



BOARD OF TRUSTEES

Meeting Held

June 10, 2021

AGENDA

ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Thursday, June 10, 2021 at 4:30PM
Welcome Center – Room 150

AGENDA

- A. Pledge of Allegiance**
- B. Roll Call**
- C. Adoption of Agenda**
- D. Citizens' Comments** [RE: Article I, Section 6: "... there will be an opportunity for any person to address the Board for up to three (3) minutes on any subject related to the College (*except matters currently in litigation, arbitration or negotiation...when communications through other channels are more appropriate*) without prior placement on the agenda."]
- E. Minutes of Previous Meetings**
 - 1. Public Hearing on 2021-2022 Budget held May 13, 2021
 - 2. Regular Meeting held May 13, 2021
- F. Report of the Treasurer**
 - 1. Financial Reports
- G. Communications and Petitions**
- H. Reports and Recommendations of the President of the College**
 - 1. **Informational Items**
 - 2. **Action Items**
 - a. Acceptance of Gift
 - b. Teamsters Tentative Agreement
 - c. Leadership Association Tentative Agreement
 - d. MEA ESP Tentative Agreement
 - e. Multi-Year Software License Renewal
 - f. Parking Lot and Masonry Repairs
 - g. Diversity, Equity, and Inclusion Resolution *Proposed Draft for Board*
- I. Old Business**
- J. New Business**
- K. Staff Changes**
 - 1. Faculty Appointments – Probationary Status (4)
- L. Reports**
 - 1. Student
 - 2. Staff
 - 3. Trustee
- M. Adjournment**

MISSION: Maximize student success.

VISION: Create an academic and cultural environment that empowers students to succeed.

In light of the mission and vision, the SC4 Board of Trustees seeks to achieve the following
PRIORITIES: GROWTH, SUSTAINABILITY, AND COMMUNITY

MINUTES OF PREVIOUS MEETINGS

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of Public Hearing on the Proposed 2021-2022 Budget
May 13, 2021, 4:30 p.m.
Meeting held via Zoom

CALL TO ORDER:

A Public Hearing on the proposed 2021-2022 General Fund Budget was called to order by Chairman DeGrazia at 4:30 p.m.

ROLL CALL

Members Present: Robert Tansky, Nicholas DeGrazia, Fredric Roberts, Karen Niver, Marcia Robbins, Randall Fernandez, John Lusk

Members Absent: N/A

Also Present: Dr. Deborah Snyder

ADOPTION OF AGENDA:

It was moved by Mr. Tansky, seconded by Dr. Niver, to adopt the agenda as presented.

Motion carried: 7-0

PUBLIC HEARING ON PROPOSED 2021-2022 BUDGET:

Public comments were made by Trustees Lusk and Fernandez.

ADJOURNMENT:

It was moved by Mr. Fernandez, seconded by Mr. Lusk, to adjourn the Public Hearing at 4:38 p.m.

Motion carried: 7-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Nicholas DeGrazia
Board Chair

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

*Minutes of Regular Meeting Held May 13, 2021
Meeting held via Zoom*

CALL TO ORDER:

Chairman DeGrazia called the Regular Meeting to order at 4:38 pm.

ROLL CALL:

Members Present

at Roll Call: Fredric Roberts, Robert Tansky, Karen Niver,
Nicholas DeGrazia, Marcia Robbins, John Lusk, Randal Fernandez

Members Absent

at Roll Call: N/A

Also Present: Dr. Deborah Snyder

AGENDA ADOPTION:

It was moved by Ms. Robbins, seconded by Mr. Tansky, that the Board take action to adopt the agenda as presented.

Motion carried: 7-0

APPROVAL OF MINUTES:

It was moved by Mr. Tansky, seconded by Mr. Lusk, that the Board take action to approve minutes of the Regular Meeting held April 8, 2021 as printed and circulated.

Motion carried: 7-0

FINANCIAL REPORTS:

Chairman DeGrazia acknowledged that financial reports for the month of April 2021 had been provided to Trustees.

COMMUNICATIONS & PETITIONS:

Chairman DeGrazia acknowledged that the Communications Report for the month of May 2021 had been provided to Trustees.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS & PRESENTATIONS: N/A

2. ACTION ITEMS:

Resolution Establishing Millage Rates

It was moved by Mr. Fernandez, seconded by Dr. Niver, that the Board take action to adopt the attached resolution to establish an operating millage and authorize the levy for the fiscal year ending June 30, 2022. A roll call vote was taken:

- DeGrazia: Yes
- Niver: Yes
- Roberts: Yes
- Tansky: Yes
- Robbins: Yes
- Fernandez: Yes
- Lusk: Yes

Motion carried: 7-0

2021-2022 General Fund Budget / 2021-2022 Technology Fund Budget

It was moved by Mr. Tansky, seconded by Ms. Robbins, that the Board take action to adopt the proposed 2021-2022 General Fund and Technology Fund Budgets as attached.

Motion carried: 7-0

Career Plan Association Tentative Agreement

It was moved by Mr. Lusk, seconded by Dr. Niver, that the Board take action to approve the employment agreement with the Career Plan Association as attached, effective July 1, 2021 - June 30, 2024.

