



BOARD OF TRUSTEES

**Meeting Held
September 10, 2026**

AGENDA

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING
Thursday, September 10, 2026, 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 August 13, 2026
 - 2. Special Meeting held August 31, 2026
- 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. Saginaw Valley State University Update
 - 2. Action Items
 - a. Acceptance of Gifts
 - b. Annual Security and Fire Safety Report
- I. Old Business**
- J. New Business**
- 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.

2026 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 August 13, 2026
Welcome Center, 150***

CALL TO ORDER:

Mr. Lusk called the Regular Meeting to order at 4:30 p.m.

ROLL CALL:

Members Present

at Roll Call: John Lusk, Robert Tansky, Robert Mitchell, Kim Brown, Karen Niver-Raetzel

Members Absent

at Roll Call: Penelope Peck, Marcia Robbins

Also Present: Kirk Kramer, Becky Gentner

ADOPTION OF AGENDA:

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

Motion carried: 5-0

APPROVAL OF MINUTES:

It was moved by Dr. Niver-Raetzel, seconded by Mr. Mitchell, that the Board take action to approve the minutes of the Regular Meeting held June 11, 2026.

Motion carried: 5-0

FINANCIAL REPORTS:

Vice-Chair Lusk acknowledged that the financial reports had been provided to Trustees.

COMMUNICATIONS AND PETITIONS:

Vice-Chair Lusk acknowledged that the Communications Report had been provided to Trustees.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEM:

Information Technology Update

Spencer Hazlewood, Chief Information Officer, provided an update.

President's Update

President Kirk Kramer provided an update.

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Mr. Mitchell, seconded by Ms. Brown, that the Board take action to accept the following gifts:

- \$350 from the SC4 Michigan Association for Higher Education (MAHE) for Skip's Pantry
- \$240 from Tropical Smoothie Café for Athletics – Baseball
- \$26,000 from Gisele Pettee for the Pettee-Kiefer Memorial Scholarship

Motion carried 5-0

Liquor License Resolution

It was moved by Dr. Niver-Raetzel, seconded by Mr. Mitchell, that the Board take action to adopt the attached resolution authorizing application for a special license from the State of Michigan for the NAACP Dinner to be held in the SC4 Bank Building on October 24, 2026, and to direct Administration to complete the application process.

A roll-call vote was taken:

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

Motion carried 5-0

REPORTS - TRUSTEE:

Michigan Community College Association (MCCA) Summer Conference Update

A report was provided by Trustees Niver-Raetzel, Brown and Mitchell.

ADJOURNMENT:

It was moved by Dr. Niver-Raetzel, seconded by Ms. Brown that the Board take action to adjourn the meeting at 5:28 p.m.

Motion carried: 5-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Mr. John Lusk
Board Vice-Chair



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID:
Request ID:
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by on at
(Date) (Time)

the following resolution was offered:

Moved by and supported by

that the application from
(Name of Organization)

for a Special License to serve alcohol on
(Event Date or Dates)

to be located at
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas:

Nays:

Absent:

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on
(Date)

Print Name & Title of Authorized Officer	Signature of Authorized Officer	Date

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

***Minutes of Special Meeting Held August 31, 2026
Welcome Center, 150***

CALL TO ORDER:

Mr. Lusk called the Special Meeting to order at 4:30 p.m.

ROLL CALL:

Members Present

at Roll Call: John Lusk, Robert Mitchell, Kim Brown, Penelope Peck

Members Absent

at Roll Call: Marcia Robbins, Karen Niver-Raetzel

Also Present: Kirk Kramer, Becky Gentner

ADOPTION OF AGENDA:

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

Motion carried: 4-0

IMPLEMENTATION OF BOARD POLICY 2.25 PER TRUSTEE RESIGNATION AND SET DATE FOR SPECIAL MEETING TO CONSIDER TRUSTEE APPOINTMENT:

It was moved by Mr. Mitchell, seconded by Ms. Brown, that the Board take action to formally accept the resignation of Trustee Tansky, effective August 28, 2026, direct administration to complete tasks as outlined in Policy 2.25, establish deadline for receipt of trustee applications for September 10, 2026, and set a special meeting for September 22, 2026, at 4:30 p.m., for the purpose of consideration of appointment of trustee.

Motion carried: 4-0

ADJOURNMENT:

It was moved by Ms. Peck, seconded by Mr. Mitchell that the Board take action to adjourn the meeting at 4:37 p.m.

Motion carried: 4-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Mr. John Lusk
Board Vice-Chair

FINANCIAL REPORTS



St. Clair County Community College

FINANCIAL REPORTS

**Board of Trustees Meeting
September 10, 2026**

ST. CLAIR COUNTY COMMUNITY COLLEGE

FINANCIAL REPORTS

- | | |
|----------|--|
| Report A | 2026-2027 General Fund Operations
<i>for the period ending August 31, 2026 and 2025</i> |
| Report B | 2026-2027 General Fund Budget to Actual
<i>for the period ending August 31, 2026</i> |
| Report C | Current Funds Cash Flow Projection
<i>for September 2026</i> |
| Report D | Building and Site Fund
<i>for the period ending August 31, 2026</i> |
| Report E | Maintenance and Replacement Fund
<i>for the period ending August 31, 2026</i> |
| Report F | Technology Fee Fund
<i>for the period ending August 31, 2026</i> |
| Report G | Bills Paid
<i>for August 2026</i> |

ST. CLAIR COUNTY COMMUNITY COLLEGE

2026-2027 General Funds Operations Report
for the period ending August 31, 2026

	Monthly <u>8/31/2026</u>	Monthly <u>8/31/2025</u>	Year-to-Date <u>8/31/2026</u>	Year-to-Date <u>8/31/2025</u>
<u>Revenue</u>				
Tuition and Fee Payments (current fiscal year)	\$ 1,480,115	\$ 99,942	\$ 3,196,634	\$ 2,552,325
Property Tax	345,724	1,438,727	350,146	1,438,727
State Aid	-	-	-	-
Other Income	96,483	90,301	119,095	125,378
Total Revenue	<u>\$ 1,922,322</u>	<u>\$ 1,628,970</u>	<u>\$ 3,665,875</u>	<u>\$ 4,116,430</u>
<u>Expenditures</u>				
Salaries and Wages	\$ 1,172,518	\$ 1,077,821	\$ 1,935,492	\$ 1,742,102
FICA/Retirement	366,399	355,296	602,751	591,287
Fringe Benefits	162,099	72,079	321,663	237,161
General Insurance	7,891	-	186,642	111,876
Utilities and Postage	126,591	28,065	135,813	28,065
Transfers: Designated Funds	-	-	-	-
Operational Expenditures	263,383	182,204	358,146	252,300
Restricted, Matching and Bond Retirement	8,779	16,391	8,779	43,075
Unappropriated	-	-	-	-
Total Expenditures	<u>\$ 2,107,660</u>	<u>\$ 1,731,856</u>	<u>\$ 3,549,286</u>	<u>\$ 3,005,866</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

2026-2027 General Fund Budget to Actual Report
for the period ending August 31, 2026

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<u>Revenue</u>			
Tuition and Fee Payments (current fiscal year)	\$ 20,630,000	\$ 3,196,634	15.50%
Property Tax	14,270,000	350,146	2.45%
State Aid	8,600,000	-	0.00%
Other Income	500,000	119,095	23.82%
Total Revenue	<u>\$ 44,000,000</u>	<u>\$ 3,665,875</u>	8.33%
<u>Expenditures</u>			
Salaries and Wages	\$ 19,200,000	\$ 1,935,492	10.08%
FICA/Retirement	6,325,000	602,751	9.53%
Fringe Benefits	3,375,000	321,663	9.53%
General Insurance	370,000	186,642	50.44%
Utilities and Postage	1,950,000	135,813	6.96%
Transfers: Designated Funds	5,000,000	-	0.00%
Operational Expenditures	6,030,000	358,146	5.94%
Restricted, Matching and Bond Retirement	1,000,000	8,779	0.88%
Unappropriated	750,000	-	0.00%
Total Expenditures	<u>\$ 44,000,000</u>	<u>\$ 3,549,286</u>	8.07%

