (Relken): Dr. Pollock provided an update regarding the upcoming departure of the childcare center and future plans for usage of the space.
- Enrollment Strategies (DeGrazia): Future enrollment scenarios were discussed.
- New Logo Adoption Process (Tansky): Dr. Pollock provided an overview of how input had been solicited across campus.
- Marketing Plan for 2013-14 (Tansky): Marketing plans were shared with Trustees. Dr. Pollock noted that additional marketing presentations will be shared at Board meetings beginning this fall.
- Student Completions (Tansky): Trustees discussed the current application for enrollment and the designation of specific courses of study. Dr. Pollock provided an overview of mega-majors which will be put in place this winter.
- Enrollment Analysis (Tansky): Enrollment data was presented and discussed.
- Board Goals (Tansky): Trustees agreed to defer this topic to the November Board Retreat.
- Lifelong Learning Survey (Adair): Results of a previously-requested survey of Michigan community colleges about their participation in lifelong learning-type programming were shared with Trustees.

Adjournment:

It was moved by Ms. Brooks, seconded by Mr. Oppliger, to adjourn the meeting at 11:54 a.m.

Motion carried: 6-0

Respectfully submitted,

Mary L. Hawtin
Board Secretary

Certified by,

John D. Adair
Chair