Motion carried: 7-0

Resolution Authorizing Michigan New Jobs Training Agreement

It was moved by Mr. Fernandez, seconded by Dr. Niver, that the Board take action to approve the attached resolution to approve the New Jobs Training Agreement with Magna Electric Vehicle Structures-Michigan, Inc. and authorize administration to complete the agreement. A roll call vote was taken:

- DeGrazia: Yes
- Niver: Yes
- Roberts: Yes
- Tansky: Yes
- Robbins: Yes
- Fernandez: Yes
- Lusk: Yes

Motion carried: 7-0

HVAC System Controls Purchase

It was moved by Mr. Lusk, seconded by Mr. Tansky, that the Board take action to approve the controls project budget not to exceed \$1,000,000 from the Higher Education Emergency Relief Funds, contingent on federal grantor approval, for the installation and integration of campus HVAC mechanical controls.

Motion carried: 6-1

OLD BUSINESS: N/A

NEW BUSINESS:

Rescheduling of the May 14, 2021 Retreat

It was moved by Dr. Niver, seconded by Mr. Fernandez, that the board take action to reschedule the May 14, 2021 retreat to Friday, June 11, 2021 at 8:30AM.

Motion carried: 7-0

STAFF CHANGES: N/A

TRUSTEE REPORTS:

A report on the ACCT virtual conference was provided by Trustee Roberts.

ADJOURNMENT:

It was moved by Mr. Fernandez, seconded by Dr. Niver, that the Board take action to adjourn the meeting at 6:00 p.m.

Motion carried: 7-0

Respectfully submitted,

Sarah L. Rutallie
Board Secretary

Certified by,

Nicholas DeGrazia
Board Chair

**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 1st 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, 2022, 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, 2021, fiscal year, and to certify the tax rate as to the townships in sufficient time to levy such taxes for the December 1, 2021 fiscal year.



Sarah Rutallie
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 13, 2021.



Sarah Rutallie, Secretary

Dated: May 13, 2021

St. Clair County Community College
Proposed General Fund Budget 2021-2022

Revenue

Tuition and Fees	\$ 15,700,000.00
Property Tax	10,750,000.00
State Aid	7,550,000.00
Other Income	450,000
Total Revenue	\$ 34,450,000.00

Expenditures

Salaries and Wages	\$ 15,100,000.00
FICA/Retirement	4,920,000
Fringes	3,054,000
General Insurance	273,000
Utilities and Postage	1,200,000
Transfers: Designated Funds	3,257,000
Operational Expenditures	4,446,000
Restricted, Matching and Bond Retirement	1,650,000
Unappropriated	550,000
Total Expenditures	\$ 34,450,000.00

St. Clair County Community College
Proposed Technology Budget 2021-2022

Estimated Fund Balance	\$ 1,600,000
Estimated Additions to Fund	<u>2,600,000</u>
Total Funds Available	<u><u>\$ 4,200,000</u></u>
<u>Proposed Expenditures:</u>	
Network Infrastructure	\$ 250,000
Hardware Replacement	300,000
System Upgrades	270,000
Software and Licensing	1,890,000
Servers	50,000
Updates and Services	940,000
Contingency	<u>500,000</u>
Total	<u><u>\$ 4,200,000</u></u>

Career Plan Association
Summary of Tentative Agreement
May 13, 2021

Action Requested:

It is the recommendation of Human Resources that the Board take action to approve a three-year contract agreement with Career Plan as outlined in the tentative agreement. A summary of the tentative agreement is listed below.

Summary of Tentative Agreement:

- Three-year agreement July 1, 2021 – June 30, 2024
- Consulted with legal counsel for contract changes
- Career Plan membership consists of professional non-supervisory staff members
- Tentative agreement has been approved by the bargaining group membership pending approval of the Board of Trustees.

Financial Impact:

- 2% wage increase for the 2021/22, 2022/23, and 2023/24 fiscal years with potential for merit/wage adjustments at the College's sole discretion should it be determined that funds are available for adjustment during this agreement.
- Salary floor increased from \$37,000 to \$40,000.
- Continue to fund health care to legislative cap.
- Layoff notification to employee moved from 60-day to 30-day notice
- Addition of paid holiday for Juneteenth (June 19)

Housekeeping Items:

- Movement of contracted limited-term staff non-affiliated unit.
- Clarification of military leave provision to include part-time staff.
- Removal of State hard-cap amounts from contract; will now be provided annually during open enrollment.
- Update in language to provide association leadership a list of membership within 10 days of request.

**St. Clair County Community College
State of Michigan**

**RESOLUTION AUTHORIZING NEW JOBS TRAINING AGREEMENT
(MAGNA ELECTRIC VEHICLE STRUCTURES – MICHIGAN, INC.)**

Minutes of a regular meeting of the Board of Trustees of St. Clair County Community College, State of Michigan (the “College”) held on the 13th day of May, 2021, at 4:30 p.m., Eastern Daylight Time.

PRESENT: Trustees DeGrazia, Niver, Roberts, Tansky, Robbins, Fernandez and Lusk

ABSENT: N/A

The following preamble and resolution were offered by Trustee Fernandez and supported by Trustee Niver:

WHEREAS, the New Jobs Training Program, codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (the “Act”), authorizes the College to enter into certain training agreements with employers engaged in business in this state; and

WHEREAS, a Michigan New Jobs Training Agreement in the amount of \$500,000 between the College and Magna Electric Vehicle Structures – Michigan, Inc., St. Clair, Michigan (the “Employer”), has been prepared and is on file with the Secretary of the Board of Trustees (the “Agreement”); and

WHEREAS, the College desires approve the Agreement and to authorize officials of the College to execute and deliver the Agreement, and attend to other matters pertinent thereto.

