



BOARD OF TRUSTEES

**Meeting Held
December 11, 2025**

AGENDA

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING
Thursday, December 11, 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 November 13, 2025
 - 2. Special Meeting/Retreat held November 14, 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
 - 2. Action Items
 - a. Acceptance of Gifts
 - b. City Memorandum of Understanding for Maintenance of Stone Street Between Glenwood and River Streets
 - c. City Memorandum of Understanding for Maintenance of Bard Street Between Fort and Michigan Streets
 - d. Establish Budget for SC4 Bank Building Renovation for Additional Housing
- I. Old Business**
- J. New Business**
 - 1. 2026 Board Meeting Schedule
 - 2. Board Policy Review – First Readings
 - 3. President's Contract - Closed Session
- 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 November 13, 2025
Welcome Center, 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, Robert Mitchell

Members Absent

at Roll Call:

Also Present: Kirk Kramer, Becky Gentner

ADOPTION OF AGENDA:

It was moved by Dr. Niver-Raetzel, seconded by Mr. Lusk, that the Board take action to adopt the agenda as prepared with the adjustment of the Alumni Award Recognition being moved on the agenda to the beginning of the meeting and the addition of the Liquor License Resolution being added to New Business.

Motion carried: 7-0

NEW BUSINESS:

Alumni Award Recognition

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

A roll call vote was taken:

Ms. Robbins:	Yes
Mr. Lusk	Yes
Mr. Tansky	Yes
Dr. Niver-Raetzel	Yes
Ms. Brown	Yes
Ms. Peck	Yes
Mr. Mitchell	Yes

Motion carried: 7-0

APPROVAL OF MINUTES:

It was moved by Dr. Niver-Raetzel, seconded by Mr. Lusk, that the Board take action to approve the minutes of the Regular Meeting held October 9, 2025.

Motion carried: 7-0

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:

SC4 Cinema and River Building

A presentation was prepared by President Kirk Kramer.

MiLeap Grants

A presentation was prepared by Vice President Nick Beaudry.

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Ms. Peck, seconded by Dr. Niver-Raetzel, that the Board take action to accept 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

Motion carried: 7-0

NEW BUSINESS:

Liquor License Resolution

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

A roll call vote was taken:

Ms. Robbins:	Yes
Mr. Lusk	Yes
Mr. Tansky	Yes
Dr. Niver-Raetzel	Yes
Ms. Brown	Yes
Ms. Peck	Yes
Mr. Mitchell	Yes

Motion carried: 7-0

Trustee Travel Request

It was moved by Mr. Lusk, seconded by Dr. Niver-Raetzel, that the Board take action to approve the travel request for Trustee Peck.

Motion carried: 7-0

President's Contract

Discussion took place. Action was not taken.

ADJOURNMENT:

It was moved by Dr. Niver-Raetzel, seconded by Mr. Mitchell, that the Board take action to adjourn the meeting at 5:29 p.m.

Motion carried: 7-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Ms. Marcia Robbins
Board Chair

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION

Resolution of Recognition for Tom Obee 2025 SC4 Alumni of the Year

WHEREAS, Tom Obee began his academic journey at Port Huron Junior College (now SC4) in 1961, excelling as an honors student, student government leader, Phi Theta Kappa member, co-editor of the college newspaper, and student librarian; and

WHEREAS, Tom graduated in 1963 as the second student in the college's history to achieve a perfect 4.0 GPA, earning recognition as Male Student of the Year; and

WHEREAS, Tom continued his education, earning a bachelor's degree from the University of Michigan and a master's degree from the University of Wisconsin, before returning to SC4 as an instructor in 1967; and

WHEREAS, Tom dedicated decades of service to SC4 as a professor of English and Philosophy, inspiring generations of students and colleagues with his passion for teaching and commitment to academic excellence; Tom taught at SC4 for 45 years and served as PTK Advisor at SC4 for 35 years; and

WHEREAS, Tom's contributions were recognized through prestigious honors, including the Blessinger Award for Excellence in Teaching, the Distinguished Faculty Award, and the Phi Theta Kappa Alumnus Award; and

WHEREAS, even in retirement, Tom remains an active and valued member of the community, participating in SC4 retiree events, presenting at the St. Clair Senior Study Group, serving as a lector at Holy Family Church, and sharing his knowledge through a Q&A column on Catholic beliefs; and

NOW, THEREFORE, BE IT RESOLVED, that the St. Clair County Community College Board of Trustees proudly recognizes Tom Obee as the 2025 SC4 Alumni of the Year, honoring his lifelong dedication to education, his outstanding professional achievements, and his enduring impact on the SC4 community.

Adopted this 13th day of November 2025.

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

WHEREAS, the Board of Trustees of St. Clair County Community College (the “College”) approved signing a purchase agreement (the “Purchase Agreement”) for the purchase of real property and assets from Port Huron Hotel Real Estate Holding Company, LLC, Port Huron Hospitality Holdings, LLC, Sperry’s Theatre Corp., and Sperry’s Theatre Operations, LLC.

WHEREAS, pursuant to the Purchase Agreement, the College acquired the following parcels of real property:

- A. Real property commonly known as 301 Huron Ave., Port Huron, Michigan (Parcel ID: 74-06-298-0126-000). Hereinafter the “Sperry’s Property”.
- B. Real properties commonly known as: (i) 405 Water St., Port Huron, Michigan (Parcel ID: 74-06-743-0792-100); (ii) 802 Military St., Port Huron, Michigan (Parcel ID: 74-06-743-0793-100); and (ii) 300 Vacant Lot Water St., Port Huron, Michigan (Parcel ID: 74-06-743-0791-300). Hereinafter the “Hotel Properties”.

WHEREAS, in addition to the Sperry’s Property and the Hotel Properties, the College purchased assets utilized in the operation of the properties, including, but not limited to:

- A. MLCC Class C License #L-000271893 which is utilized in the operation of the Sperry’s Property.
- B. MLCC B-Hotel License #L-000407919 and (ii) MLCC SDM License #L-000430927 which are utilized in the operation of the Hotel Properties.

Collectively the above will be referred to as the MLCC Licenses.

WHEREAS, the College desires to utilize the Hotel Properties in furtherance of the educational mission of the College, including, but not limited to, for the following uses:

- A. The upper floors will be converted from hotel use to dormitory use to expand housing options for College students.
- B. The 2nd and 4th floors will be used to support long term sustainability of college housing and the facility.
- C. The first floor will continue to be utilized as ballroom and mixed used area, like its existing use, open to the general public used for dining and/or entertainment. The College is considering hospitality and/or other programs to educate students in the area of event management. Students participating in the program, under supervision from College faculty, will assist with managing events booked for the Hotel Properties. Events booked may include sale and service of alcohol that necessitate the MLCC Licenses associated with the Hotel Properties.

WHEREAS, the College will utilize the MLCC Licenses associated with the Hotel Properties in furtherance of its educational mission and licensed areas will be open to the general public for use/booking for entertainment and dining and will have seating capacity of at least 25 people.

WHEREAS, the College desires to utilize the Sperry's Property for the following uses:

- A. The second floor will be utilized as a college dining hall and available to the public to book events. The College is considering hospitality and/or other programs to educate students in event management. Students participating in the program, under supervision from College faculty, will assist with managing events booked for the Sperry's Property. Events booked may include the sale and service of alcohol that necessitate the MLCC License associated with the Sperry's Property.
- B. Theatre spaces will remain open and active for student and community use, with programing aligned with educational and community goals.