ST. CLAIR COUNTY COMMUNITY COLLEGE

Current Funds Cash Flow Projection Report
for September 2026

Cash on Hand and Investments	\$	25,267,520
------------------------------	----	------------

Anticipated Receipts

State Aid	\$	-	
Tuition and Fees		5,000,000	
Property Taxes		1,500,000	
Miscellaneous		<u>50,000</u>	
		<u>6,550,000</u>	\$ 31,817,520

Anticipated Disbursements

Payroll FICA 09/04/26	\$	700,000	
Payroll FICA 09/18/26		725,000	
Retirement		356,250	
Fringe Benefits		256,500	
Accounts Payable		<u>550,000</u>	<u>2,587,750</u>

Projected Balance as of September 30, 2026	\$	<u><u>29,229,770</u></u>
--	----	--------------------------

ST. CLAIR COUNTY COMMUNITY COLLEGE

Building and Site Fund Report
for the period ending August 31, 2026

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>25-26 Continuing Projects</u>				
South Campus Project	8,980	-	8,980	-
Student Housing	109,305	-	109,305	-
Campus Building upgrades	105,490	-	105,490	-
Code Requirements	22,012	-	22,012	-
Other campus improvement	4,734	-	4,734	-
<u>26-27 Projects</u>				
Student Housing	33,077	27,195	5,882	-
Campus Building upgrades	16,451	-	16,451	-
Other campus improvement	38,856	15,223	4,167	19,466
Total Projects	<u>\$ 338,905</u>	<u>\$ 42,418</u>	<u>\$ 277,021</u>	<u>\$ 19,466</u>

FUND BALANCE

Fund balance 07/01/26***	\$ 5,163,290
Add: Transfers from General Fund	-
Less: 26/27 Project Budgets	<u>(88,384)</u>
Ending Fund Balance 08/31/2026	<u>\$ 5,074,906</u>

***Note: Carryforward balances before closing entries for the 2025-2026 year.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Maintenance and Replacement Fund Report
for the period ending August 31, 2026

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>25-26 Continuing Projects</u>				
Furniture	27,346	-	27,346	-
HVAC	15,793	-	15,793	-
Academic Equipment	613	-	613	-
Signage	3,075	-	3,075	-
Doors	2,980	-	2,980	-
<u>26-27 Projects</u>				
Vehicles	263,553	263,553	-	-
Furniture	12,701	3,511	8,690	500
Code Requirements	565	-	565	-
Academic Equipment	35,671	3,396	32,275	-
South Campus Improvements	4,600	4,600	-	-
Signage	595	-	550	45
Electrical Maintenance	78,916	78,916	-	-
Equipment	13,712	-	1,869	11,843
Total Projects	<u>\$ 460,120</u>	<u>\$ 353,976</u>	<u>\$ 93,756</u>	<u>\$ 12,388</u>

FUND BALANCE

Fund balance 07/01/26***	\$ 592,739
Add: Transfers from General Fund	-
Less: 26/27 Project Budgets	<u>(410,313)</u>
Ending Fund Balance 08/31/2026	<u>\$ 182,426</u>

***Note: Carryforward balances before closing entries for the 2025-2026 year.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Technology Fee Fund Report
for the period ending August 31, 2026

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>25-26 Continuing Projects</u>				
Software Licenses/Services	83,953	-	83,953	-
Other Projects	89,599	-	89,599	-
Technology Contracts	24	-	24	-
Hardware	352,044	-	352,044	-
<u>26-27 Projects</u>				
Software Licenses/Services	1,442,043	1,101,575	227,623	112,845
Other Projects	1,787,874	580,980	699,526	507,368
Technology Contracts	10,000	-	10,000	-
Hardware	651,426	9,833	557,692	83,901
Internet Services	28,949	13,949	15,000	-
Total Projects	<u>\$ 4,445,912</u>	<u>\$ 1,706,337</u>	<u>\$ 2,035,461</u>	<u>\$ 704,114</u>

FUND BALANCE

Fund balance 07/01/26***	\$ 2,478,240
Add: Transfers from General Fund	1,845,765
Less: 26/27 Project Budgets	<u>(3,920,292)</u>
Ending Fund Balance 08/31/2026	<u>\$ 403,713</u>

***Note: Carryforward balances before closing entries for the 2025-2026 year.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Bills Paid Report
for August 2026

Total Amount for Bills Paid	\$ 3,341,963
Payroll and Associated Taxes:	
for August 7, 2026	656,606
for August 21, 2026	<u>649,234</u>
Total Expenditures for August 2026	<u><u>\$ 4,647,803</u></u>

COMMUNICATIONS AND PETITIONS



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

MEMORANDUM

DATE: September 3, 2026

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: September 2026 Communications

NEWS

- The 2026 SC4 Employee Fitness Challenges began in May for faculty and staff to stay physically active with an opportunity to win prizes.
- Fall 2026 Welcome Back Events were held on August 21 with a continental breakfast in the Fine Arts Theatre, a welcome and campus updates provided by Kirk and Becky, and lunch in the Bank Building Ballroom.
- Kirk Kramer joined Paul Miller on the WPHM Morning Show on August 14 to share [SC4 updates](#).
- An SVSU Admissions Representative met with students on August 11 and 25 in the Welcome Center to discuss their interest in pursuing a bachelor's degree.
- SC4 and Kroger's Back-to-College Night for SC4 Students was held at Kroger on Krafft Road on August 26. This event was coordinated by Dr. Pete Lacey and participation exceeded over 100 students.
- SC4 Student Government hosted Welcome Week activities on campus including games on the greenway and involvement fair, Acai Bowl giveaway and Student Government Meet-and-Greet, art on the greenway, donuts around campus, and arcade night.
- SC4, in partnership with the St. Clair County Council on Aging, held its second film in a Dementia-Friendly Movie Series at the SC4 Cinema at Sperry's on August 26 featuring *A League of Their Own*.



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

- Donut Thursdays for students, faculty, and staff began September 3 in the College Center. This weekly activity for campus is sponsored by Student Government.
- Popcorn Mondays began September 14 in the College Center. This weekly event is also sponsored by Student Government.
- The 2026-2027 SC4 sports [schedules and results](#) are posted on SC4's website.
- SC4 Cinema at Sperry's is 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](#)
- [Fall registration](#) is still open.

UPCOMING EVENTS

- SC4's 2026-2027 Noon and Night Concert Series begins with the Lexington Bach Festival String Quartet at noon and again at 7 p.m. on Thursday, September 17 in the Fine Arts Theatre.
- Jazz Clarinetist Dave Bennett will perform at noon and again at 7 p.m. on Thursday, October 8 in the Fine Arts Theatre.
- 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; September 3, 2026

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:

- \$3,200 from Kirk and Sheryl Kramer for the Challenger Learning Center/STEM Fest 2027 (\$1,600) and Friends of the Arts (\$1,600)
- \$5,000 from Daniel Fredendall and Martha Foley for the Foley Memorial Nursing Scholarship



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; September 3, 2026

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Annual Security and Fire Safety Report

It is the recommendation of administration that the Board take action to accept the attached Annual Security and Fire Safety Report.