NOW, THEREFORE BE IT RESOLVED THAT:

1. Approval of New Jobs Training Agreement. The Agreement is hereby approved in substantially the form on file with the College and the Executive Vice President/Chief Operating Officer (the “Authorized Officer”) is hereby authorized to execute and deliver the Agreement to the Employer, with such changes as may be necessary or convenient to finalize the Agreement, provided such changes are not detrimental to the College. The Agreement is hereby incorporated in full by reference and made a part of this resolution.

2. Filing. The Authorized Officer is hereby authorized and directed to file a copy of the Agreement with the Department of Treasury promptly after its execution.

3. Legal Counsel. Miller, Canfield, Paddock and Stone, P.L.C. (“Miller Canfield”) is hereby appointed to serve as counsel to the College with respect to the Agreement, notwithstanding Miller Canfield’s periodic representation of the Employer in unrelated matters.

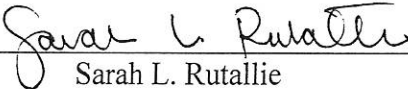
4. Repealer. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

AYES: Trustees DeGrazia, Niver, Roberts, Tansky, Robbins, Fernandez and Lusk

NAYS: N/A

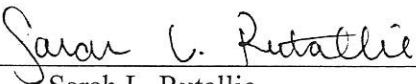
ABSTAIN: N/A

RESOLUTION DECLARED ADOPTED.



Sarah L. Rutallie
Secretary, Board of Trustees

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of St. Clair County Community College, State of Michigan at a regular meeting held on May 13, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Sarah L. Rutallie
Secretary, Board of Trustees

FINANCIAL REPORTS



ST. CLAIR COUNTY
COMMUNITY COLLEGE

FINANCIAL REPORTS

BOARD of TRUSTEES MEETING

June 10, 2021

ST. CLAIR COUNTY COMMUNITY COLLEGE

Financial Reports - Table of Contents

PART A	2020 - 2021 General Fund Operations Report for the months ending May 31, 2021 and 2020
PART B	2020 - 2021 General Fund Budget to Actual Report for the months ending May 31, 2021 and 2020
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PART D	Building and Site Fund Report for the period ending May 31, 2021
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PART F	Technology Fee Fund Report for the period ending May 31, 2021
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PART H	Bills Paid Report for May, 2021

St. Clair County Community College
 2020/21 General Fund Operations Report
 For the Period Ended May 31, 2021

PART A

	Monthly activity 05/31/21	Monthly activity 05/31/20	Year to date 05/31/21	Year to date 05/31/20
Revenue				
Tuition and Fee Payments-current fiscal year	248,596	246,788	15,466,208	16,385,234
Property Tax	682,843	508,899	11,122,053	10,687,757
State Aid	671,690	702,267	5,379,038	5,845,346
Other Income	30,520	19,214	621,081	474,823
Total Revenue	<u>1,633,649</u>	<u>1,477,168</u>	<u>32,588,380</u>	<u>33,393,160</u>
Expenditures				
Salaries and Wages	1,065,721	1,104,472	12,660,868	13,173,563
FICA/Retirement	357,417	341,314	3,964,614	4,083,551
Fringes	211,452	273,297	2,352,311	2,689,168
General Insurance	3,636	3,762	213,347	183,530
Utilities and Postage	79,302	83,480	835,842	907,299
Transfers: Designated Funds	-	-	2,237,400	2,237,400
Operational Expenditures	165,586	58,220	2,936,746	2,965,296
Restricted, Matching and Bond Retirement	882	1,055	1,605,355	1,463,311
Unappropriated	-	-	-	-
Total Expenditures	<u>1,883,996</u>	<u>1,865,600</u>	<u>26,806,483</u>	<u>27,703,118</u>

Monthly reports are interim and not inclusive of adjustments
 made for final year end results.

St. Clair County Community College
 2020/21 General Fund Budget to Actual Report
 For the Period Ended May 31, 2021

PART B

	Budget	2020/21 Actual as of 05/31/21	Percentage
Revenue			
Tuition and Fee Payments-current fiscal year	15,500,000	15,466,208	99.78%
Property Tax	10,550,000	11,122,053	105.42%
State Aid	7,400,000	5,379,038	72.69%
Other Income	500,000	621,081	124.22%
Total Revenue	33,950,000	32,588,380	95.99%
Expenditures			
Salaries and Wages	14,950,000	12,660,868	84.69%
FICA/Retirement	4,900,000	3,964,614	80.91%
Fringes	3,000,000	2,352,311	78.41%
General Insurance	270,000	213,347	79.02%
Utilities and Postage	1,115,000	835,842	74.96%
Transfers: Designated Funds	3,284,000	2,237,400	68.13%
Operational Expenditures	4,481,000	2,936,746	65.54%
Restricted, Matching and Bond Retirement	1,700,000	1,605,355	94.43%
Unappropriated	250,000	-	0.00%
Total Expenditures	33,950,000	26,806,483	78.96%

Monthly reports are interim and not inclusive of adjustments
 made for final year end results.

