



BOARD OF TRUSTEES

**Meeting Held
November 13, 2025**

AGENDA

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING
Thursday, November 13, 2025, at 4:30 p.m.
Room 150 Welcome Center

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. Regular Meeting held October 9, 2025
- 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
 - a. SC4 Cinema and River Building
 - b. MiLeap Grants
 - 2. Action Items
 - a. Acceptance of Gifts
- I. Old Business**
- J. New Business**
 - 1. Alumni Award Recognition
 - 2. Trustee Travel Request: Penelope Peck, MCCA Trustee Governance Leadership Institute
 - 2. President's Contract
- K. Staff Changes**
- L. Reports**
 - 1. Student
 - 2. Staff
 - 3. Trustee
- M. Adjournment**

VISION: Create an inclusive academic and cultural environment that empowers students to succeed in the community and beyond.

MISSION: Provide innovative pathways for personal and professional advancement.

2025 GOALS: Enrollment, Retention, Completion and Campus Culture

VALUES:

- Student Success: We nurture and provide compassionate academic support and services to our students.
- Diversity: We foster a sense of belonging and celebrate the differences in others by having dignity and mutual respect for all.
- Transparency: We enhance campus culture by being open and honest.
- Community Engagement: We collaborate and develop talent for vital growth of our community.
- Innovation: We provide relevant educational experiences by anticipating the needs of our community and adapting to the changing of programs and times.

MINUTES OF PREVIOUS MEETINGS

ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

Minutes of Regular Meeting Held October 9, 2025
Welcome Center – Room 150

CALL TO ORDER:

Ms. Robbins called the Regular Meeting to order at 4:30 p.m.

ROLL CALL:

Members Present

at Roll Call: Penelope Peck, Marcia Robbins, Kim Brown, John Lusk, Robert Tansky,
Karen Niver-Raetzel

Members Absent

at Roll Call: Robert Mitchell

Also Present: Kirk Kramer, Becky Gentner

ADOPTION OF AGENDA:

It was moved by Ms. Peck, seconded by Mr. Lusk, that the Board take action to adopt the agenda as prepared.

Motion carried: 6-0

APPROVAL OF MINUTES:

It was moved by Mr. Lusk, seconded by Dr. Niver-Raetzel, that the Board take action to approve the minutes of the Regular Meeting held September 11, 2025, and the Special Meeting/Retreat held September 12, 2025.

Motion carried: 6-0

FINANCIAL REPORTS:

Chair Robbins acknowledged that the financial reports had been provided to Trustees.

COMMUNICATIONS AND PETITIONS:

Chair Robbins acknowledged that the Communications Report had been provided to Trustees.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS AND PRESENTATIONS:

Fiscal Year End Audit Report

A presentation was prepared by Rehmann.

2. ACTION ITEMS:

Acceptance of Audit

It was moved by Dr. Niver-Raetzel, seconded by Ms. Brown, that the Board take action to accept the 2024-2025 audit report as presented by Rehmann.

Motion carried: 6-0

Acceptance of Gifts

It was moved by Ms. Peck, seconded by Mr. Lusk, that the Board take action to accept the following donations:

- \$300 from the Algonac Lions Pickerel Tournament for Friends of the Arts
- \$500 from Becky Gentner for the Challenger Learning Center/STEM Fest 2026
- \$500 from Spencer Hazlewood for the Challenger Learning Center/STEM Fest 2026
- \$500 from Sarah Rutallie for the Challenger Learning Center/STEM Fest 2026
- \$500 from Nick Beaudry for the Challenger Learning Center/STEM Fest 2026

Motion carried: 6-0

Annual Capital Outlay Report

It was moved by Mr. Lusk, seconded by Ms. Peck, that the Board take action to accept the Annual Capital Outlay Report and the Master Facility Plan.

Motion carried: 6-0

Annual Local Strategic Value Resolution

It was moved by Dr. Niver-Raetzel, seconded by Mr. Tansky, that the Board take action to accept the Annual Local Strategic Value Resolution which serves to certify to the state budget director that the college has met all the designated best practices in each strategic value category.