WHEREAS, the College will utilize the MLCC License associated with the Sperry's Property in furtherance of the educational mission of the College and licensed areas will be open to the general public for use/booking for entertaining and dining and will have seating capacity of at least 25 people.

NOW, THEREFORE, BE IT RESOLVED based upon the above recitals, the Board of Trustees of the St. Clair County Community College hereby:

- A. Directs St. Clair County Community College President, Kirk Kramer, to seek approval from the Michigan Liquor Control Commission to transfer the MLCC Licenses to St. Clair County Community College.
- B. Appoints St. Clair County Community College President, Kirk Kramer, as agent and representative for St. Clair County Community College with respect to all aspects of transferring the MLCC Licenses to the College, including, but not limited to: (1) completing and signing all documents necessary to transfer and/or conditionally transfer the MLCC Licenses and all related permits; (2) requesting some or all of the MLCC Licenses be reclassified; and (3) closing on the transfer of the MLCC Licenses.



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 November 13, 2025



Secretary

Dated: November 13, 2025

ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

Minutes of Special Meeting/Retreat Held Friday, November 14, 2025
Welcome Center, 150

CALL TO ORDER:

Chais Robbins called the special meeting/retreat to order at 8:30 a.m.

ROLL CALL:

Members Present

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

Members Absent

at Roll Call: Kim Brown

Also Present: Kirk Kramer, Becky Gentner

Adoption of Agenda

It was moved by Dr. Niver-Raetzel, seconded by Ms. Peck, that the Board take action to adopt the agenda as presented.

Motion carried: 6-0

***Trustee Brown arrived at the meeting at 8:33 a.m.

Legislative Update

Trustees received an update. Action was not taken.

Technology Security and AI Update

Trustees received an update. Action was not taken.

Board Self-Evaluation

Discussion took place. Action was not taken.

Governance Manual

Discussion took place. Action was not taken.

President Communications/Updates

Trustees received an update. Action was not taken.

Adjournment

It was moved by Dr. Niver-Raetzel, seconded by Mr. Mitchell, that the Board take action to adjourn the special meeting/retreat at 11:15 a.m.

Motion carried: 7-0

Minutes of Special Meeting/Retreat November 14, 2025
Page 2.

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Ms. Marcia Robbins
Board Chair

DRAFT

FINANCIAL REPORTS



St. Clair County Community College

FINANCIAL REPORTS

**Board of Trustees Meeting
December 11, 2025**

ST. CLAIR COUNTY COMMUNITY COLLEGE

FINANCIAL REPORTS

- | | |
|----------|--|
| Report A | 2025-2026 General Fund Operations
<i>for the period ending November 30, 2025 and 2024</i> |
| Report B | 2025-2026 General Fund Budget to Actual
<i>for the period ending November 30, 2025</i> |
| Report C | Current Funds Cash Flow Projection
<i>for December 2025</i> |
| Report D | Building and Site Fund
<i>for the period ending November 30, 2025</i> |
| Report E | Maintenance and Replacement Fund
<i>for the period ending November 30, 2025</i> |
| Report F | Technology Fee Fund
<i>for the period ending November 30, 2025</i> |
| Report G | Bills Paid
<i>for November 2025</i> |

ST. CLAIR COUNTY COMMUNITY COLLEGE

2025-2026 General Funds Operations Report
for the period ending November 30, 2025

	Monthly <u>11/30/2025</u>	Monthly <u>11/30/2024</u>	Year-to-Date <u>11/30/2025</u>	Year-to-Date <u>11/30/2024</u>
<u>Revenue</u>				
Tuition and Fee Payments (current fiscal year)	\$ 1,828,242	\$ 985,045	\$ 10,973,283	\$ 9,022,207
Property Tax	161,097	17,318	3,388,298	3,168,058
State Aid	783,042	768,534	1,722,992	1,642,239
Other Income	61,031	149,820	351,787	456,668
Total Revenue	<u>\$ 2,833,412</u>	<u>\$ 1,920,717</u>	<u>\$ 16,436,360</u>	<u>\$ 14,289,172</u>
<u>Expenditures</u>				
Salaries and Wages	\$ 1,461,258	\$ 2,071,035	\$ 6,592,642	\$ 6,402,913
FICA/Retirement	453,385	687,750	2,132,681	2,158,462
Fringe Benefits	178,795	98,057	856,228	824,384
General Insurance	5,558	-	202,027	190,091
Utilities and Postage	283,287	86,040	397,582	386,297
Transfers: Designated Funds	-	-	975,000	950,000
Operational Expenditures	211,530	218,090	1,198,657	1,833,679
Restricted, Matching and Bond Retirement	226,676	220,374	293,223	498,335
Unappropriated	-	-	-	-
Total Expenditures	<u>\$ 2,820,489</u>	<u>\$ 3,381,346</u>	<u>\$ 12,648,040</u>	<u>\$ 13,244,161</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 November 30, 2025

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<u>Revenue</u>			
Tuition and Fee Payments (current fiscal year)	\$ 17,300,000	\$ 10,973,283	63.43%
Property Tax	13,500,000	3,388,298	25.10%
State Aid	8,600,000	1,722,992	20.03%
Other Income	500,000	351,787	70.36%
Total Revenue	<u>\$ 39,900,000</u>	<u>\$ 16,436,360</u>	41.19%
<u>Expenditures</u>			
Salaries and Wages	\$ 17,800,000	\$ 6,592,642	37.04%
FICA/Retirement	6,120,000	2,132,681	34.85%
Fringe Benefits	3,300,000	856,228	25.95%
General Insurance	330,000	202,027	61.22%
Utilities and Postage	1,650,000	397,582	24.10%
Transfers: Designated Funds	3,900,000	975,000	25.00%
Operational Expenditures	5,150,000	1,198,657	23.27%
Restricted, Matching and Bond Retirement	1,000,000	293,223	29.32%
Unappropriated	650,000	-	0.00%
Total Expenditures	<u>\$ 39,900,000</u>	<u>\$ 12,648,040</u>	31.70%

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 December 2025

Cash on Hand and Investments	\$	25,547,120
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Anticipated Receipts

State Aid	\$	783,045	
Tuition and Fees		1,100,000	
Property Taxes		25,000	
Miscellaneous		<u>70,000</u>	
		<u>1,978,045</u>	\$ 27,525,165

Anticipated Disbursements

Payroll FICA 12/12/25	775,000	
Payroll FICA 12/26/25	780,000	
Retirement	388,750	
Fringe Benefits	279,900	
Accounts Payable	<u>500,000</u>	<u>2,723,650</u>

Projected Balance as of December 31, 2025	\$	<u><u>24,801,515</u></u>
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ST. CLAIR COUNTY COMMUNITY COLLEGE