**Current Funds Cash Flow Projection
St. Clair County Community College**

FOR THE MONTH OF JUNE, 2021

Cash on Hand and Investments		\$ 28,983,075	
<u>Anticipated Receipts</u>			
State Aid	\$ 671,700		
Tuition and Fees	750,000		
Property Taxes	-		
Miscellaneous	50,000	<u>1,471,700</u>	\$ 30,454,775
<u>Anticipated Disbursements</u>			
Payroll, FICA 06/04/21	595,000		
Payroll, FICA 06/18/21	600,000		
Retirement	310,700		
Fringe Benefits	220,000		
Accounts Payable	475,000		<u>2,200,700</u>
Projected Balance as of June 30, 2021			<u><u>\$ 28,254,075</u></u>

Building and Site Funds Report
St. Clair County Community College
for the period ending May 31, 2021

<u>PROJECTS</u>	<u>APPROVED BUDGET</u>	<u>ACTUAL EXPENSES</u>	<u>ENCUMBERED</u>	<u>BALANCE TO EXPEND</u>
CONSULTING	18,800	-	6,630	12,170
SIGNAGE	20,966	20,966	-	-
OFF CAMPUS EQUIPMENT	40,836	40,835	-	1
ELECTRICAL MAINTENANCE	57,467	43,517	13,900	50
SITWORK	1,726,026	1,725,481	-	545
SOCCER FIELD PAVILIONS/IMPROVEMENTS	86,012	85,512	-	500
HSB PROJECT COMPLETION	5,997	5,996	-	1
DÉCOR / OUTDOOR FURNITURE	7,000	6,038	-	962
PROPERTY PURCHASES	52,975	52,974	-	1
OTHER	17,662	17,661	-	1
TOTAL PROJECTS	2,033,741	1,998,980	20,530	14,231

<u>FUND BALANCE</u>	
Fund balance 07/01/20	2,959,630
Add: Transfers from General Fund	1,905,975
Add: Other transfers	151,000
Less: 20/21 Project Budgets	(2,033,741)
<u>Ending Fund Balance 05/31/21</u>	<u>2,982,864</u>

Maintenance and Replacement Fund Report
St. Clair County Community College
for the period ending May 31, 2021

<u>PROJECTS</u>	<u>APPROVED BUDGET</u>	<u>ACTUAL EXPENSES</u>	<u>ENCUMBERED</u>	<u>BALANCE TO EXPEND</u>
CODE AND SAFETY	40,754	12,353	26,300	2,101
FURNITURE	33,947	3,220	20,521	10,206
ELECTRICAL MAINTENANCE	118,441	67,623	50,818	-
PAINTING	37,660	6,725	30,935	-
HVAC	197,806	156,117	40,635	1,054
OFF CAMPUS EQUIPMENT	14,829	14,247	-	582
SIGNAGE	14,648	11,648	1,000	2,000
ACADEMIC EQUIPMENT	31,723	29,586	-	2,137
FLOORING	9,580	-	9,580	-
OTHER OPERATING PROJECTS	26,905	19,088	7,348	469
TOTAL PROJECTS	526,293	320,607	187,137	18,549

<u>FUND BALANCE</u>	
Fund Balance 07/01/20	4,721,146
Add: Transfers from General Fund	331,425
Less: 20/21 Project budgets	(526,293)
<u>Ending Fund Balance 05/31/21</u>	<u>4,526,278</u>

Technology Fee Fund Report
St. Clair County Community College
for the period ending May 31, 2021

<u>PROJECTS</u>	<u>APPROVED BUDGET</u>	<u>ACTUAL EXPENSES</u>	<u>ENCUMBERED</u>	<u>BALANCE TO EXPEND</u>
SOFTWARE LICENSES/SERVICES	1,211,649	1,072,568	122,869	16,212
INFRASTRUCTURE	82,541	61,494	19,895	1,152
MULTI MEDIA CLASSROOMS	30,150	24,616	-	5,534
NETWORK INFRASTRUCTURE	157,000	155,940	550	510
HARDWARE	52,491	35,104	14,466	2,921
TECHNOLOGY CONTRACTS	28,565	25,414	3,150	1
INTERNET SERVICES	68,888	67,387	1,500	1
ACADEMIC EQUIPMENT	42,476	34,170	6,117	2,189
ONLINE SERVICES	44,924	37,890	5,997	1,037
STREAMING EQUIPMENT- THEATER	29,680	29,680	-	-
OTHER PROJECTS	40,282	17,364	12,542	10,376
TOTAL PROJECTS	<u>1,788,646</u>	<u>1,561,627</u>	<u>187,086</u>	<u>39,933</u>

<u>FUND BALANCE</u>	
Fund Balance 07/01/20	<u>1,068,532</u>
Add: Transfers from General Fund	<u>2,232,582</u>
Less: 20/21 Project Budgets	<u>(1,788,646)</u>
Ending Fund Balance 05/31/21	<u>1,512,468</u>

Strategic Initiative Fund Report
St. Clair County Community College
for the period ending May 31, 2021