Motion carried: 6-0

Property Purchase

It was moved by Mr. Lusk, seconded by Ms. Peck, that the Board authorize administration to enter into a property purchase agreement for 300 Water Street, 405 Water Street, 802 Military and 301 Huron Avenue (known as City Flats and Sperry's plus vacant lots near City Flats), Port Huron for the purchase price not to exceed of \$5,450,000 from the Building and Site Fund.

Motion carried: 6-0

SC4 and City Memorandum of Understanding (MOU)

It was moved by Ms. Peck, seconded by Ms. Brown, that the Board take action to approve an MOU with the City for the transfer of a city parking lot to the College and joint development of street closure of Bard between Fort and Michigan.

Motion carried: 6-0

OLD BUSINESS:

Board Policy Review

It was moved by Dr. Niver-Raetzel, seconded by Mr. Lusk, that the Board take action to adopt the updates to Board Policies 2.12, 2.2, 2.3 and 2.5.

Motion carried: 6-0

NEW BUSINESS:

Board Policy Review

Policies were provided. Action was not taken.

ADJOURNMENT:

It was moved by Mr. Lusk, seconded by Ms. Brown, that the Board take action to adjourn the meeting at 5:41 p.m.

Motion carried: 6-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Ms. Marcia Robbins
Board Chair

FINANCIAL REPORTS



St. Clair County Community College

FINANCIAL REPORTS

**Board of Trustees Meeting
November 13, 2025**

ST. CLAIR COUNTY COMMUNITY COLLEGE

FINANCIAL REPORTS

- | | |
|----------|---|
| Report A | 2025-2026 General Fund Operations
<i>for the period ending October 31, 2025 and 2024</i> |
| Report B | 2025-2026 General Fund Budget to Actual
<i>for the period ending October 31, 2025</i> |
| Report C | Current Funds Cash Flow Projection
<i>for November 2025</i> |
| Report D | Building and Site Fund
<i>for the period ending October 31, 2025</i> |
| Report E | Maintenance and Replacement Fund
<i>for the period ending October 31, 2025</i> |
| Report F | Technology Fee Fund
<i>for the period ending October 31, 2025</i> |
| Report G | Bills Paid
<i>for October 2025</i> |

ST. CLAIR COUNTY COMMUNITY COLLEGE

2025-2026 General Funds Operations Report
for the period ending October 31, 2025

	Monthly <u>10/31/2025</u>	Monthly <u>10/31/2024</u>	Year-to-Date <u>10/31/2025</u>	Year-to-Date <u>10/31/2024</u>
<u>Revenue</u>				
Tuition and Fee Payments (current fiscal year)	\$ (5,982)	\$ 400,700	\$ 9,145,042	\$ 8,037,161
Property Tax	732,092	683,012	3,227,202	3,150,741
State Aid	939,950	873,705	939,950	873,705
Other Income	83,765	151,510	290,756	306,848
Total Revenue	<u>\$ 1,749,825</u>	<u>\$ 2,108,927</u>	<u>\$ 13,602,950</u>	<u>\$ 12,368,455</u>
<u>Expenditures</u>				
Salaries and Wages	\$ 2,114,839	\$ 1,382,448	\$ 5,131,384	\$ 4,331,878
FICA/Retirement	659,144	457,161	1,679,296	1,470,712
Fringe Benefits	98,295	245,688	677,433	726,327
General Insurance	29,569	9,119	206,469	190,091
Utilities and Postage	53,957	101,094	114,295	300,258
Transfers: Designated Funds	975,000	950,000	975,000	950,000
Operational Expenditures	309,294	339,475	987,127	1,615,589
Restricted, Matching and Bond Retirement	(1,525)	1,022	66,547	277,961
Unappropriated	-	-	-	-
Total Expenditures	<u>\$ 4,238,573</u>	<u>\$ 3,486,007</u>	<u>\$ 9,837,551</u>	<u>\$ 9,862,816</u>