Building and Site Fund Report
for the period ending November 30, 2025

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
South Campus Project	107,865	40,860	67,005	-
Student Housing	33,570	30,453	3,030	87
Sitework	77,695	10,195	67,500	-
Campus Building upgrades	2,272,798	1,302,977	940,405	29,416
Code Requirements	15,845	-	15,845	-
Other campus improvement	318,254	177,744	104,327	36,183
Real Estate Purchases	5,584,688	5,584,688	-	-
Construction Management Services	90,865	90,865	-	-
Total Projects	<u>\$ 8,501,580</u>	<u>\$ 7,237,782</u>	<u>\$ 1,198,112</u>	<u>\$ 65,686</u>

FUND BALANCE

Fund balance 07/01/25	\$ 15,865,786
Add: Transfers from General Fund	700,750
Less: 25/26 Project Budgets	<u>(8,501,580)</u>
Ending Fund Balance 11/30/25	<u>\$ 8,064,956</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Maintenance and Replacement Fund Report
for the period ending November 30, 2025

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
Furniture	71,908	61,107	10,801	-
Painting	146,013	137,543	8,470	-
HVAC	77,484	48,895	20,000	8,589
Code Requirements	398,083	148,896	232,441	16,746
Academic Equipment	61,457	21,648	38,658	1,151
Signage	23,140	14,884	6,175	2,081
Electrical Maintenance	301,253	220,668	80,585	-
Flooring	131,615	108,661	22,954	-
Doors	13,274	10,294	2,980	-
Equipment	16,018	10,442	5,576	-
Access control	91,438	67,948	23,490	-
South campus improvements	4,600	4,600	-	-
Other Operating Projects	35,787	22,445	3,000	10,342
Total Projects	<u>\$ 1,372,070</u>	<u>\$ 878,031</u>	<u>\$ 455,130</u>	<u>\$ 38,909</u>

FUND BALANCE

Fund balance 07/01/25	\$ 1,468,145
Add: Transfers from General Fund	274,250
Less: 25/26 Project Budgets	<u>(1,372,070)</u>
Ending Fund Balance 11/30/25	<u>370,325</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Technology Fee Fund Report
for the period ending November 30, 2025

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
Software Licenses/Services	1,618,488	1,256,207	143,047	219,234
Other Projects	469,695	273,141	196,554	-
Technology Contracts	10,000	2,525	7,475	-
Hardware	200,000	142,623	21,344	36,033
Internet Services	98,000	24,845	37,155	36,000
Network Infrastructure	67,200	22,400	44,800	-
Total Projects	<u>\$ 2,463,383</u>	<u>\$ 1,721,741</u>	<u>\$ 450,375</u>	<u>\$ 291,267</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>(2,463,383)</u>
Ending Fund Balance 11/30/25	<u>\$ 2,817,787</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Bills Paid Report
for November 2025

Total Amount for Bills Paid	\$ 7,863,931
Payroll and Associated Taxes:	
for November 14, 2025	757,131
for November 28, 2025	<u>778,985</u>
Total Expenditures for November 2025	<u><u>\$ 9,400,047</u></u>

COMMUNICATIONS AND PETITIONS



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

MEMORANDUM

DATE: December 4, 2025

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: December 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.
- Kirk continued the [*In the Loop*](#) podcast.
- SC4's theatre production of *Over the River and Through the Woods* was held November 7 and 8 in the SC4 Fine Arts Theatre.
- Veterans Services hosted a Veteran's Day reception for faculty, staff, and students to honor veterans on November 11 in the Veterans Lounge in the Welcome Center.
- SC4 hosted a selection show watch party for the men's soccer team on November 11 and a selection show watch party for the women's volleyball team on November 12 in the Welcome Center as each team learned its place in the NJCAA Division II National Championship tournaments' brackets.
- A reception honoring Professor Emeritus Tom Obee as the 2025 Alumni of the Year as held on November 13 in the Welcome Center, Room 150.
- SC4's women's basketball Thumbcoast Tip-Off, a premier NJCAA tournament featuring eight of the top junior college teams in the country, was held November 13-15 in the SC4 Fieldhouse.



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

- SC4 Cinema at Sperry's is now open to the public! SC4 faculty, staff, and students can enjoy \$5 movie tickets with a valid SC4 ID shown at the box office. Tickets are available at SC4Cinema.com
- SC4 men's soccer team's game in the NJCAA National Championship Tournament in Wichita, Kansas, was shown on November 17 on the lobby television in the SC4 Fieldhouse.
- In appreciation for their work, SC4's faculty and staff received gifts of Thanksgiving pies on November 18 in CEM 104.
- SC4 joined Blue Water Recovery and Outreach Center for Pay-It-Forward Day on November 19, a community-wide initiative encouraging acts of kindness and support.
- SC4 women's volleyball team's first-round game in the NJCAA National Tournament in Cedar Rapids, Iowa, was livestreamed on November 19 in the SC4 Fieldhouse.
- Classical violinist Rodney Page performed in the SC4 Fine Arts Theatre and in the SC4 Fieldhouse on November 20
- SC4's men's basketball Thumbcoast Tip-Off, a premier NJCAA tournament featuring eight of the top junior college teams in the country, was held November 20-22 in the SC4 Fieldhouse.
- Student Government hosted a party for faculty, staff, and students at the SC4 Cinema at Sperry's on November 24 to celebrate the release of *Wicked: For Good*.
- Nearly 100 faculty, staff, and their immediate family members participated as an SC4 community in Sperry's Santa Parade on November 28 in downtown Port Huron.
- Academic Services held its annual Kringle Mingle for faculty and staff on December 3 in the Main Building to celebrate the holiday season and end of the fall semester.
- SC4's *Patterns* magazine of student literature and art is accepting submissions through December 5 for its 68th edition.
- Campus will be closed on Friday, January 2, 2026,



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

- SC4 Choir is seeking new members. Those interested in joining can attend a rehearsal on Mondays from 7-9 p.m. in the SC4 Fine Arts Building Rehearsal Hall, room 60.
- SC4 sports [rosters, schedules, and results](#) are posted on SC4's website.
- [Winter registration](#) is open.

UPCOMING EVENTS

- *Together We Create* Art Exhibition featuring works by SC4 students, faculty, and staff from all departments. This inclusive showcase highlights the diverse artistic talents within the SC4 community and will be displayed in SC4 Fine Arts Gallery until Friday, December 19.
- 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 Friday, December 5 in the SC4 Fine Arts Theatre.
- The SC4 Faculty and Staff Holiday Gathering will be held from 4:30–7 p.m. on Wednesday, December 10 at the SC4 Dinnerhouse and Arcade.
- SC4's Symphonic and Jazz Bands will perform a holiday concert at 7 p.m. on Saturday, December 13 in SC4's 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; December 4, 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:

- \$260 from Dave Sheldon for Skip's Pantry
- \$275 from the SC4 Retirees for Skip's Pantry
- \$1,000 from the Foley and Fredendall Charitable Fund for the Challenger Learning Center/STEM Fest 2026
- \$1,000 from the SC4 MAHE Association for Skip's Pantry
- \$2,500 from John and Marcia Robbins for the Challenger Learning Center/STEM Fest 2026



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

MEMORANDUM

DATE; December 4, 2025

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: City Memorandum of Understanding for Maintenance of Stone
Street Between Glenwood and River Streets

It is the recommendation of administration that the Board take action to approve the attached Memorandum of Understanding (MOU) on the responsibilities of the City and College for Stone Street between Glenwood and River Streets.