St. Clair County Community College

SC4

2026 – 2027 Academic Year



Annual Security & Fire Safety Report

Includes policy statements for the 2026 - 2027 academic year
& crime statistics for calendar years 2023, 2024 & 2025

St. Clair County Community College

Board of Trustees

Board Chair: **Marcia A. Robbins**

Board Vice Chair: **John S. Lusk**

Trustee: **Dr. Karen L. Niver-Raetzel**

Trustee: **Kim Brown**

Trustee: **Penelope G. Peck**

Trustee: **Robert T. Mitchell**

Trustee: **Vacant**

Executive Officers

President / Chief Executive Officer: **Kirk A. Kramer**

Chief Financial and Operating Officer / Treasurer, Board of Trustees: **Becky Gentner**

Chief of Staff / Secretary, Board of Trustees: **Sarah Rutallie**

Chief Academic Officer: **Dr. Michael Belleman**

Chief Information Officer: **Spencer Hazlewood**

Chief Collaboration Officer/SVSU Liaison: **Dr. Pete Lacey**

Questions regarding the information contained in this document should be directed to Cori Krohn,
Executive Director of Human Resources and Compliance / Title IX Coordinator,
cmkrohn@sc4.edu or 810.989.5509

Table of Contents

Annual Security Report

Emergency Notifications	1
Methods to Make Public Notifications	1
Timely Warnings.....	2
Campus Crime and Security	2
Reporting Criminal Offenses and Other Incidents.....	3
Crime Reporting.....	3
Daily Crime Log	4
Confidential Reporting	4
Reporting of Missing Students Residing at College Housing.....	5
Response to a Missing Student in On-Campus Housing.....	6
Security/Access to Campus Facilities, College Residences & Maintenance of Facilities.....	6
Scope of Campus Law Enforcement	7
Campus Patrol.....	7
Campus Patrol Incident Reports	8
Security Awareness Programs for Students and Employees.....	9
Use / Possession of Alcoholic Beverages.....	9
Use / Possession of Illegal Drugs	10
Enforcement of Federal & State Law	11
Substance Abuse Services.....	11
Emergency Response and Evacuation.....	11
Hazing Offenses	13
Sexual Assault Offenses	15
Purpose	15
Authority.....	15

Definitions	16
Reporting Requirements	18
Prevention Awareness and Education Programs	19
Responsibilities of the Institution.....	21
MI Public Sex Offender Registry	22
Written Disclosure.....	23
SC4 Clery Crime Statistics	23
Unfounded Reports.....	23
Criminal Offenses Data Table	24
VAWA Offenses Data Table.....	25
Arrest Liquor/Drug/Weapon Data Table.....	25
Referred for Disciplinary Action Data Table.....	25

Annual Fire Safety Report

Description of On-campus College Housing Fire Safety System	26
Fire Safety Education and Training	26
Fire Drills.....	27
Evacuation in Case of Fire	27
Portable Electric Appliances/Open Flames.....	28
Smoking	28
Reporting Extinguished Fires.....	29
Plans to Improve.....	29
Fire Statistics.....	29
Sex Offense Definitions	30
Crime Definitions.....	30
VAWA Definitions.....	32
Clery Definitions.....	33
Clery Geography Definitions.....	34

Emergency Notification

The college will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The areas that this emergency notification applies to include the college's main campus, all college housing, public property immediately adjacent to the campus, and in or on non-campus buildings or property that the college owns or controls.

A member of the crisis team is responsible for confirming the existence of a significant emergency or dangerous situation. Emergencies or dangerous incidents may include, in part:

- Disease outbreaks such as meningitis, norovirus, or other serious illnesses
- Approaching tornadoes or other extreme weather conditions
- Gas leaks, explosions, fires, and chemical or hazardous waste spills
- An armed intruder, bomb threat, or civil unrest and riot

Examples of situations that would not necessitate an emergency notification, though the college may elect to notify the campus and campus community, may include:

- Power outage
- Snow closure
- A string of simple larcenies

SC4 Campus Patrol personnel, considering the safety of the students and employees, will immediately notify emergency personnel via **911**, and a member of the crisis team will initiate the notification system when appropriate. The crisis team will determine without delay and taking into account the safety of the community, the content of the notification, what information to release, the relevant portions of the campus and campus community to be notified, and the means for making public the emergency notification based on information known at that time. The college may not immediately issue a notification if doing so would compromise efforts to assist a victim, respond to or contain the emergency, or otherwise mitigate the emergency.

Members of the SC4 Crisis Team include the President, Chief of Staff, Chief Financial and Operating Officer, Chief Academic Officer, Chief Collaboration Officer, Chief Information Officer, Executive Director of Human Resources & Compliance/Title IX Coordinator, Campus Safety Manager, and the College Resource Officer as needed.

Methods to Make Public Notifications

The available methods used, as appropriate for the identified crisis situation, to make public and emergency notifications may include, but are not limited to, the following:

- The college portal, email, and its public website
- Social media
- Mobile phone and texting services
- Public address system
- Staff office desktop and web telephones
- Local radio and television
- If necessary, a messenger
- Posting in a readily accessible public area of each building

Follow-up information, such as an “All Clear” message, will be given as deemed appropriate.

Campus patrol personnel are in regular communication with local law enforcement through the on-campus Port Huron Police Department campus resource officer and requests for their cooperation in informing the college of significant emergencies and dangerous situations reported to them that could require an emergency response and /or notification.

Students, faculty, and staff can go to the SC4 portal to sign up to receive emergency text alerts. These alerts allow for notification regarding any emergency and give notice to those on campus or within the campus community. SC4’s text alert system provided by InformaCast allows individuals to opt in to receive urgent notifications from St. Clair County Community College. This can be done at <https://sc4.edu/support-services/tools-and-technology/text-alerts/>

Timely Warnings

In the event of Clery Act reportable crimes reported to campus patrol personnel that have occurred on the college’s campus, in student housing, or on public property within or immediately adjacent to the campus, the college will issue timely warnings regarding any incidents that are considered to represent a serious or continuing threat to students and employees. Timely warnings may be issued for threats to persons or property and may aid in the prevention of similar crimes. In the event that a situation arises, either on or off campus, that in the judgment of the crisis team constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued.

The timely warning will be initiated to students, faculty, and staff from a member of the crisis team or their designee by the methods listed in the “Methods to Make Public Notifications” section on page one of this report as appropriate for the crisis situation. The college regularly communicates with local law enforcement and receives information from the on-campus City of Port Huron police officer, requesting their assistance in informing the college about crimes reported to them that may warrant timely warnings.

Timely warnings may not be issued for non-Clery Act reportable crimes if they do not create a significant emergency or dangerous situation that would require an immediate notification. The college is not required to issue a timely warning for Clery Act reportable crimes reported to pastoral or professional counselors.

Anyone with information warranting a timely warning should report the circumstances to an SC4 campus public safety officer either in person or by telephone at **810.989.5757**.

Campus Crime and Security

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD POLICY 2.12 - 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 Board of Trustees - October 15, 1992, Revised: January 21, 2010

Reporting Criminal Offenses

Crime Reporting

Criminal offenses in progress, medical emergencies, fires, suspicious people, and all serious incidents should be first reported to emergency responders by dialing **911**, then to campus patrol personnel at **810.989.5757** or from any college telephone to extension **5757**. Students and staff can also text for assistance using the college's Webex phone system. Calls to local law enforcement authorities can also be made utilizing the "blue light" emergency telephones located throughout campus and in parking areas. The college is equipped with a system that will inform **911** of your location or room number when dialed from campus. Individuals with a hearing impairment can call 7-1-1 and Michigan Relay will enact their system that allows hearing persons and deaf, hard of hearing, or speech impaired persons to communicate by telephone. Assistance for handicapped individuals is also available on campus through disability resources at extension **5566**.

Prompt calls to emergency responders and campus patrol are encouraged. If the victim is unable to report the crime, it is the expectation of the college that anyone aware of the crime should report all known details to campus patrol personnel as soon as possible. A person may also report crimes to the Campus Safety Manager at **810.989.5511** or the Executive Director of Human Resources and Compliance/Title IX

Coordinator at **810.989.5509**. These reports will be used, in part, in the preparation for the annual disclosure of crime statistics while maintaining confidentiality in accordance with federal and state laws.

You will be asked to accurately report your location and the reason for the call. Be prepared to give as much information as possible to the call-taker. Whether the call is placed to campus personnel or to a law enforcement agency, personnel will respond, if necessary, to investigate the complaint. Responding personnel may request additional resources if needed to resolve the incident. Reports may be made to document the situation. A determination will be made by the crisis team to assess the need for a timely warning or emergency notification to be disseminated.

The college will monitor and record through local police agencies any criminal activity by students at non-campus locations of student organizations officially recognized by the college.