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

ST. CLAIR COUNTY COMMUNITY COLLEGE

2025-2026 General Fund Budget to Actual Report
for the period ending October 31, 2025

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<u>Revenue</u>			
Tuition and Fee Payments (current fiscal year)	\$ 17,300,000	\$ 9,145,042	52.86%
Property Tax	13,500,000	3,227,202	23.91%
State Aid	8,600,000	939,950	10.93%
Other Income	500,000	290,756	58.15%
Total Revenue	<u>\$ 39,900,000</u>	<u>\$ 13,602,950</u>	34.09%
<u>Expenditures</u>			
Salaries and Wages	\$ 17,800,000	\$ 5,131,384	28.83%
FICA/Retirement	6,120,000	1,679,296	27.44%
Fringe Benefits	3,300,000	677,433	20.53%
General Insurance	330,000	206,469	62.57%
Utilities and Postage	1,650,000	114,295	6.93%
Transfers: Designated Funds	3,900,000	975,000	25.00%
Operational Expenditures	5,150,000	987,127	19.17%
Restricted, Matching and Bond Retirement	1,000,000	66,547	6.65%
Unappropriated	650,000	-	0.00%
Total Expenditures	<u>\$ 39,900,000</u>	<u>\$ 9,837,551</u>	24.66%

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

ST. CLAIR COUNTY COMMUNITY COLLEGE

Current Funds Cash Flow Projection Report
for November 2025

Cash on Hand and Investments	\$	28,590,474
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Anticipated Receipts

State Aid	\$	783,045	
Tuition and Fees		1,000,000	
Property Taxes		150,000	
Miscellaneous		<u>70,000</u>	
		<u>2,003,045</u>	\$ 30,593,519

Anticipated Disbursements

Payroll FICA 11/14/25	785,000	
Payroll FICA 11/28/25	770,000	
Retirement	388,750	
Fringe Benefits	279,900	
Accounts Payable	<u>6,255,000</u>	<u>8,478,650</u>

Projected Balance as of November 30, 2025	\$	<u><u>22,114,869</u></u>
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ST. CLAIR COUNTY COMMUNITY COLLEGE

Building and Site Fund Report
for the period ending October 31, 2025

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
South Campus Project	107,865	3,450	104,415	-
Student Housing	33,570	28,561	4,832	177
Sitework	77,695	10,195	67,500	-
Campus Building upgrades	2,239,217	1,281,498	957,719	-
Code Requirements	15,845	-	-	15,845
Other campus improvement	323,227	186,796	94,397	42,034
Construction Management Services	90,865	90,865	-	-
Total Projects	<u>\$ 2,888,284</u>	<u>\$ 1,601,365</u>	<u>\$ 1,228,863</u>	<u>\$ 58,056</u>

FUND BALANCE

Fund balance 07/01/25	\$ 15,865,786
Add: Transfers from General Fund	700,750
Less: 25/26 Project Budgets	<u>(2,888,284)</u>
Ending Fund Balance 10/31/25	<u>\$ 13,678,252</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Maintenance and Replacement Fund Report
for the period ending October 31, 2025

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
Furniture	58,945	44,984	12,101	1,860
Painting	146,013	136,393	9,620	-
HVAC	68,984	57,484	11,500	-
Code Requirements	381,338	148,897	232,441	-
Academic Equipment	57,246	21,648	35,598	-
Signage	21,060	14,285	6,775	-
Electrical Maintenance	246,217	165,632	80,585	-
Flooring	133,065	108,661	22,954	1,450
Doors	13,274	10,294	2,980	-
Equipment	16,018	4,130	11,888	-
Access control	91,438	58,999	32,439	-
South campus improvements	4,600	4,600	-	-
Other Operating Projects	25,787	20,855	4,929	3
Total Projects	<u>\$ 1,263,985</u>	<u>\$ 796,862</u>	<u>\$ 463,810</u>	<u>\$ 3,313</u>