<u>2020-2021 PROJECTS</u>	<u>APPROVED BUDGET</u>	<u>ACTUAL EXPENSES</u>	<u>ENCUMBERED</u>	<u>BALANCE TO EXPEND</u>
WeCoach	500	500	-	-
Challenger support	300,000	-	-	300,000
TOTAL PROJECTS	<u>300,500</u>	<u>500</u>	<u>-</u>	<u>300,000</u>

<u>FUND BALANCE</u>	
Fund Balance 07/01/20	<u>305,144</u>
Add: Transfers from General Fund	-
Less: Project budgets	<u>(300,500)</u>
Ending Fund Balance 05/31/21	<u>4,644</u>

Bills Paid Report
St. Clair County Community College
Month of May, 2021

Total Amount for Bills Paid	1,274,256.93
Plus Payroll and associated taxes:	
for May 7, 2021	633,132.75
for May 21, 2021	467,429.48
Total Expenditures for May, 2021	<u><u>\$2,374,819.16</u></u>

COMMUNICATIONS AND PETITIONS



ST. CLAIR COUNTY COMMUNITY COLLEGE

JUNE 2021 COMMUNICATIONS



- SC4 faculty and staff are proud to recognize more than 150 students for their accomplishments in and out of the classroom during the 2020-21 academic year. [Click here](#) to view a list of students honored.
- Living with mental health issues often keeps people from choosing to continue their education beyond high school. Without additional support and understanding on campus, the typical challenges of college can become even more overwhelming. Thanks to the help of the TRIO program, Rachel Fredendall has been successful in her educational journey at SC4. Read [Rachel's story](#) as the May TRIO Student of the Month.
- SC4 is participating in The Big Give on June 9 to raise donations for the Challenger Learning Center at SC4. Click [here](#) for complete details.
- Registration for fall classes is open. Students are encouraged to browse the full list of available courses online at sc4.edu/schedule. Fall semester begins Aug. 23.
- College housing can provide a sense of community and a built-in support system for residents. New and current students can apply now to live in housing for the 2021-22 academic year. [Application details](#).
- SC4 continues to accept applications from students impacted by the coronavirus pandemic. Relief fund reporting and student award details are available at sc4.edu/cares-act.
- Updates and FAQs on the college's response to COVID-19 can be found at sc4.edu/coronavirus.

Upcoming events

- **Saturday, June 12:** SC4 is hosting the MHSAA DI Baseball state quarterfinals at Sanborn Park. Games are scheduled for 10 a.m., 12:30 and 3:30 p.m.
- **Tuesday, June 15:** SC4 is hosting the MHSAA D2 and D4 Softball state quarterfinals at the Skippers softball field in Marysville Park. Games are scheduled for 3 p.m. and 5:30 p.m.
- **Thursday, June 17:** SC4's Office of Diversity, Equity and Inclusion is hosting a virtual Juneteenth Celebration at 10 a.m. Visit the [events page](#) for complete details.
- **Thursday, June 24:** The DEI Office also is hosting a virtual chat session with Wendy Mai Julien on 'Bridging the Communication Gap in the LGTBQIA Community' at 10 a.m. Visit the [events page](#) for complete details.

Additional SC4 news and photos available at:
[Facebook](#) [Twitter](#) [Instagram](#) [Flickr](#)

**REPORTS AND
RECOMMENDATIONS
OF THE PRESIDENT**

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM Office of the President

June 3, 2021

TO: Board of Trustees
FROM: Dr. Deborah Snyder
SUBJECT: Acceptance of Gift

It is the recommendation of administration that the Board take action to accept, with appreciation, the following donation:

- Pallet (2) of miscellaneous plate and structural shapes with a weight of approximately 6,000 pounds from Utica Steel for use in our engineering technology courses.



St. Clair County Community College
323 Erie Street, P.O. Box 5015, Port Huron, Michigan 48061-5015
(810) 989-5571 • Fax (810) 989-5544 • www.sc4.edu

Administrative Services

DONATION ACKNOWLEDGMENT

DONOR:

Name: Utica Steel

CASH DONATIONS:

Amount:

NON-CASH DONATIONS:

Description: Pallet (2) of miscellaneous plate and structural shapes -
weight approximately 6000 lbs.

Acceptance Recommended by: Tamara Kenny

DONOR RESTRICTIONS:

Becky Gentner

6/2/21

Vice President of Administrative Services

Date

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM Office of the President

June 3, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Teamsters Tentative Agreement

It is the recommendation of administration that the Board take action to approve the employment agreement with Teamsters as attached, effective July 1, 2021 - June 30, 2024.

Teamsters Local 214
Summary of Tentative Agreement
June 3, 2021

Action Requested:

It is the recommendation of Human Resources that the Board take action to approve a three-year contract agreement with the Teamsters union as outlined in the tentative agreement. A summary of the tentative agreement is listed below.

Summary of Tentative Agreement:

- Three-year agreement July 1, 2021 – June 30, 2024
- Consulted with legal counsel for contract changes
- Teamster membership consists of custodial non-supervisory staff members
- Tentative agreement has been approved by the bargaining group membership pending approval of the Board of Trustees.