Daily Crime Log

The college maintains a written daily crime log which is kept in the campus patrol office. This crime log records the incidents that occurred within the college's Clery geography, as reported to campus patrol. The nature of the incident, date, and time of the occurrence and when reported, case number, the general location, and the disposition of the complaint are included.

The college must make an entry, or an addition to an entry in the log, within two business days of the report of the information to campus patrol, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The college may withhold this information if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

The college must disclose any information withheld once the adverse effect described above is no longer likely to occur.

The crime log is available for student, employee, and public inspection for the most recent 60-day period, upon request during normal business hours. The portion of the crime log that is older than 60 days is available within two business days of a request for public inspection.

Confidential Reporting

The college will protect the confidentiality of victims and other necessary parties in publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. The college will take all reasonable steps to investigate reported crimes while maintaining confidentiality to the extent permitted by law. Crimes must be reported to campus patrol by students, faculty, and staff to ensure inclusion in the college's annual crime statistics and to provide a timely warning notice to the college community when necessary. Campus patrol must report all crimes on the daily crime log and report all Clery crimes in the Annual Security Report. Campus patrol personnel, along with members of the crisis team are responsible for the security and emergency response at the college.

Missing Students Residing in On-Campus Housing

The college offers on-campus housing located at 514 Military Street, 305 Bard Street and 405 Water Street in Port Huron. Should the college determine that a student who resides in on-campus housing to be missing for a period of 24 hours, the college will initiate specific notification procedures within 24 hours of receiving the information. This does not preclude the college from making a determination that a student residing in on-campus housing is missing before the student has been missing for a full 24 hours or from initiating notification procedures as soon as it determines that the student is missing.

If you as a fellow student, SC4 employee, or any other individual believe that a student who resides in on-campus housing is missing from campus for 24 hours, you can be instrumental in the safe return of the student by immediately notifying any of the following:

- Housing Manager 810.989.5507
- Executive Director of HR and Compliance 810.989.5509
- Camous Safety Manager 810.989.5511
- SC4 Campus Patrol 810.989.5757
- Port Huron Police 810.984.8415
- Central Dispatch 810.985.8115

Reporting of a missing student must be referred immediately to campus patrol, or to the Port Huron Police Department during hours when campus patrol is not available.

Students who reside in on-campus housing, regardless of their age, should annually register with the college one or more individuals to be contacted strictly for missing person purposes. The contact person can be anyone. If the student has registered a general emergency contact name with the college, the student can register that same person to be used for both purposes. The college cannot assume that a general emergency contact is also the missing person contact.

To register a missing person, contact with the college, the student may make this information available to the manager of college housing during the move-in process.

Names registered as a missing person contact will be confidential and will only be disclosed to authorized campus officials, such as designated college personnel or to law enforcement personnel in the furtherance of a missing person investigation.

For students who reside in on-campus housing who are under the age of 18 and are not emancipated, the college must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The college will notify law enforcement within 24 hours of the determination that the student who resides in on-campus housing is missing unless law enforcement was the entity that made the determination that the student is missing.

Response to a Missing Student in On-Campus Housing

The response by the college of a missing student from on-campus housing may involve varying procedures due to the unique nature of any individual incident. Though the college may handle each occurrence on a case-by-case basis, there are actions that the college will take with all missing on-campus students.

If a student in on-campus housing has been officially determined to be missing, the college will:

- Access the missing student/general emergency contact information, which is secured by the manager of college housing when on-duty or on-call. When the manager of college housing is off-duty, the information is secured by the college housing on-call staff during weekends.
- Determine the age of the student.
- Report to the Executive Director of Human Resources and Compliance immediately.
- Report to campus patrol immediately.
- Inquire with the student's roommates and/or friends as to the student's whereabouts. Ask the roommate if you may conduct a visual check for missing personal items such as a toothbrush, personal belongings, missing books etc. Consult with academic services and /or faculty to determine if the student has been attending classes.
- In consultation with the Executive Director of Human Resources and Compliance, report to the Port Huron Police Department if the student has not been found within 12 hours of being notified.
- Notify the student's missing person contact person within 24 hours that the student is missing if that student designated a contact person. If the student designated more than one missing person contact person, the college can notify the contacts in an order determined by the college. If a student registers multiple contacts, and the first person confirms that the student is not missing, the college must notify each additional contact in turn, unless the student is contacted by the college or contacts the college. The college will document unsuccessful contacts.
- Notify the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing when the student is under 18 years of age and is not emancipated.
- Inform local law enforcement within 24 hours that the student is missing, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

Security/Access to Campus Facilities, College Residences, and the Maintenance of Facilities

The college operates its own campus patrol department to provide security for the campus whenever possible. In an effort to provide a safe environment, campus patrol personnel routinely check for and observe campus facilities to identify potential safety and security threats or hazards. When necessary, campus patrol notifies the physical plant department or other relevant personnel to have identified hazards corrected or removed.

Campus academic/administrative buildings are normally open to students, instructors, staff, parents, and contractors by 7:00 a.m. and closed at 10:30 p.m. Monday through Thursday and 7:00 a.m. to 8:00 p.m. on Friday. The college is open on Saturdays and Sundays for scheduled events and operates according to the

event hours on those days. During non-business hours authorized personnel with issued access and alarm code accounts may access buildings.

Access to the main campus academic/administrative buildings and facilities is regulated through mechanical access control, monitored alarm control, push button combination door locks, camera systems, and physical surveillance. Access to residence halls is restricted to residents, their approved guests, and other approved members of the college community. Residents are cautioned against permitting strangers to enter the building and are urged to require individuals seeking entry to use their own access cards or physical keys. College housing operates on the use of electronic swipe cards or phone access for entry to all three housing units. Individual dorm rooms are controlled the same, with swipe cards or electronic access in Huron Street, Bard Street and Bank Dorm. College housing personnel are onsite and present within residence life buildings Monday through Friday 8:00 am – 8:30 pm. A college public safety officer patrols all three units 24 hours a day seven days a week. A resident assistant and/or a professional staff member are also on call 24/7 in college housing. Individual campus academic and administrative buildings do not have a specific public safety officer assigned to them. However, the campus patrol team patrols all buildings on an on-going basis consistent with campus patrol scheduled hours which are also 24 hours a day seven days a week.

The campus is well-lit on the exterior and interior of the buildings, within walkways, and in parking areas. This lighting is routinely monitored by campus patrol and facilities staff.

Security Considerations in Maintaining Campus Facilities

The college takes measures to ensure security equipment is working properly. Inspections of the campus' safety features are performed on a regular basis to ensure they are in good working condition. Such inspections include but are not limited to:

- Qualified personnel periodically inspect the fire alarm, sprinkler systems, fire extinguishers, and other alarm systems.
- Emergency phones, the mass notification system, and the camera systems are inspected/tested on a routine basis.
- Lighting for external pathways, hallways, and stairwells are periodically inspected by campus patrol and facilities staff. Work orders are initiated for repairs if an issue is found during inspection or if an issue is reported by a member of the campus community.
- Housing electronic door-locking mechanisms are checked on a periodic basis. Work orders are initiated for repairs if an issue is found during inspection or if an issue is reported by a member of the campus community.

Scope of Campus Law Enforcement

Campus Patrol

SC4 Campus Patrol is a uniformed security detail that responds to many differing calls for service from students, faculty, and staff. Campus patrol is made up of public safety officers. These public safety officers do not possess the power to arrest as state-certified police officers do. Campus patrol staff have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. The college also has a contract with the City of Port Huron for a college resource officer, who is a Port

Huron Police officer employee. This officer is a state-certified police officer with arrest authority and is armed. The jurisdiction of the SC4 Campus Patrol staff and college resource officer includes property that is owned, leased, or controlled by the institution. The jurisdiction of the college resource officer additionally includes concurrent jurisdiction on city streets running through or adjacent to the campus. The city police officer is on campus from mid-August through mid-May when the fall and winter semesters are in session.

In the department there are eight SC4 public safety officers and one City of Port Huron police officer ready to serve the college community. Coverage hours are 24/7. This team conducts their patrols on foot or by vehicle (car, golf-cart, or by bicycle as conditions warrant). To enhance safety, all officers receive ongoing training throughout the academic year in areas relevant to their duties.