FUND BALANCE

Fund balance 07/01/25	\$ 1,468,145
Add: Transfers from General Fund	274,250
Less: 25/26 Project Budgets	<u>(1,263,985)</u>
Ending Fund Balance 10/31/25	<u>478,410</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Technology Fee Fund Report
for the period ending October 31, 2025

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
Software Licenses/Services	1,618,488	1,241,025	130,076	247,387
Other Projects	467,169	271,022	196,147	-
Technology Contracts	10,000	2,525	7,475	-
Hardware	200,000	107,145	79,321	13,534
Internet Services	98,000	21,897	40,103	36,000
Network Infrastructure	67,200	22,400	44,800	-
Total Projects	<u>\$ 2,460,857</u>	<u>\$ 1,666,014</u>	<u>\$ 497,922</u>	<u>\$ 296,921</u>

FUND BALANCE

Fund balance 07/01/25	\$ 3,590,124
Add: Transfers from General Fund	1,691,046
Less: 25/26 Project Budgets	<u>(2,460,857)</u>
Ending Fund Balance 10/31/25	<u>\$ 2,820,313</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Bills Paid Report
for October 2025

Total Amount for Bills Paid	\$ 4,358,884
Payroll and Associated Taxes:	
for October 3, 2025	765,267
for October 17, 2025	765,237
for October 31, 2025	<u>744,602</u>
Total Expenditures for October 2025	<u><u>\$ 6,633,990</u></u>

COMMUNICATIONS AND PETITIONS



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

MEMORANDUM

DATE: November 6, 2025

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: November 2025 Communications

NEWS

- Free student lunches are distributed every Tuesday and Wednesday from 11:30 a.m. – 1 p.m. in the College Center with Student Success and Tutoring Services available if needed.
- Popcorn Mondays and Donut Thursdays for faculty, staff, and students continue to be a success
- SC4 hosted auditions in collaboration with New Beginnings Theater for its production of *The Color of Freedom*, which will premiere on Martin Luther King Jr. Day 2026.
- The 5th annual Wolverine Invitational included 10 wheelchair basketball teams from October 3-5 in the SC4 Fieldhouse.
- Kanola Band performed New Orleans Jazz twice on October 9 in the SC4 Fine Arts Theatre.
- SC4's Symphonic Band performed on October 18 in the SC4 Fine Arts Theatre.
- SC4's Veterans Services Office distributed treats on October 13 in honor of the 250th birthday of our nation's Navy.
- SC4 Community Choir became active again and began meeting on Mondays from 7-9 p.m. in the Fine Arts Building.
- SC4's annual faculty art show, "Collectively Independent," was displayed in the SC4 Fine Arts Galleries in October.
- Kirk was [interviewed](#) by Josh Chapman on Thumbcoast.tv to discuss the recent purchases of the Sperry's and CityFlats buildings.



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

- Follett Bookstore hosted a faculty and staff appreciation event on October 29 at its new location in the College Center.
- Ghosts, Grub, and Grooves, a Halloween-themed dance hosted by the GTA-Q club, was held on October 29 in the College Center.
- Student Government hosted Fall Fest on October 30 for faculty, staff, and students including all-day trick-or-treating across campus.
- Kirk piloted two episodes of a podcast [*In the Loop*](#).
- SC4's men's soccer team claimed the NJCAA Region 12 Championship on November 2 and advanced to the NJCAA Northeast District Championship to be held at 5 p.m. on Friday, November 7 at the SC4 Soccer Field. The winner will earn a spot in the NJCAA Division II National Championship in Wichita, Kansas.
- Café Coffi distributed complimentary coffee and cocoa at Lattes and Laughs, the InterVarsity Club's gathering at Café Coffi in the SC4 Fieldhouse on November 5.
- SC4 sports [rosters, schedules, and results](#) are posted on SC4's website.
- [Winter registration](#) is open.