Financial Impact:

- 2% wage increase for the 2021/22, 2022/23, 2023/24.
- Continue to fund health care to legislative cap.
- Addition of paid holiday for Juneteenth (June 19)

Housekeeping Items:

- Removal of State hard-cap amounts from contract; will now be provided annually during open enrollment.
- Removal of reference to he/she, his/her, him/her, committeemen, and warehousemen.
- Removal of reference to maintenance and custodial; replaced with physical plant staff.
- Update to non-discrimination clause to reference “as defined by law”.
- Clarification of grievance process, paid maternity leave language, and break times for members taking half-days of leave.
- Addition of unpaid FMLA leave language and language to allow for unearned vacation days to be deducted from final pay.
- Addition of language that union shall choose a medical benefit carrier and plan no later than forty-five (45) calendar days prior to the end of the health plan year.

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM
Office of the President

June 3, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Leadership Association Tentative Agreement

It is the recommendation of administration that the Board take action to approve the employment agreement with the Leadership Association as attached, effective July 1, 2021 - June 30, 2023.

Leadership Association
Summary of Tentative Agreement
June 3, 2021

Action Requested:

It is the recommendation of Human Resources that the Board take action to approve a two-year contract agreement with the Leadership Association as outlined in the tentative agreement. A summary of the tentative agreement is listed below.

Summary of Tentative Agreement:

- Two-year agreement July 1, 2021 – June 30, 2023
- Consulted with legal counsel for contract changes
- Leadership membership consists of professional supervisory staff members
- Tentative agreement has been approved by the bargaining group membership pending approval of the Board of Trustees.

Financial Impact:

- 2% wage increase for the 2021/22 and 2022/23 fiscal years.
- Continue to fund health care to legislative cap.
- Increase salary ceiling from \$112,000 to \$115,000.
- Addition of paid holiday for Juneteenth (June 19)

Housekeeping Items:

- Clarification of military leave provision to include part-time staff.
- Removal of State hard-cap amounts from contract; will now be provided annually during open enrollment.
- Removal of reference to he/she, his/her, him/her.
- Removal of language referencing members with less than 12-month appointment.

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM
Office of the President

June 8, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Michigan Education Association (MEA) Education Support
Personnel (ESP) Tentative Agreement

It is the recommendation of administration that the Board take action to approve the employment agreement with the Michigan Education Association (MEA) Education Support Personnel (ESP) as attached, effective July 1, 2021 - June 30, 2024.

Michigan Education Association (MEA) Education Support Personnel (ESP) Summary of Tentative Agreement June 4, 2021

Action Requested:

It is the recommendation of Human Resources that the Board take action to approve a three-year contract agreement with the MEA-ESP union as outlined in the tentative agreement. A summary of the tentative agreement is listed below.

Summary of Tentative Agreement:

- Three-year agreement July 1, 2021 – June 30, 2024
- Consulted with legal counsel for contract changes
- ESP membership consists of secretarial/support staff members
- Tentative agreement has been approved by the ESP negotiations team and is pending approval by bargaining unit membership.

Financial Impact:

- 2% wage increase for the 2021/22, 2022/23, 2023/24.
- Update to salary structure from starting wage \$12-\$14 and max wage \$22-\$25 to starting wage \$15-\$16 and max wage \$25-\$27.
- Continue to fund health care to legislative cap.
- Addition of paid holiday for Juneteenth (June 19)

Housekeeping Items:

- Clarification of language that bargaining unit may be temporarily performed by non-unit members for six months or less.
- Addition of union notification language in cases of title change and wage adjustments.
- Removal of term “official” in reference to an employee’s personnel file.
- Clarification that employment postings are shared via the college portal (no longer placed on a bulletin board).
- Addition of language to clarify the types of training an employee may receive upon transfer or promotion to another position and periodic check-ins between the employee and supervisor to access additional training needs.
- Update to maternity leave to clarify length of leave and potential paid leave option.
- Update to Appendix A to clarify unit positions within each pay band.

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM
Office of the President

June 3, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Multi-Year Software License Renewal

It is the recommendation of administration that the Board take action to approve a five-year license agreement for Colleague software with the cost of the agreement from technology and general fund budgets.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Proposal: Multi-Year Software License Renewal

STRATEGY IMPACT:

Growth, Sustainability, Community

ACTION REQUIRED:

Board approval of project budget

ISSUE BRIEF:

The College utilizes Colleague software that renews annually and has also been used for decades. The annual renewals incur an annual cost escalation for the software. A multi-year agreement for Colleague is an option which will lower annual cost increases.

A multi-year software agreement is of interest to the college when it is anticipated the use of the software will continue. Annual renewals are beneficial when software use may change or competitor products may be of interest to the College. The current recommendation is to enter into a multi-year agreement for Colleague.

The College has entered into multi-year agreements before with the most recent for Canvas which is the online learning software platform for the College.

Colleague software is the Enterprise Resource Platform (ERP) for the college and has been used by the college since 1982. Colleague is currently owned by Ellucian, but the software is independent from the management agreement with Ellucian. The annual cost escalation of the Colleague renewal is 7%. A multi-year (five year) agreement has been offered which reduces the average annual increase to 5%. The reduction in price over five years will save a total of \$120,793. The multi-year agreement includes free access to software module applications we currently do not purchase. The savings does not include the cost avoidance for the additional modules. It is unlikely the college would seek to move to a different ERP in the next five years given the massive disruption that would result from a change to a system which impacts every function of the college. Colleague is currently used by 14 MI Community Colleges with 13 using multi-year agreements.