Campus Patrol Incident Reports

Since the college does not employ its own police department, criminal acts are investigated by local area law enforcement authorities to include the contracted college resource officer. Victims of crimes are strongly encouraged to notify these law enforcement authorities in a timely manner by first dialing **911** and then notifying Campus Patrol. Incidents may result in a campus patrol report being completed. All campus patrol reports are forwarded to the President, Chief of Staff, Title IX Coordinator, Chief Collaboration Officer, Chief Financial and Operating Officer and to other college administrative staff as appropriate. Campus patrol also includes law enforcement when contacted by victims, bystanders, or when made aware of incidents when appropriate.

Reports will be investigated as deemed necessary. Violations of the law will be referred to law enforcement agencies including the college resource officer, the college's President, Chief of Staff, Title IX Coordinator, Chief Collaboration Officer, and when appropriate, to other administrative staff for review. When a potentially dangerous threat to the campus community arises, timely warnings may be issued, as noted previously in this report. Campus patrol maintains a working relationship with local, state, and federal law enforcement agencies in the area through personal meetings and telephone communications. These entities include the Yale Police Department, Port Huron Police Department, Marysville Police Department, Anchor Bay Police Department, Sanilac County Sheriff's Office, and St. Clair County Sheriff's Office.

There are currently no memorandums of understanding between SC4 Campus Patrol and local law enforcement with local police department regarding the investigation of alleged criminal offenses. There is a contract with the Port Huron Police Department for one police officer to work on campus during the fall and winter semesters, Monday through Friday, from 8:00 a.m. to 4:00 p.m.

Monitoring of Criminal Activity at Student Organization Locations

While the college has several recognized student organizations, it does not have any officially recognized student organizations that have housing facilities "off-campus," i.e., non-campus facilities.

Security Awareness Programs for Students and Employees

Students are informed of security and safety services offered by the college in a welcome letter provided to each new student. Housing Students receive in person orientation containing all safety related information. All students receive information to contact campus patrol personnel for the services provided, which include security escorts, lost & found property, room unlocks, low or dead vehicle battery, low or flat tire, vehicle out of gas, keys locked in vehicle, frozen door locks, disorderly complaints, reports of crime or sexual assault or harassment, fact-finding and documentation of claim, emergency response, provide directions, security of college property, on campus injury or illness reporting, publish crime statistics, suspicious situations/persons reporting, parking enforcement, and vehicle accident reports.

Written materials within the student portal are available that outline ways to maintain personal safety and security while on campus. Similar information is presented to new employees as well, as they progress through the orientation process.

Monthly during the academic year, the college disseminates security information to students and employees through portal announcements, posters, pamphlets, and displays. A common theme of all awareness and crime prevention programs is to encourage students, employees, and the college community to be aware of their responsibility for their own security and the security of others and report any crime or issues they become aware of.

When pressing, information is released to the college community and throughout the campus by the methods listed in the “Methods to Make Public Notifications” section on page one of this report. The college has made available to students, employees, and the college community the ability to sign up for text alert services to be received on their mobile device. To sign up, please visit the SC4 portal page at **SC4 Alerts** <https://sc4.edu/support-services/tools-and-technology/text-alerts/>

Use/Possession of Alcoholic Beverages

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD POLICY 2.4 – USE OF ALCOHOLIC BEVERAGES

Policy

No alcoholic beverages whatsoever will be allowed on the college premises, except as such may be used in direct relation to instructional programs at the college or for college-sponsored events that have received prior approval, in writing, from the Office of the President. The use of alcohol in college instructional programs or college-sponsored events is subject to applicable laws and regulations, including but not limited to age restrictions relating to the possession and consumption of alcoholic beverages. It will be the responsibility of the individual in charge of the instructional program or event where alcohol may be used to ensure compliance with applicable laws and regulations.

Administration

- 1. For instructional programs, authorization to purchase and use alcohol must be secured in writing from the appropriate dean prior to purchase.*

2. *For college-sponsored events, authorization to serve alcoholic beverages at the event must be secured in writing from the Office of the President prior to scheduling the event.*
3. *Any purchase of alcoholic beverages for such programs or events shall be purchased through local retail outlets and should not exceed the amount anticipated to be used during the semester of an instructional program or during a sponsored event.*
4. *It will be the responsibility of the individual in charge of the instructional program or event to ensure the alcoholic beverages are properly stored and secured and that any supplies of such are inventoried and accounted for on a regular basis.*

*Approved by Board of Trustees – December 8, 1977, Revised: October 12, 1978
Revised: July 14, 1988, Revised: December 11, 2008*

Use/Possession Illegal Drugs

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD POLICY 2.9- 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 alcohol-free 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 Board of Trustees - July 13, 1989, revised: May 10, 1990, revised: November 19, 2009

Enforcement of Federal and State Law

The college supports the enforcement of federal and state laws concerning the sale of alcoholic beverages or illegal drugs, underage drinking, and use and possession of illicit drugs. Penalties for the violation of these laws and the harm that these substances can cause can be found at <https://sc4.edu/about/consumer-information/>.

Substance Abuse Services

The college can refer its employees and students to services offered by a local substance abuse agency for the purpose of education, prevention, and assistance in rehabilitation. Interested employees can contact human resources by calling **810.989.5534**. Interested students can contact student wellness by calling **810.989.5566**. All inquiries are confidential. The college has a Drug and Alcohol Abuse Prevention Program (DAAPP) as required through the Drug-Free Schools and Campuses Act regulations (34 C.F.R. Part 86). the college disseminates the drug and alcohol policies and information to all students and employees on an annual basis. The DAAPP provides the campus community with details about the standards of conduct, policies, sanctions, legal penalties, and health information relating to drugs and alcohol. To access the full version of the DAAPP can be found at <https://sc4.edu/about/drug-policies>

Emergency Response and Evacuation

The college has taken steps to prepare for varying responses to emergency situations on campus, should they occur. Information on actions that can be taken regarding the safe evacuation from college buildings and facilities has been made available for students, faculty, and employees online and at the campus patrol office located in the College Center, Room C104. These materials provide helpful information for fire safety via “Know Your Route - Get Out!” presentation, active shooter in a “Run Hide Fight” curriculum, and what to do during inclement or severe weather or college closures. Training sessions are offered annually to staff and faculty. Campus patrol suggests that those within the campus community should take the time to familiarize themselves with these materials prior to an emergency or the need to evacuate, to increase their knowledge of actions that can be taken. Please visit <https://sc4.edu/> and click on the “Campus Safety Information and Resource” tab at the bottom of the page.

Should an emergency occur, it will be investigated by emergency first responders and/or campus patrol. Once campus patrol is aware of an emergency, a member of the crisis team or other assigned college administrator will respond to the scene. Once a significant emergency has been confirmed, the following will occur immediately:

- The responding college administrator will ensure that **911** has been called.

- The Chief of Staff will immediately assemble the crisis team which will determine the appropriate response and the appropriate segment of the campus that should receive notification of the event if needed.
- The crisis team will determine the content of the notification to be sent and how members of the campus should respond to the event unless it is determined that the message would compromise efforts to assist a victim, respond to, or mitigate an emergency.
- A member of the crisis team will direct campus patrol and/or IT team to initiate and notify the campus community of the event without delay. Campus patrol may use tools identified in the “Methods to Make Public Notifications” section on page one of this report as appropriate for the emergency situation.

The college will test its emergency communication, response, and evacuation procedures at least once a year or more if deemed necessary, as directed by the crisis team. False alarms may occur and will be recorded as such. A record of testing will be published yearly in this report, along with the emergency response procedures. This report is posted annually to the campus community via the portal. Records of the testing will be maintained by the Executive Director of Human Resources and Compliance or his/her designee. In addition, the college will debrief incidents to evaluate campus response for self-improvement. These tests may be announced or un-announced.