**MAINTENANCE AGREEMENT
BETWEEN THE CITY OF PORT HURON
AND
ST. CLAIR COUNTY COMMUNITY COLLEGE
REGARDING THE DEVELOPMENT OF PORTIONS
OF STONE STREET**

THIS MAINTENANCE AGREEMENT (this "**Agreement**") is entered into as of _____, 2025 between the **CITY OF PORT HURON**, a Michigan Municipal Corporation with a principal place of business at 100 McMorran Boulevard, Port Huron, Michigan 48060 (the "**City**") and **ST. CLAIR COUNTY COMMUNITY COLLEGE** (the "**College**") with a principal place of business at 323 Erie Street, Port Huron, Michigan 48060 for the purpose maintaining Stone Street right-of-way from River Street to Glenwood Avenue (the "Stone Street Corridor") after the pavement has been removed as part of the City's Hospital Area Road and Utility Replacement Project – Phase I.

RECITALS

WHEREAS, the City has an interest in the continued growth and success of the College;
and

WHEREAS, the City has an interest in the downtown location of the College and in creating an attractive and safe pedestrian area surrounding the College and the downtown area; and

WHEREAS, the removal of the pavement on Stone Street from River Street to Glenwood Avenue was desired by the College; and

WHEREAS, Stone Street from River Street to Glenwood Avenue is no longer a critical route for public safety due to the relocation of the former Central Fire Station location at 515 River Street; and

WHEREAS, the Stone Street pavement from River Street to Glenwood Avenue was removed and replaced with turf as part of the City's Hospital Area Road Reconstruction and Utility Replacement Project – Phase I with approaches to the College's parking lot retained; and

WHEREAS, the right-of-way on Stone Street will remain to provide public access and access to utilities within the corridor; and

WHEREAS, the City shall restore the turf or pavement within the Stone Street right-of-way from Glenwood Avenue to River Street where City utility work is necessary; and

WHEREAS, the College shall be responsible for the cost of electricity and the maintenance

of the lighting within the Stone Street right-of-way between the Glenwood Avenue and River Street; and

WHEREAS, the College agrees to provide pavement repairs, lawn maintenance, snow removal and take over the responsibility of the lighting within the Stone Street right-of-way between River Street and Glenwood Avenue; and

WHEREAS, the College wishes to enter into this Agreement to establish obligations related to this corridor, subject to approval by the College Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the City and College enter into this Agreement with the following acknowledgements, terms, and conditions:

ARTICLE I. - OBLIGATIONS OF THE COLLEGE

1. Obtain Board of Trustees approval of this Agreement.
2. Obtain proper permits and approvals for future activities within the Stone Street right-of-way.
3. Perform required lawn maintenance in the Stone Street Corridor.
4. Perform snow removal as required for areas designated for vehicle and pedestrian traffic within the Stone Street Corridor.
5. Perform maintenance of concrete and asphalt pavement (including sidewalks and drive approaches) within the Stone Street Corridor.
6. Replacement of deteriorated concrete and asphalt pavement (including sidewalks and drive approaches) within the Stone Street Corridor shall be the responsibility of the College.
7. The College shall be responsible for cost of electricity and maintenance of the lighting within the Stone Street Corridor.

ARTICLE II. – OBLIGATIONS OF THE CITY

1. Obtain City Council approval of this Agreement.
2. The City may at any time reinstall the roadway pavement. If the Stone Street Corridor is reinstated as a roadway, this agreement shall become void.
3. In the event utility work or maintenance is required, the City shall perform the utility work and replace the existing surface in kind. Disturbed turf areas shall be restored by utilizing top soil, seed and mulch. Sod shall not be required to restoration of disturbed turf.

ARTICLE II. - MISCELLANEOUS

1. This agreement shall be effective from the date of signing by all parties.
2. Appendix A has been attached to this document to show the northern and southern limits of the agreement.
3. A party shall be in default under this Agreement if it fails to perform in all material respects, any covenants made by it, or obligations assumed under Agreement. In such an event, each party shall be entitled to all available legal and equitable remedies including, but not limited to, the right of specific performance, including all costs of enforcement of Agreement and with reasonable attorney fees paid to the prevailing party. In the event a party believes the other is in default, it shall timely give written notice of the claimed default to the other and the other shall have reasonable time to cure the same.

Witnesses:

St. Clair County Community College

By: _____
Kirk Kramer
Its: President

City of Port Huron

By: _____
James Freed
Its: Manager

APPROVED:

City of Port Huron City Council

**St. Clair County Community College
Board of Trustees**

By: See Attached
Anita Ashford, Mayor

By: _____
Marcia Robbins
Its: Board Chair

Dated: _____, 2025

Dated: _____, 2025

IN WITNESS WHEREOF, the City of Port Huron officials signing below are authorized to sign this Agreement as provided for in the 2011 City Charter of the City of Port Huron, Chapter 10, Section 10-1.

CITY OF PORT HURON

APPROVED AS TO SUBSTANCE:

James Freed, City Manager

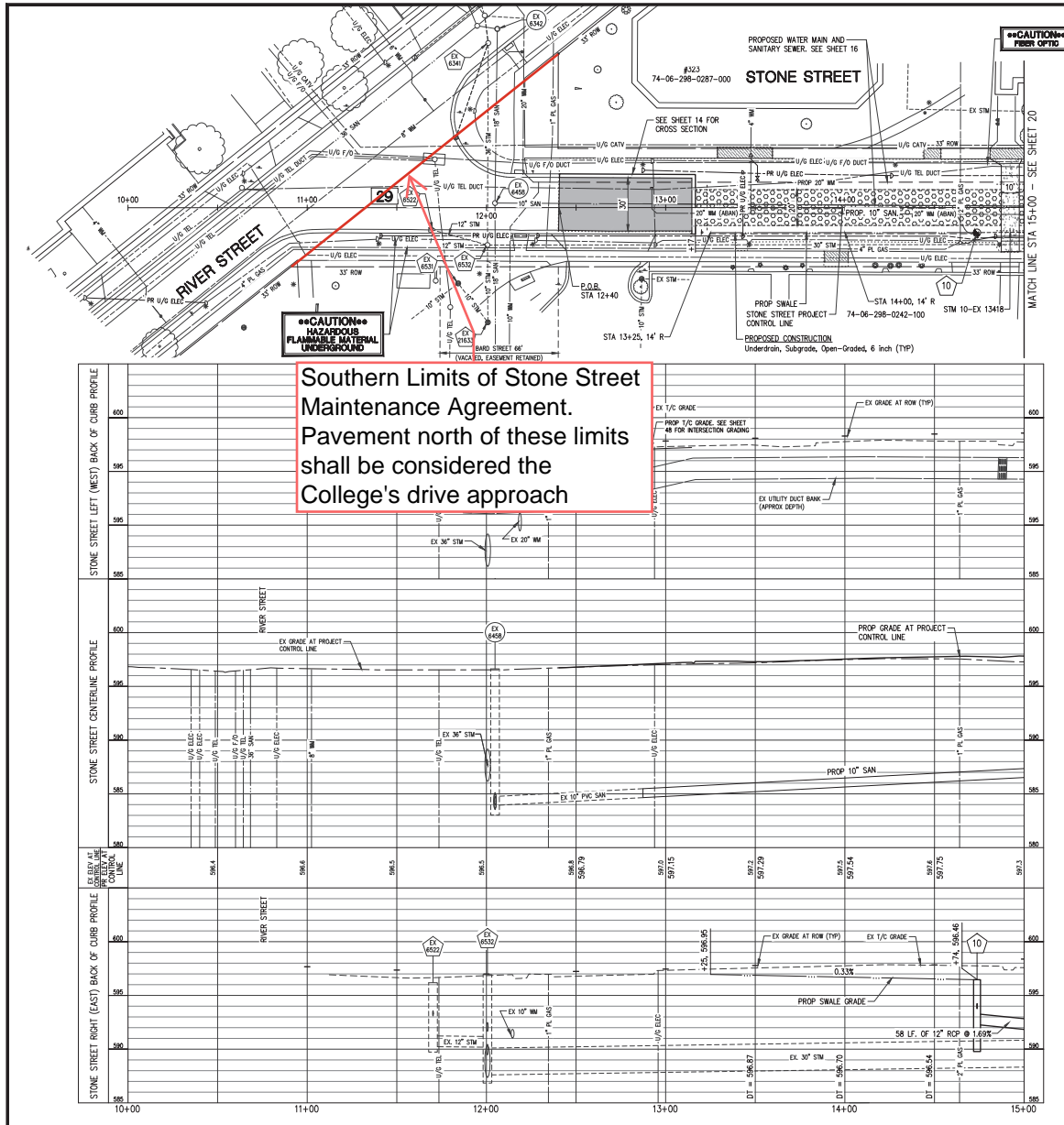
Anita Ashford, Mayor

APPROVED AS TO FORM:

ATTESTED TO:

_____, City Attorney

Cyndee Jonseck, City Clerk



SHEET QUANTITIES		
DESCRIPTION	QUANTITY	UNITS
Aggregate Base, 8 inch, Modified	390	Syd
Aggregate Base, 12 inch, Modified	280	Syd
Geotextile, Stabilization	670	Syd
Underdrain, Subgrade, Open-Graded, 6 inch	520	Fl
Storm Sewer, Conc, 12 inch, City Tr Det	58	Fl
Dr Structure Cover, Type G, Modified	1	Ea
Dr Structure, 36 inch dia, Modified	1	Ea
HMA, 3EL, Leveling, 330g/SYD	245	Syd
HMA, 5EL, Wearing, 165g/SYD	245	Syd
Sidewalk, Conc, 4 inch, Modified	440	Sft
Sidewalk, Conc, 8 inch, Modified	525	Sft
Curb and Gutter, Conc, Detail 4 inch x 24 inch	115	Fl
TruGrid Permeable Paving System	390	Syd

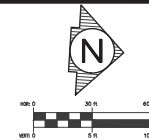
PROPOSED STORM SEWER STRUCTURE TABLE					
STRUCT NO.	DIA.	COVER TYPE	RM ELEVATION	INVERT	STATION
10	36"	G	RM=596.46	12" 592.39 W (PR) 6" 593.75 S (PR)	14+73.7
					14.0 R

PROPOSED STORM SEWER PIPE TABLE				
PIPE NUMBER	DIAMETER	TOTAL LENGTH	SLOPE	MATERIAL
STM 10-EX 13418	12"	58' ±	1.69%	RCP

* LENGTH SPANS MULTIPLE SHEETS, QUANTITY ACCOUNTED FOR ON THIS SHEET

SIDEWALK SUMMARY - FOR INFORMATION

STATION	Sidewalk, Conc, 4 inch, Modified (Sft)	Sidewalk, Conc, 8 inch, Modified (Sft)
13+43 LT	187	0
13+95 RT	80	0
14+48 LT	58	0
14+91 LT	115	0
CROSSWALK 14+91	0	525
TOTAL	440	525



CONSTRUCTED BY:

INSPECTED BY:

RECORD DRAWINGS BY:

DATE: JANUARY 2025

PROJECT MGR: ROB

REVIEWER: PTO

ROWE

ROME No. 2400348

PROJECT 12772025.3.MW - EX (Pavement) (2025) (City of Port Huron)

DATE: 1/27/25

ISSUED FOR: BIDS

PREPARED FOR:

CITY OF PORT HURON

HOSPITAL AREA ROADS - PHASE 1

STA 12+40 (P.O.B.) TO STA 15+00

PLAN AND PROFILE SHEET - STONE ST

PLAN TYPE: Preliminary

Construction

Record

APPROVED:

CITY JOB NO. C24-0030

DWG NO. Y-2002

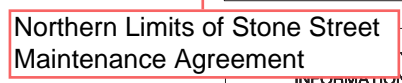
Checked By: PTO

Sheet No. 17

811

Know what's below.

Call before you dig.




STATION	Sidewalk Ramp, ADA, Type 1 (SRT)	Sidewalk, Modified (SRT)	Sidewalk, Conc. 4 inch (SRT)	Sidewalk, Co. 8 inch, Modified (SRT)
15+00 LT	0	75	0	
15+60 LT	0	225	0	
15+65 RT	0	95	0	
16+08 RT	0	65	0	
16+16 LT	0	167	0	
16+47 LT	0	68	0	
16+50 RT	0	75	0	
16+91 LT	0	69	0	
CROSSWALK STA 17+40	0	140	535	
18+10 RT	60	0	145	
18+38 RT	0	106	0	
CROSSWALK STA 18+47	130	180	165	
18+47 LT	78	0	0	
18+67 RT	77	0	0	
TOTAL	345	1265	845	

PROPOSED STORM SEWER STRUCTURE TABLE						
STRUCT NO.	DIA.	COVER TYPE	RIM ELEVATION	INVERT	STATION	OFFSET
EX 13418	N/A	N/A	RIM=596.66	12" 591.30 S (PR) 10" 591.20 N (EX) 6" 593.00 N (PR)	15+31.8	13.6 R

PROPOSED STORM SEWER PIPE TABLE				
PIPE NUMBER	DIAMETER	TOTAL LENGTH	SLOPE	MATERIAL
STM 10-EX 13418	12"	58'	1.69%	RCP

*PIPE SPANS MULTIPLE SHEETS. QUANTITY ACCOUNTED FOR ON SHEET 17

CITY OF PORT HURON HOSPITAL AREA ROADS – PHASE 1 STA 15+00 TO STA 18+80 (P.O.E) PLAN AND PROFILE SHEET – STONE ST		PREPARED FOR CITY OF PORT HURON HOSPITAL AREA ROADS – PHASE 1 STA 15+00 TO STA 18+80 (P.O.E) PLAN AND PROFILE SHEET – STONE ST		EXTENSIONS <table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1/27/25</td> <td>ISSUED FOR BIDS</td> </tr> </tbody> </table>		DATE	DESCRIPTION	1/27/25	ISSUED FOR BIDS			CONSTRUCTED BY: INSPECTED BY: RECORD DRAWINGS BY: DATE: JANUARY 2025 PROJECT MGR: ROB REVIEWER: PTO	
DATE	DESCRIPTION												
1/27/25	ISSUED FOR BIDS												
CITY OF PORT HURON, MICHIGAN DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION		PLAN TYPE: Preliminary <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Record <input type="checkbox"/>		ROWE NO. 2400348		PRINTED: 1/27/2025 3:39 PM C:\ProgramData\AutoCAD\Sample\Drawings\24-000348.dwg							



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

MEMORANDUM

DATE; December 4, 2025

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: City Memorandum of Understanding for Maintenance of Bard Street Between Fort and Michigan Streets

It is the recommendation of administration that the Board take action to approve the attached Memorandum of Understanding (MOU) on the responsibilities of the City and College for Bard Street between Fort and Michigan Streets.