FINANCIAL IMPLICATIONS:

Multi-year agreements facilitate budgeting by having known increases during the budgeting process. Multi-year agreements obligate the college for the cost in future years. The multi-year agreement would lock in pricing which is beneficial for planning and cost savings. Without a multi-year agreement, the College will lose potential savings in future budgets.

RECOMMENDATION:

The recommendation is to ask Board of Trustees' approval of a five-year license agreement for Colleague software with the cost of the agreement from technology and general fund budgets.

May 24, 2021

Report Author: Administrative Services

Data Sources: Technology

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM
Office of the President

June 3, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Parking Lot and Masonry Repairs

It is the recommendation of administration that the Board take action to approve the establishment of a project budget of \$225,000 for parking lot repair and \$300,000 for masonry repairs on campus with funds from Plant funds.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Proposal: Parking Lot and Masonry Repairs

STRATEGY IMPACT:

Growth, Sustainability, Community

ACTION REQUIRED:

Board approval of project budget

ISSUE BRIEF:

Regular maintenance of parking lot surfaces extends the life of lots between major resurfacing, mitigates pothole and surface damage, and provides a favorable impression to students and visitors arriving on campus. Resealing includes filling of cracks which will continue to expand unless addressed.

Repairing and resealing lots in summer months is preferred to reduce disruption to campus traffic. Lot resurfacing should be completed at two to four years unless extensive damage has occurred. The College Center lot was last resurfaced in 2016. The MB lot and Erie street lot are not in need of resurfacing. The MB lot was resurfaced with the HSB project and the Erie street lot is less than four years old.

The recommendation is to repair and reseal the College Center and Maintenance area lots. Ideally the maintenance lot is due for a major reconstruction but is recommended to wait until after major work on ATC is complete. The work on ATC may require heavy equipment access which may damage the lot.

Masonry work is needed across campus to address deficient conditions. The NB tunnel, ATC lintels, and CEM concrete steps all need repair to return functionality, address early signs of deficiency, and to avoid more costly improvement or failure if items are ignored. Combining masonry work across campus will facilitate attracting qualified bidders and coordination of work.

Bid documents are professionally prepared by engineers. Bid solicitation is from known local firms and well-qualified firms suggested by engineer and construction contacts. Lowest qualified responsible bidders will be selected for projects.

FINANCIAL IMPLICATIONS:

Project budgets have been determined in consultation with engineers and a construction manager. Budgets include a contingency only to the extent to address hidden conditions. Board approval of project budgets authorizes administration to manage the project in the best interest of the college and to adjust timing of projects to best fit college operating schedules.

Funds for projects are recommended from the Building and Site fund. The primary source of funds in the Building and Site fund is the additional millage approved by voters to support college improvements and projects.

Parking Lot budget request is for \$225,000 and Masonry budget request is for \$300,000.

RECOMMENDATION:

The recommendation is to ask Board of Trustees' approval to establish a project budget of \$225,000 for parking lot repair and \$300,000 for masonry repairs from Plant funds.

June 2, 2021

Report Author: Administrative Services

Data Sources: PBA, Barton Malow

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM
Office of the President

June 3, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Diversity, Equity, and Inclusion Resolution
Proposed Draft for Board

It is the recommendation of administration that the Board take action to consider the adoption of the attached Diversity, Equity, and Inclusion Resolution.

SC4 Board Resolution on Diversity, Equity, and Inclusion

Whereas, St. Clair County Community College (SC4) has diversity as a key value point, and

Whereas, SC4 has engaged in diversity efforts for decades through establishing a Global Diversity Advisory Council (GDAC), general campus education awareness through speakers and events, diversity reminders through signage and professional development sessions, community collaborations, student clubs with faculty and staff advisors and individual efforts of employees through organizational channels, and

Whereas, SC4 has established Juneteenth as an additional college holiday, and

Whereas, SC4 established a Diversity Equity and Inclusion (DEI) office in 2020 to support and coordinate existing efforts and to advance additional initiatives to improve campus DEI, and

Whereas, it is approaching the one-year anniversary of the SC4 DEI office which now has a team of employees and is one of a few DEI offices in MI community colleges and continues the state leadership role of SC4, and

Whereas, SC4 DEI has established strategic priorities to match campus priorities of Growth – Sustainability – Community, and

Whereas, SC4 DEI office efforts, goals, and plans support the priorities of Growth – Sustainability – Community which is integral to success of DEI to be part of the fabric of the College instead of in isolation, and

Whereas, SC4 Board has been and continues to support DEI through Board level action and leadership which supports and fosters college leadership operating decisions, therefore be it,

Resolved, the SC4 Board declares its support for DEI as a key college value, and

Resolved, the SC4 Board endorses the efforts of the College President to lead, direct, and inspire DEI activities through the organization structure, DEI office, and individual expertise on campus, and

Resolved, the SC4 Board acknowledges the efforts of individuals working collaboratively with established offices and leadership assignments in context of the entire organization, and

Resolved, the SC4 Board commits to continued reflective examination of Board level efforts to support DEI which are in harmony but separate and distinct from campus-based activities under the direction of the President, and

Resolved, the SC4 Board acknowledges the continued diligence of individuals and role of Higher Education to address inequity, unfairness, and ignorance.