Event Type	Date Time	Location	Announced or Unannounced
Fire Drill	1/20/2025 @ 7:10 AM	Main Building	Unannounced
Fire Drill	3/12/2025 @ 7:50 AM	Clara E. Mackenzie Bldg.	Unannounced
Fire Drill	3/12/2025 @ 12:00 PM	Applied Technology Center	Unannounced
Fire Drill	3/12/2025 @ 11:55 AM	Student Housing Bard (1)	Unannounced
Fire Drill	3/28/2025 @ 1:15 PM	Student Housing Huron (1)	Unannounced
Fire Drill	5/8/2025 @ 8:05 AM	Fine Arts Building	Unannounced
Fire Drill	5/9/2025 @ 11:22 AM	Student Housing Bard (2)	Unannounced
Fire Drill	5/23/2025 @ 7:58 AM	Health Sciences Building	Unannounced
Fire Drill	6/25/2025 @ 8:00 AM	College Center	Unannounced
Fire Drill	7/12/2025 @ 8:10 AM	North Building	Unannounced
Fire Drill	7/28/2025 @ 10:40 AM	Student Housing Huron (2)	Unannounced
Fire Drill	8/1/2025 @ 8:05 AM	Welcome Center	Unannounced
Fire Drill	9/2/2025 @ 9:50 PM	Student Housing Huron (3)	Unannounced/After Sunset
Fire Drill	9/2/2025 @ 9:30 PM	Student Housing Bard (3)	Unannounced/After Sunset
Fire Drill	9/9/2025 @ 9:25 PM	Bank Dorm (1)	Unannounced/After Sunset
Fire Drill	9/19/2025 @ 8:03 AM	Fieldhouse	Unannounced
Fire Drill	11/7/2025 @ 7:15 AM	Bank Dorm (2)	Unannounced
Fire Drill	11/7/2025 @ 10:00 AM	Student Housing Bard (4)	Unannounced
Fire Drill	11/7/2025 @ 10:35 AM	Student Housing Huron (4)	Unannounced
InformaCast System Test	7/30/25	All Buildings	N/A
Blue Light Emergency Phones Test	7/30/25	All Campus Locations	N/A

Hazing Offenses

ST. CLAIR COUNTY COMMUNITY COLLEGE ADMINISTRATIVE POLICY

Name: Stop Campus Hazing Administrative Policy
Effective: June 30, 2025
Revision Date: N/A
Initiator / Author: Title IX / Campus Safety / Compliance
Board Policy: 2.1, Compliance
Related Laws: Title IX, Higher Education Act of 1965, Jeanne Clery Campus Safety Act, Stop Campus Hazing Act (SCHA)

1.0 PURPOSE

The Stop Campus Hazing Act (SCHA) amends the Higher Education Act of 1965 to require all colleges and universities to disclose hazing incidents in their Annual Security Reports (ASR). The SCHA mandates that colleges define hazing, compile statistics on reported cases, and establish transparent policies for reporting and prevention. The purpose of this policy is to establish SC4's Anti-Hazing Policy, identify how SC4 will implement this policy, and identify resources for reporting violations of this policy.

2.0 POLICY STATEMENT

Pursuant to the Stop Campus Hazing Act (SCHA) and Michigan's Anti-Hazing Law, SC4 does not tolerate hazing. Organizations or individuals found responsible for hazing under this policy, whether occurring on or off campus, may be subject to disciplinary action and or civil or criminal prosecution.

2.1 STATE OF MICHIGAN LAW ON HAZING

In addition to SC4's Anti-Hazing Policy, the State of Michigan has criminalized certain types of hazing at educational institutions, including colleges and universities, under "Garrett's Law," MCL 750.411t- <https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-750-411t>. Under Garrett's Law, hazing includes an intentional, knowing, or reckless disregard act by a person acting alone or acting with others that is directed against an individual and that person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. It is not a defense to a prosecution under Garrett's Law that the individual against whom the hazing was directed, consented or acquiesced in the hazing.

2.2 DEFINITIONS

Hazing – any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, regardless of the student's willingness to participate, that:

- Is connected with the institution, in affiliation with, or pertains to the initiation and or maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and

- *Causes or creates a risk, above the reasonable risk in the course of participation at the College of physical injury, psychological harm, or degradation.*
- *Hazing may include the following or similar acts: whipping, beating, striking, electric shocking, placing of a harmful substance on someone's body, or similar activity.*
- *Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;*
- *Causing, coercing, or otherwise inducing another person to consume food, liquids, alcohol, drugs, or other substances;*
- *Causing, coercing, or otherwise inducing another to perform sexual acts;*
- *Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;*
- *Any activity against another person that includes a violation of local, state, tribal, or federal law; and*
- *Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.*

Student Organization - *An organization at St. Clair County Community College (SC4), such as a club, society, association, athletic team, club sports team, fraternity, sorority, band, or student government, in which two or more members are students, whether or not the organization is established or recognized by the college.*

3.0 APPLICATION

This policy applies to:

- *Students of the college;*
- *Minors participating in college-sponsored youth programs and educational programs;*
- *Any organization operating as a reorganized student organization by the college;*
- *A group of two or more student members, whether or not established or recognized by the college.*

4.0 REPORTING

Any person should report a hazing concern if they believe it has occurred or have reasonable cause to believe it will happen. Reasonable cause means a person who witnesses hazing or receives a credible written or oral report of hazing, or potential or planned hazing activity.

- *To report a hazing concern, please call Campus Safety at 810-989-5757 or email campuspatrol@sc4.edu*
- *Information needed will include: a description of the hazing behavior, individuals and/or organizations involved, where the hazing occurred, and whether the hazing is ongoing.*
- *If any photos or videos are available you can send them to campuspatrol@sc4.edu*
- *You may receive a response from an SC4 staff member during normal business hours to ask questions pertaining to the report and acknowledge receipt.*
- *A case will be created and will follow the appropriate process of hazing investigations.*

A case involving a crime, emergency, or immediate threat to the health or safety of any person should be reported immediately to local law enforcement by calling 911 and then to the SC4 Campus Safety Department at 810-989-5757.

5.0 RESOURCES

5.1 Internal

- Campus Safety, College Center, 810-989-5757 or campuspatrol@sc4.edu
- Title IX
 - Cori Krohn, Executive Director of Human Resources and Compliance / Title IX Coordinator, cmkrohn@sc4.edu p: 810-989-5509
 - Wesley Whetstone, Deputy Title IX Coordinator, wdwhetstone@sc4.edu p: 810-989-5622

5.2 External

- <https://stophazing.org/about/>
- Organization that provides hazing research and created “We Don’t Haze” [documentary video](#)
- National non-profit committed to preventing hazing and educating society about the harms of hazing: <https://hazingpreventionnetwork.org/hazingprevention-org-is-now-the-hazing-prevention-network/>

Sexual Assault Offenses

ST. CLAIR COUNTY COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

Name: **Violence Against Women Act (VAWA) –
REPORTING OF SUSPECTED SEXUAL MISCONDUCT**
 Effective: July 1, 2015
 Revision Date: August 12, 2024
 Initiator / Author: Administrative Services/Student Services
 Related Board Policy: 2.1, Compliance
 Federal Regulation: Violence Against Women Act (VAWA) – Campus Sexual Violence Elimination Act (SAVE)

2.0 PURPOSE & DEFINITIONS

2.1 PURPOSE

The purpose of this guideline is to provide information and direction to staff, faculty and students at St. Clair County Community College (SC4) regarding the mandatory federal requirements related to the Violence Against Women Act amendments to the Clery Act; and to affirm the commitment of SC4 to the protection of the safety and welfare of the SC4 community. SC4 prohibits crimes of:

- Sexual violence
- Dating violence
- Domestic violence
- Stalking

2.2 AUTHORITY

The requirements addressed in this procedure implement the mandatory Violence Against Women Reauthorization Act of 2013 (VAWA) ([Pub. L. 113-4](#)), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) which expands rights afforded to campus survivors of sexual assault, domestic violence, dating violence and stalking

as they apply to SC4. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S. C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

2.3 DEFINITIONS:

Definitions include but are not limited to the following when addressing sexual misconduct. Sexual misconduct is any action of a sexual nature that occurs without consent. VAWA Terms and Definitions.¹

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sex Offenses:

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

- *A felony or misdemeanor crime of violence committed;*
- *By a current or former spouse or intimate partner of the victim;*
- *By a person with whom the victim shares a child in common;*
- *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or former intimate partner;*
- *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
- *By any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction of which the crime of violence occurred.*

Dating Violence

¹ Sources: FBI UCR Program, NIBRS User Manual, SRS FBI User Manual, 2013 Clery Center for Security on Campus; US Dept of Education Handbook for Safety and Security

- *Violence committed by a person who is, or has been in a social relationship, romantic or intimate nature with the victim.*
- *The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- *For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
- *Dating violence does not include acts covered under the definition of domestic violence.*
- *Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.*

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person:

- *To fear for the person's safety or the safety of others;*
- *To suffer substantial emotional distress.*

For the purposes of this definition:

- *Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.*
- *Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*
- *Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.*
- *Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.*

Hate Crimes

Include incidents of bias such as: race, gender, religion, sexual orientation, sex stereotypes, sex characteristics, ethnicity, disability, gender identity and national origin for the offenses of murder/non-negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, simple assault, intimidation, destruction/damage/vandalism of property.