**MAINTENANCE AGREEMENT
BETWEEN THE CITY OF PORT HURON
AND
ST. CLAIR COUNTY COMMUNITY COLLEGE
REGARDING THE DEVELOPMENT OF PORTIONS
OF BARD STREET**

THIS MAINTENANCE AGREEMENT (this "**Agreement**") is entered into as of _____, 2025 between the **CITY OF PORT HURON**, a Michigan Municipal Corporation with a principal place of business at 100 McMorran Boulevard, Port Huron, Michigan 48060 (the "**City**") and **ST. CLAIR COUNTY COMMUNITY COLLEGE** (the "**College**") with a principal place of business at 323 Erie Street, Port Huron, Michigan 48060 for the purpose maintaining Bard Street right-of-way from Michigan Street to Fort Street (the "Bard Street Corridor") after the pavement has been removed as part of the City's McLaren Hospital Area Road Reconstruction and Utility Replacement Project – Phase II.

RECITALS

WHEREAS, the City has an interest in the continued growth and success of the College; and

WHEREAS, the City has an interest in the downtown location of the College and in creating an attractive and safe pedestrian area surrounding the College and the downtown area; and

WHEREAS, the removal of the pavement on Bard Street from Michigan Street to Fort Street is desired by the College; and

WHEREAS, the City and the College entered into an agreement to remove the pavement within the Bard Street Corridor; and

WHEREAS, the Bard Street pavement removal and turf installation has been included in the City's McLaren Hospital Area Road Reconstruction and Utility Replacement Project – Phase II; and

WHEREAS, the right-of-way on Bard Street will remain to provide access to utilities within the corridor; and

WHEREAS, the City shall restore the turf or pavement within the Bard Street Corridor where City utility work is necessary; and

WHEREAS, the College shall be responsible for the cost of electricity and the maintenance

of the lighting within the Bard Street Corridor; and

WHEREAS, storm sewer within the Bard Street right-of-way shall be the responsibility of the City to maintain; and

WHEREAS, storm sewer north of the Bard Street right-of-way shall be the responsibility of the College to maintain; and

WHEREAS, the College agrees to provide pavement repairs, lawn maintenance, snow removal and take over the responsibility of the lighting within the Bard Street right-of-way between Michigan Street to Fort Street; and

WHEREAS, the College wishes to enter into this Agreement to establish obligations related to this corridor, subject to approval by the College Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the City and College enter into this Agreement with the following acknowledgements, terms, and conditions:

ARTICLE I. - OBLIGATIONS OF THE COLLEGE

1. Obtain Board of Trustees approval of this Agreement.
2. Obtain proper permits and approvals for future activities within the Bard Street right-of-way.
3. Perform required lawn maintenance in the Stone Street Corridor.
4. Perform snow removal as required for areas designated for vehicle and pedestrian traffic within the Bard Street Corridor.
5. Perform maintenance of concrete and asphalt pavement (including sidewalks and drive approaches) within the Bard Street Corridor.
6. Replacement of deteriorated concrete and asphalt pavement (including sidewalks and drive approaches) within the Bard Street Corridor shall be the responsibility of the College.
7. The College shall be responsible for the cost of electricity and maintenance of the lighting within the Bard Street Corridor.
8. Maintenance of the storm sewer north of the Bard Street right-of-way shall be the responsibility of the College.

ARTICLE II. – OBLIGATIONS OF THE CITY

1. Obtain City Council approval of this Agreement.

2. The City may at any time reinstall the roadway pavement. If the Bard Street Corridor is reinstated as a roadway, this agreement shall become void.
3. In the event utility work or maintenance is required, the City shall perform the utility work and replace the existing surface in kind. Disturbed turf areas shall be restored by utilizing top soil, seed and mulch. Sod shall not be required to restoration of disturbed turf.
4. Maintenance and replacement of the storm sewer within the Bard Street right-of-way.

ARTICLE II. - MISCELLANEOUS

1. This agreement shall be effective the date the Bard Street Corridor is complete as it relates to the City's McLaren Hospital Area Road Reconstruction and Utility Replacement Project – Phase II.
2. Appendix A has been attached to this document, which indicates the eastern and western limits of this agreement. Appendix A also shows the limits of the responsibility of the storm sewer in the vicinity.
3. A party shall be in default under this Agreement if it fails to perform in all material respects, any covenants made by it, or obligations assumed under Agreement. In such an event, each party shall be entitled to all available legal and equitable remedies including, but not limited to, the right of specific performance, including all costs of enforcement of Agreement and with reasonable attorney fees paid to the prevailing party. In the event a party believes the other is in default, it shall timely give written notice of the claimed default to the other and the other shall have reasonable time to cure the same.

Witnesses:

St. Clair County Community College

By: _____
Kirk Kramer
Its: President

City of Port Huron

By: _____
James Freed
Its: Manager

APPROVED:

City of Port Huron City Council

**St. Clair County Community College
Board of Trustees**

By: _____ See Attached
Anita Ashford, Mayor

By: _____
Marcia Robbins
Its: Board Chair

Dated: _____, 2025

Dated: _____, 2025

IN WITNESS WHEREOF, the City of Port Huron officials signing below are authorized to sign this Agreement as provided for in the 2011 City Charter of the City of Port Huron, Chapter 10, Section 10-1.

CITY OF PORT HURON

APPROVED AS TO SUBSTANCE:

James Freed, City Manager

Anita Ashford, Mayor

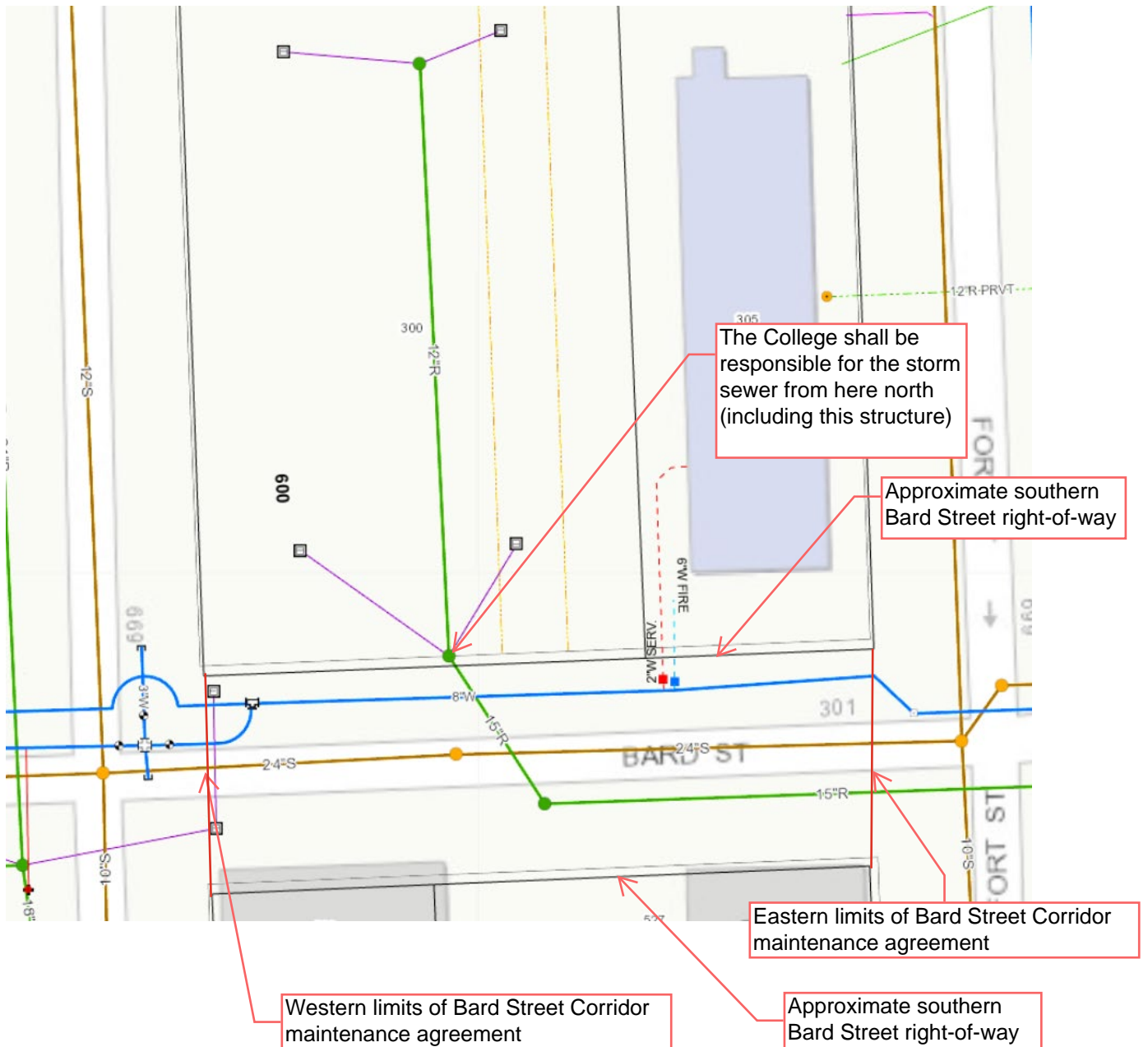
APPROVED AS TO FORM:

ATTESTED TO:

_____, City Attorney

Cyndee Jonseck, City Clerk

Appendix A





ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE: December 4, 2025

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Establish Budget for SC4 Bank Building Renovation for Additional Housing

It is the recommendation of administration that the Board take action to approve the allocation of \$3,900,000 of Plant Funds for the renovation of the SC4 Bank Building for the purpose of additional student housing.

NEW BUSINESS

Proposed 2026 Annual Meeting Schedule
St. Clair County Community College Board of Trustees

Trustees:

A proposed meeting schedule for 2026 is outlined below for consideration and adoption by the Board on Thursday, December 11, 2025.

Regular business meetings are proposed to be held at 4:30 p.m. in room 150 of the Welcome Center. Board retreats are proposed to begin at 8:30 a.m. in room 150 of the Welcome Center.

- *Retreat* – February 6, 2026
- Regular Business Meeting – February 12, 2026
- Regular Business Meeting – March 12, 2026
- Regular Business Meeting – April 9, 2026
- Regular Business Meeting – May 14, 2026
- *Retreat* – May 15, 2026
- Regular Business Meeting – June 11, 2026
- Regular Business Meeting – August 13, 2026
- Regular Business Meeting – September 10, 2026
- Regular Business Meeting – October 8, 2026
- Regular Business Meeting – November 12, 2026
- *Retreat* – November 13, 2026
- Regular Business Meeting – December 10, 2026

BOARD POLICY – SEXUAL HARASSMENT**Policy**

St. Clair County Community College (the “College”) is committed to maintaining a positive learning and working environment. In pursuit of this goal, the College will not tolerate acts of sexual harassment or related retaliation against or by any employee, student or other person on a College campus, using the College resources or otherwise affiliated with the College. This Policy (1) provides a general definition of sexual harassment and related retaliation; (2) prohibits sexual harassment and related retaliation; and (3) sets out procedures to follow when a member of the College community believes a violation of the Policy has occurred.

It is a violation of this policy to engage in retaliatory acts against any person who reports an incident of alleged sexual harassment, or testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

It is also a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint.

It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination or expulsion.

Definitions

Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include but not be limited to the frequency of the conduct, its severity, and whether it is threatening or humiliating. Robust discussion and debate are fundamental to the life of the College. Consequently, this policy shall be interpreted in a manner that is consistent with academic freedom.

Policies and Procedures

A. Obligation to Report

Anyone who believes that s/he has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to the **President's Delegate Vice President for Human Resources** (Title IX Officer) or the President of the College.

Any supervisor who receives a written or oral report or complaint of sexual harassment or related retaliation shall promptly report it to the **President's Delegate Vice President for Human Resources** (Title IX Officer) or the President of the College.

All reports or complaints shall be made as promptly as feasible after the occurrence.

B. Investigation Process

1. The **Vice President for Human Resources or President's Delegate** ("Investigating Officer") shall immediately commence and oversee an impartial investigation of any complaint brought under this Policy.
2. During its investigation, the College will attempt to respect requests for confidentiality, provided such request does not prevent the College from responding effectively to the harassment or preventing harassment of others.
3. The Investigating Officer shall advise the complainant and respondent of the resolution of any investigation conducted under this Policy.
4. In all cases, the **President's Delegate Vice President of Human Resources** or the President of the College shall retain the results of any investigation for a minimum of three (3) years or for as long as any administrative or legal action arising out of the complaint is pending.

C. Response

Upon completion of the investigation, the **President's Delegate Vice President of Human Resources** or the President of the College shall take prompt and appropriate corrective action calculated to

1. end any harassment that might have been occurring,
2. eliminate any hostile environment, if one has been created, and
3. prevent harassment from occurring again.

Approved by the Board of Trustees: June 8, 1989

Revised: November 13, 2008

First Reading: December 11, 2025

BOARD POLICY – DRUG-FREE WORKPLACE**Policy**

The Board of Trustees of St. Clair County Community College acknowledges that the illicit use of drugs and the abuse of alcohol by students or by employees is detrimental not only to the health and well being of the employees and students, but is also detrimental to the discharge of their respective responsibilities. Such use, possession or dispensing of illicit drugs or abuse of alcohol is inconsistent with the College purposes of higher education and the College's attitude toward the use of drugs or alcohol by its students and employees.

- A. It shall be the policy of this College that there shall be no illicit use of drugs or abuse of alcohol allowed by students or employees on the College's property or at or as a part of any institutional activity.
- B. No employee or student shall unlawfully manufacture, distribute, dispense, possess or use any controlled substance or abuse of alcohol while on the College property or at any institutional activity.