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

UPCOMING EVENTS

- SC4's theatre production of *Over the River and Through the Woods* will be held at 7 p.m. on Friday, November 7 and Saturday, November 8 in the SC4 Fine Arts Theatre.
- SC4's women's basketball Thumbcoast Tip-Off, a premier NJCAA tournament featuring eight of the top junior college teams in the country, will be held Thursday, November 13 through Saturday, November 15 in the SC4 Fieldhouse. The Skippers first game is at 7 p.m. on Thursday. Women's basketball Hall of Famer Juliene Brazinski Simpson will be a guest for the tournament.
- Classical violinist, DJ, pianist, and all-around entertainer Rodney Page will perform at noon on Thursday, November 20 in the SC4 Fine Arts Theatre and again at 7 p.m. in the SC4 Fieldhouse as the pre-game and halftime entertainment for the SC4 Thumbcoast Tournament.
- SC4's men's basketball Thumbcoast Tip-Off, a premier NJCAA tournament featuring eight of the top junior college teams in the country, will be held Thursday, November 20 through Saturday, November 22 in the SC4 Fieldhouse. The Skippers first game is at 7 p.m. on Thursday.
- French soprano Mia Mandineau, Resident Artist with Detroit Opera for the 2025–26 season, will perform with Nathalie Doucet, Head of Music and Resident Artist Program Director at Detroit Opera, at noon and again at 7 p.m. on Thursday, December 5 in the SC4 Fine Arts Theatre.
- SC4 sports [schedules](#) are posted on SC4's website.
- Information sessions for SC4's health care programs are currently scheduled for each month.

Additional SC4 news and photos available: [Facebook](#) [X](#) [Instagram](#) [Flickr](#) [YouTube](#)

**REPORTS AND
RECOMMENDATIONS
OF THE PRESIDENT**



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; November 6, 2025

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Acceptance of Gifts

It is the recommendation of administration that the Board take action to approve the following donations:

- \$200 from Judith Wager-Gregowski for the SC4 Retiree Scholarship Fund
- \$200 from Becky Gentner for Skip's Pantry
- \$200 from Spencer Hazlewood for Skip's Pantry
- \$200 from Sarah Rutallie for Skip's Pantry
- \$200 from Nick Beaudry for Skip's Pantry
- \$250 from Brent and Colleen Forsgren for Skip's Pantry
- \$300 from Mike Belleman for Skip's Pantry
- \$300 from Pete and Debra Lacey for Skip's Pantry
- \$1,500 from Kirk and Sheryl Kramer for Skip's Pantry

NEW BUSINESS



Governance Leadership Institute for Trustees and Regents

In conjunction with ACCT, this two-day event will offer networking and training on a variety of subjects useful to new and experienced board members. New this year is an optional pre-conference Open Meetings Act Training facilitated by the Michigan Association of School Boards. You won't want to miss it!

Date and Location:

Thursday, December 4 and Friday, December 5 at the Crowne Plaza in Lansing, MI

Event Overview

A tentative overview is below and final version will be shared prior to the event.

Thursday, December 4, 2025

9:00am to 11:00am: (OPTIONAL) Open Meetings Act Pre-Conference Training from the Michigan Association of School Boards

11:15am to 4:30pm: GLI Day 1 with ACCT

Friday, December 5, 2025

8:30am to 3:00pm: GLI Day 2 with ACCT

Frequently Asked Questions

Who should attend the MCCA GLI?

The MCCA GLI offers valuable insights for trustees and regents with less than two years of service, but all trustees/regents, presidents/chancellors and board staff are warmly invited to participate. This dynamic event provides an opportunity to learn from each other's knowledge and experience, exchange ideas and strengthen governance practices. We encourage each college to send at least two trustees to join the conversation.

When is the deadline to register?

The deadline to register is Wednesday, November 19, 2025.

What is the cost to attend the MCCA GLI?

This event is free and open to MCCA community and tribal college Trustees, Regents, Presidents, Chancellors and Board Support Staff.

How do I make hotel reservations?

While a room block has not been reserved at the [Crowne Plaza](#), you can make a reservation directly by calling 877-227-6963. Additional hotel options near the Crown Plaza can be found by visiting [hotels in west Lansing](#).

Where can we make dinner reservations for Thursday evening?

Lansing has [plenty of dining options](#) for you to explore.