Consent

Inflicting any sexual invasion/assault upon any person without that person's consent is prohibited. "Consent" requires actual words or conduct indicating a freely given agreement to have sexual intercourse, or to participate in sexual activities. The college community should be aware that, depending on the particular circumstances, previous sexual relationships or a current relationship between the persons involved, or silence or lack of protest does not necessarily constitute consent. Further, the degree of impairment of a person's ability to give or withhold

consent (including, but not limited to, incapacity or helplessness caused by alcohol or any other drugs) may be introduced as pertinent information at any college disciplinary hearing.

***Employee** is defined as any person, who performs official duties on behalf of SC4, is compensated directly by the college, and is subject to the college's direction and control. It also means, all official volunteers; it does not include any other person or employees of independent contractors.²*

3.0 REPORTING REQUIREMENTS

*A victim of sexual assault may report the assault to the college's Campus Patrol at **810.989.5757**, to the Title IX Coordinator at **810.989.5509**, or Deputy Title IX Coordinator at **810.989.5622**.*

Prompt calls are encouraged. If the victim is unable to report the crime, it is the expectation of the college that anyone aware of the crime should report all known details to one of the individuals noted above as soon as possible.

The college will take all reasonable steps to investigate the reported sexual assault while maintaining confidentiality to the extent permitted by law.

A. Reporting requirements for SC4 employees

- 1. An oral report shall be made as immediately as is practicable, of the event that caused the employee to believe that a person on campus or at a college activity has been subject to sexual violence.*
 - a. To the President of the college or to the person designated by the President to receive such reports ("the President's designee"). The President's designee is the Title IX Coordinator.*
 - b. A trained investigator shall be assigned as needed for investigation and shall provide confidentiality to the extent permitted by law.*
 - c. Assistance in reporting to law enforcement as required including but not limited to discussion with victims on reporting options.*

B. Reporting Requirement for All Other Persons

Members of SC4, to include staff, students and contractors on campus, are also required to report suspected sexual violence incidents as follows:

- 1. Such individuals shall report orally or in writing to:*

The Title IX Coordinator, when the suspected violation;

- Took place in college facilities or on college property;*
- Was committed by a current, former employee or volunteer of SC4;*
- Occurred in connection with a college sponsored, recognized or approved program, visit, activity or camp, regardless of location;*
- Took place while the victim was a registered student or visitor at the institution*

C. Reporting Victim Rights; Disciplinary Rights³

If a student or employee reports to the college that they have been a victim of sexual assault, domestic violence, dating violence or stalking, the college will provide them with a written

² Source: MCCRMA

³ Source: VAWA checklist from Clery Center for Security on Campus

explanation of their rights and options. The college can facilitate accommodations to the victim's academic, living, transportation, working situations, as well as with protective measures while maintaining confidentiality to the extent permitted by law after an alleged sexual assault, domestic violence, dating violence or stalking. Accommodations or protective measures can also be facilitated regardless if the victim chooses to report the crime to Campus Patrol, the Title IX Coordinator, Deputy Title IX Coordinator or to local law enforcement. The college will give notice of the options for those changes as necessary.

Procedures for filing, conducting, and/or appealing campus disciplinary actions in cases of alleged sexual assault, domestic violence, dating violence and stalking related offenses can be found at the college's website by visiting <http://www.sc4.edu/student-code-of-conduct/> or in the Student Handbook at <http://www.sc4.edu/catalog/>. The type of disciplinary proceeding deemed necessary, and the anticipated timelines will be determined based on the circumstances of the event from the Student Code of Conduct Violations and Due Process sections. The investigation shall be led by an individual free from any conflicts of interest relating to the allegations brought forth by the complainant. The proceedings will be prompt, fair, impartial, and conducted by contracted or college personnel assigned who have received annual training on investigating issues related to sexual assault, domestic violence, dating violence, and stalking. Whenever possible, efforts shall be made to complete the investigation as quickly as possible. Both the complainant and the accused will be given timely notification of meetings at which one or the other, or both, may be present and will be provided timely and equal access to information to be used during these meetings and/or hearings.

If disciplinary action is pursued for an alleged sexual assault, domestic violence, dating violence or stalking event through the college's procedures, both the victim and the accused are entitled to have others present during the proceeding in accordance with college policies and procedures. During a disciplinary proceeding, the standard of evidence used will be preponderance of the evidence. Both the victim and the accused shall be informed in writing of the outcome of the proceedings. If the alleged victim of the sexual assault, domestic violence, dating violence or stalking event is deceased as a result of the offense, the next of kin of the victim shall be informed of the proceeding. College disciplinary sanctions for offenders include reprimand or censure, probation, restrictions of privileges, loss or dismissal of course credit, denials or revocations of honors or degrees, suspension and expulsion, to include other sanctions which may be imposed in addition to those above. Students may be directed to have no contact with other students and/or may be forbidden to access specified areas of campus.

4.0 Prevention, Awareness and Education Program(s)

College shall include sexual assault, domestic violence, dating violence, and stalking policy statements, information in the Annual Security Report as required under the Clery Act.

College shall provide information focused on the prevention of dating violence, domestic violence, sexual assault and stalking in all employee and student orientations and make the information available in key locations throughout campus through communication forms such as printed brochures, online web and portal announcements, posters and digital displays on campus.

College shall conduct annual educational sessions on campus focused on the prevention of dating violence, domestic violence, sexual assault and stalking to include but not limited to guest speakers.

Educational Programs Content Outline:

The college is committed to its attempt to provide a safe and secure environment. The awareness, prevention and survival of sexual assault, domestic violence, dating violence and stalking are an important aspect of this. Annually, in cooperation with academic departments, Campus Patrol and with other outside community and local government organizations, the college presents the

“Sexual Assault Awareness, Prevention and Survival Program” in a campaign to increase the knowledge base of its students, employees and the campus community. In addition, the college distributes education brochures and includes information in any student orientations on VAWA-Sexual Misconduct.

A sample education program outline follows:

Overview:

- “Consent” definition education through portal announcements and posters.
- Current laws regarding sexual assault, domestic violence, dating violence, stalking, victim’s rights and how they work in the legal system. Points of interest covered included notification by the victim to law enforcement in a timely manner for evidence retention, the differentiation of sexual assault charges, how they apply and penalties that arise from convictions to these various legal charges.
- Methods of risk reduction to avoid becoming a victim of sexual assault by means of “Date Rape Drugs” in public and social gatherings, plus the negative effects of these drugs on their victim’s ability to recognize actions that may be leading to an assault, resist the assault or even remember the assault having occurred.
- Where and how to find help for sexual assault, domestic violence, dating violence and stalking through various community out-reach based groups and organizations.
- Safe and positive options for bystander intervention – actions that may be carried out by an individual or individuals to prevent harm or to intervene in situations of potential harm when there is a risk of sexual assault, domestic violence, dating violence or stalking against an individual. Effective bystander intervention empowers participants to recognize situations of potential harm by overcoming barriers to intervening and by identifying safe and effective intervention options. More information of bystander intervention can also be found online at “Step Up!” by clicking on: <http://stepupprogram.org/topics/sexual-assault/#scenario>.