Administration

- 1. Any employee or student who shall violate the policy as set forth above shall be subject to discipline up to and including dismissal from employment or removal from the institution.
- 2. Any employee who is working in a grant program shall agree to abide by the terms of this policy and shall agree to notify the College of any criminal drug statute conviction or violation occurring on the College premises. Such notification shall be made within five (5) days after such conviction. Employees acknowledge that the College will be notifying the federal funding agency of the grant of any such actual conviction. Employees and students are advised that the College will take appropriate disciplinary action against them for violating this policy including termination of employment or exclusion from school, and may require such employee or student having been so convicted to participate in a drug abuse assistance or rehabilitation program approved by a federal, state or local governmental law enforcement agency or appropriate agency. In addition, employees and students violating this policy will be advised of the counseling and/or treatment and rehabilitation programs available including those operated through the County Mental Health.
- 3. It is the College's intention by establishing this drug-free and alcohol abuse workplace requirement that all employees and students will be aware of and advised of the dangers and abuses of using illicit drugs or of abusing the use of alcohol and the College's commitment to maintain a drug-free and an abuse of alcoholfree campus.
- 4. It is the intention of the College to, on an annual basis, make this policy and other information concerning the health risks associated with the use of illicit drugs and abuse of alcohol available to the employees and students.

Approved by the Board of Trustees: July 13, 1989

Revised: May 10, 1990

Revised: November 19, 2009

Reviewed by Board: December 11, 2025

BOARD POLICY – COMMUNICABLE DISEASES**Policy**

The Board of Trustees of St. Clair County Community College recognizes its responsibility to take those reasonable and necessary steps to minimize the spread of communicable disease among its staff and students. Towards this end the College will work cooperatively with state and local officials to adhere to applicable public health code.

Administration

1. For purposes of this policy, the College **President** designates the **office of the Crisis Team Committee** to be responsible for its application and enforcement.
2. In the event that any staff member, student or administrator believes that a health condition involving a communicable disease exists which would provide a health threat to students or employees of the College, such problem or condition shall be reported to the **office of the Crisis Team Committee**.
3. The **office of the Crisis Team Committee** shall refer any such reports to the Health Department for recommendation(s) for action.
4. All information regarding the health concern shall be handled confidentially except where required to be disclosed by law.

Approved by the Board of Trustees: May 14, 1992

Revised: November 19, 2009

First Reading: December 11, 2025

BOARD POLICY – CHARITABLE CONTRIBUTIONS SOLICITATION**Policy**

The Board of Trustees of St. Clair County Community College, in order to protect its employees, students and operations, desires to limit the frequency of charitable solicitations on campus. The following criteria must be met before a charity may solicit on campus or for payroll deductions from contributing college personnel.

Administration

For payroll deduction, the charity shall meet each and all of the following criteria:

1. Have a home office in St. Clair County which is open and operates at least 30 hours per week and whose employees are responsible for solicitations;
2. Expend annually 80% of its receipts for uses and services within St. Clair County;
3. May not exclude any resident of St. Clair County from its membership or potential benefit of service;
4. Shall not permit commissions or fees paid to any person or group for doing solicitations;
5. Prepare and file an application which shall state and affirm the compliance with the items set forth herein and agreeing to comply with such procedures. Application shall include a statement of the charitable purposes of the organization and a copy of the organization IRS qualification form.
6. A minimum of 25 employees must be participants in a payroll deduction plan.

For charitable solicitation:

Charitable solicitations for organizations sponsored by the College, College clubs or College groups for civic purposes must be reviewed and receive prior approval by administration.

Approved by the Board of Trustees: September 10, 1992

Revised: November 19, 2009

First Reading: December 11, 2025

BOARD POLICY – CAMPUS CRIME AND SECURITY**Policy**

The Board of Trustees of St. Clair County Community College shall comply with all applicable requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and any amendments thereto (hereinafter the “Clery Act”).

The administration is authorized to establish procedures to accomplish the above goal.

Administration

1. Administration will prepare, publish and distribute materials which comply with the Clery Act. Such materials shall initiate the procedure for students and employees to report criminal activity, arrange for security at the campus facilities, and develop programs to inform the students and employees about campus security and crime prevention.
2. Administration shall report crimes as they occur on the College Campus to the local Police agencies as required.
3. Administration shall develop and periodically review rules and regulations for the implementation of the procedures set forth herein and for carrying out the College's responsibilities and duties under the Clery Act.
4. Administration shall report to the Board at least annually concerning the compliance with the Clery Act and the statistical information required.
5. Administration shall work and cooperate with the local, state and federal law Enforcement agencies in connection with the prevention of crime and compliance with the Clery Act.
6. Administration, in preparing the necessary procedures to comply with the Clery Act, shall take into account other policies of this Board dealing with use of alcohol or illegal drugs on the College campus.

Approved by the Board of Trustees: October 15, 1992

Revised: January 21, 2010

Reviewed by Board: December 11, 2025

BOARD POLICY – TOBACCO-FREE CAMPUS**Policy**

The Board of Trustees of St. Clair County Community College recognizes the health dangers created by smoking and hereby prohibits the use of any tobacco products whether smoking, chewing, **vaping** or otherwise, anywhere on the St. Clair County Community College campus, including buildings, sidewalks, parking lots, building entrances, common areas and in College-owned vehicles.

Administration

Effective August 1, 2014, St. Clair County Community College and its campus shall become a tobacco-free campus. Therefore, effective August 1, 2014, no person shall use any tobacco products whether smoking, chewing, **vaping** or otherwise, anywhere on the St. Clair County Community College campus, including buildings, sidewalks, parking lots, building entrances, common areas and in College-owned vehicles. This policy is adopted by the Board of Trustees to protect the health, safety and welfare of the College faculty, employees, students and visitors.

For those employees who wish to discontinue smoking, **chewing, vaping or otherwise**, the College will provide assistance through its **Human Resources Office. Wellness Program.**

Approved by the Board of Trustees: April 8, 1993

Revised: February 18, 2010

First Reading: September 12, 2013

Second Reading: October 10, 2013

Revised: November 14, 2013

First Reading: December 11, 2025

BOARD POLICY – COMPLIANCE WITH ADA AND DISABILITY LAWS

WHEREAS, Congress has enacted the Americans with Disabilities Act; and

WHEREAS, the Board of Trustees of St. Clair County Community College intends to comply with the requirements of the Americans with Disabilities Act (“ADA”) and all other applicable disability laws; and

WHEREAS, providing access to education for persons with disabilities is part of the mission of the institution;

THEREFORE, it is hereby resolved by the Board of Trustees that compliance with the ADA is a priority of this institution. The Board of Trustees hereby directs the administration to prepare, publish, and distribute policy statements and procedures to comply with the letter and spirit of the ADA and to take prompt action to implement the requirements of the ADA. Policy statements shall be issued and procedures implemented covering the following areas:

1. Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the ADA and all other applicable disability laws;
2. Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment;
3. Appointment of a Task Force to assist the ADA Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance;
4. Preparation of an institutional budget for the activities of the ADA Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services;
5. Other steps deemed necessary by the administration to comply with the ADA, unless these pose an undue burden or would result in a fundamental alteration of programs of the institution.

Further, the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

The administration shall report to the Board of Trustees annually on the continued progress being made towards compliance with the ADA and all other applicable disability laws.

Approved by the Board of Trustees: April 14, 1994

Revised: January 21, 2010

Reviewed by Board: December 11, 2025