Dated: _____

STAFF CHANGES

ST. CLAIR COUNTY COMMUNITY COLLEGE



MEMORANDUM
Office of the President

June 3, 2021

TO: Board of Trustees

FROM: Dr. Deborah Snyder

SUBJECT: Faculty Appointments – Probationary Status (4)

It is the recommendation of administration that the Board take action to approve the following four (4) probationary status faculty appointments, each effective with the beginning of the 2021 fall semester:

- Abby Knoll, Psychology Instructor
- Kyle Larson, English Instructor
- Patrick Wilcox, Physics/Astronomy Instructor
- Renee Bryzik, English Instructor



Memo

To: Dr. Deborah Snyder, President

From: Bethany Mayea, Vice President of Human Resources

Date: June 1, 2021

Re: Instructor, Psychology (Probationary Status)

The interview and selection process for the position of Instructor, Psychology (Probationary Status) has concluded.

It is the recommendation of Human Resources that Abby Knoll be hired for this position effective August 18, 2021. Abby's credentials are attached for your information.

ST. CLAIR COUNTY COMMUNITY COLLEGE
FACULTY APPOINTMENT

STAFF APPOINTMENT: **INSTRUCTOR, PSYCHOLOGY (PROBATIONARY STATUS)**

Abby Knoll

EDUCATION:

Ph.D., Applied Experimental Psychology - 2020
Central Michigan University
Mount Pleasant, MI

M.S., Experimental Psychology – 2015
Central Michigan University
Mount Pleasant, MI

B.A., Psychology – 2009
University of Michigan, Ann Arbor
Ann Arbor, MI

EXPERIENCE:

Mid-Michigan College
Harrison, MI
Adjunct Instructor – 2020 to present

Central Michigan University
Mount Pleasant, MI
Graduate Research/Teaching Assistant – 2012 to 2019

SALARY:

\$77,136

EFFECTIVE:

August 18, 2021



Memo

To: Dr. Deborah Snyder, President
From: Bethany Mayea, Vice President of Human Resources
Date: June 1, 2021
Re: Instructor, English (Probationary Status)

The interview and selection process for the position of Instructor, English (Probationary Status) has concluded.

It is the recommendation of Human Resources that Kyle Larson be hired for this position effective August 18, 2021. Kyle's credentials are attached for your information.



Memo

To: Dr. Deborah Snyder, President

From: Bethany Mayea, Vice President of Human Resources

Date: June 1, 2021

Re: Instructor, Physics/Astronomy (Probationary Status)

The interview and selection process for the position of Physics/Astronomy (Probationary Status) has concluded.

It is the recommendation of Human Resources that Patrick Wilcox be hired for this position effective August 18, 2021. Patrick's credentials are attached for your information.

ST. CLAIR COUNTY COMMUNITY COLLEGE
FACULTY APPOINTMENT

STAFF APPOINTMENT: **INSTRUCTOR, PHYSICS/ASTRONOMY (PROBATIONARY STATUS)**

Patrick Wilcox

EDUCATION:

Ph.D., Physics – 2019
University of Iowa
Iowa City, IA

Graduate Certificate in College Teaching – 2017
University of Iowa
Iowa City, IA

B.S., Physics - 2014
University of Nebraska, Lincoln
Lincoln, NE

EXPERIENCE:

St. Cloud State University
St. Cloud, MN
Assistant Professor – 2020 to 2021

University of Minnesota
Minneapolis, MN
Instructor – Fall 2019

University of Iowa
Iowa City, IA
Graduate Teaching Assistant – 2014 to 2018
Teaching Practicum - 2016

University of Nebraska, Lincoln
Lincoln, NE
Bell Hooks' Student Assistant – 2013 to 2014

SALARY:

\$77,136

EFFECTIVE:

August 18, 2021



Memo

To: Dr. Deborah Snyder, President
From: Bethany Mayea, Vice President of Human Resources
Date: June 1, 2021
Re: Instructor, English (Probationary Status)

The interview and selection process for the position of Instructor, English (Probationary Status) has concluded.

It is the recommendation of Human Resources that Renee Bryzik be hired for this position effective August 18, 2021. Renee's credentials are attached for your information.

ST. CLAIR COUNTY COMMUNITY COLLEGE
FACULTY APPOINTMENT

STAFF APPOINTMENT: **INSTRUCTOR, ENGLISH (PROBATIONARY STATUS)**

Renee Bryzik

EDUCATION:

Ph.D. English
University of California, Davis, 2019
Davis, CA

M.A., Eighteenth-Century Studies - 2011
King's College, University of London
London, England

M.A., English Literature and Environment - 2009
University of Nevada
Reno, NV

B.A., English Literature - 2005
University of Michigan
Dearborn, MI

EXPERIENCE:

Christian Brothers University
Memphis, TN
Adjunct Instructor – Fall 2019 to present

University of California, Davis
Davis, CA
Teaching Assistant Consultant – Fall 2017
Associate Instructor – Fall 2012 to Spring 2017
Teaching Assistant – Fall 2011 to Spring 2012

York College
Queens, NY
Instructor – Fall 2013

University of Nevada, Reno
Reno, NV
Grad. Student Instructor/Adjunct Instructor – Fall 2007 to Fall 2010
Teaching Assistant – Fall 2008 to Winter 2009

SALARY: \$77,136

EFFECTIVE: August 18, 2021