Should a Sexual assault, Domestic Violence, Dating Violence or Stalking Occur

In the event that a sexual assault, domestic violence, dating violence or stalking occurs, the victim should follow these steps:

- Go to a safe place to protect yourself from further assault or injury.
- Contact law enforcement, or if necessary, an ambulance, immediately. Local, County and State Law Enforcement Agencies, to include emergency medical care can be summoned by **dialing 9-1-1** on any phone or at **810.985.8115**. You can also call Campus Patrol **810.989.5757** who will be able to assist you in calling law enforcement and assist responding emergency personnel in arriving at your location.
- Seek medical examination and treatment if needed.
- **For Sexual Assault Specifically** preserve evidence by- abstaining from washing, changing your clothes, douching or disturbing any evidence of the assault.
- Refer to law enforcement to learn your rights as a victim and procedures for personal protection orders, or other similar orders issued by criminal or civil courts. The college can provide assistance in contacting the responsible jurisdiction.

Seek Counseling

Referrals for victims of sexual assault are available from the Human Resources or Title IX on second floor of the Main Building (810.989.5509) Further resources are on the college's website [Portal Link](#).

On Campus Resources

A victim of sexual assault may report the assault to the college's Campus Patrol at 810.989.5757, to the Title IX Coordinator at 810.989.5509, or Deputy Title IX Coordinator at 810.989.5622, 810-989-5543.

Title IX Coordinator

*Cori Krohn, Executive Director of Human Resources and Compliance / Title IX Coordinator
323 Erie Street, Port Huron, MI 48060
810-989-5509, cmkrohn@sc4.edu*

Deputy Title IX Coordinator

*Wesley Whetstone
323 Erie Street, Port Huron, MI 48060
810-989-5622, Wdwhetstone@sc4.edu*

Deputy Title IX Coordinator

*Akilah Edmonson
323 Erie Street, Port Huron, MI 48060
810-989-5543, Aoedmonson@sc4.edu*

Off Campus Resources

- | | |
|---|---|
| • McLaren Port Huron | 810.989.3300 Emergency Services |
| • Lake Huron Medical Center | 810.985.1580 Emergency Services |
| • Saint Clair County Prosecutor's Office Unit | 810.985.2400 Criminal Sexual Conduct Unit |
| • Community Mental Health | 888.225.4447 |

4.0 RESPONSIBILITIES OF THE INSTITUTION

SC4 shall take the following actions to implement the procedure and support compliance with Law requirements:

A. President's Designee

The President of the institution shall designate the person or persons to receive oral and written reports of suspected sexual violence from employees, students and others at the institution. The President's designee for SC4 is the Title IX Coordinator.

B. Information Dissemination

Employees, students and other members of the campus community shall be informed through employee or student handbooks, institution websites, portal and other appropriate means of communication of:

- 1. The requirements of the procedure and this guideline and relevant law requirements;*
- 2. Institution policies and procedures for compliance with the Law including but not limited to*
 - a. Provision of written notice of rights and options to victims;*
 - b. Notice of possible disciplinary actions;*
 - c. Protection of victim confidentiality as permitted by law;*

d. Written notice of procedures, appeals and final determinations.

C. Training

Employees and students shall receive annual training in applicable requirements.

D. Administer Campus Climate Surveys

Upon completion of the Department of Education developed “Online Survey Tool For Campus Safety” the college will administer a campus climate surveys every two years on issues related to dating and domestic violence, sexual assault, sexual harassment, and stalking.

E. Cooperation with Other Agencies

The institution shall cooperate fully and appropriately with any investigation of sexual misconduct by a law enforcement agency. If the individual suspected of an act of sexual violence is an employee, student or contractor of the institution, the institution shall coordinate its own investigation or other activities in response to a report with the appropriate local agency.

F. Disciplinary Action

SC4 shall ensure that its own policies and procedures addressing alleged employee and contractor misconduct include provisions and measures to respond swiftly and appropriately to reports of suspected sexual violence.

G. Reporting to the Board of Trustees

The President shall inform the Board of any serious incident arising at an institution under this guideline, consistent with the confidentiality requirements of Federal and State Law.

Sex Offenders & Michigan Public Sex Offender Registry

The following information about sex offenders is provided in accordance with:

- The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.
- The Clery Act.
- The Adam Walsh Child Protection and Safety Act of 2006.

All sex offenders are required to register in the State of Michigan and to provide notice of each institution of higher education in Michigan at which the person is employed, carries out a vocation, or is a student. Individuals from the campus community may access the Public Sex Offender Registry database maintained by the Michigan State Police Department. Individuals within the database may be sought by name, city, zip code, or county from which they are registered. The Public Sex Offender Registry can be accessed on the internet by visiting:

- http://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html
- <http://mdocweb.state.mi.us/otis2/otis2.html>

Written Disclosure

The college will, upon written request, simultaneously notify in writing both the accuser and the accused of the results of any institutional disciplinary proceeding that arises from an allegation of sexual misconduct, sexual harassment, or other crimes as required by law. The disclosure will include the outcome as to whether sexual misconduct or harassment occurred, any resulting sanctions and/or discipline imposed, as well as the college's procedures for appeal. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

For victims of dating violence, domestic violence, sexual assault, and stalking, the college will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community.

CLERY Crime Statistics

Annually, based on the calendar year, crime statistics are gathered for Clery reportable crimes as reported by multiple sources. These sources include campus patrol, CSAs through reports and an annual poll, student housing reports, and other various agencies in the law enforcement community. Once compiled, the Clery crime statistics are submitted to the SC4 Board of Trustees, the Department of Education, and ultimately published in this written report and to the college's website. Confidentiality is maintained in compliance with federal and state laws.

Law enforcement entities that were contacted to assemble these Clery crime statistics are listed below.

- Sanilac County Sheriff's Office: Statistics were provided, reviewed, and included in the totals.
- Port Huron Police: Statistics were provided, reviewed, and are included in the totals.
- St. Clair County Sheriff's Office: Statistics were provided, reviewed, and included in the totals.
- City of Yale: Statistics were provided, reviewed, and included in the totals.
- Marysville: No report provided.
- Anchor Bay: Statistics were provided, reviewed, and included in the totals.

Unfounded Reports

The college may withhold or subsequently remove a reported crime from its crime statistics in the situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of a full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." The college may not withhold or subsequently remove a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

Data Tables listed on pages 24-25

Criminal Offenses

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Murder and Non-Negligent Manslaughter	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Sex Offense Rape	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Sex Offense Fondling	2023	1	1	0	0	0	1
	2024	0	0	0	0	0	0
	2025	1	1	0	0	0	1
Sex Offense Incest	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Sex Offense Statutory Rape	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0

Hate Crimes: 2023: No hate crimes reported
2024: No hate crimes reported
2025: **Count 1 hate crime of intimidation based on race.**

College housing statistics reflect the number of reportable instances that occurred at college housing and is a subset of the totals for on-campus property.

The City of Marysville Police Department was non-reporting for 2024 and 2025 statistics.

VAWA Offenses

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Domestic Violence, including any Dating Violence	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Stalking	2023	2	0	0	0	0	2
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0

Hate Crimes: 2023: No VAWA hate crimes reported.

2024: No VAWA hate crimes reported.

2025: No VAWA hate crimes reported.

College housing statistics reflect the number of reportable instances that occurred at college housing and are a subset of the totals for on-campus property.

The City of Marysville Police Department was non-reporting for 2024 and 2025 statistics.

Arrest Liquor/Drug/Weapon

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Liquor Law Violation Arrests	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Drug Abuse Violation Arrests	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0
Weapons Possession Arrests	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0

College housing statistics reflect the number of reportable instances that occurred at college housing and are a subset of the totals for on-campus property.

The City of Marysville Police Department was non-reporting for 2024 and 2025 statistics.

Referred for Disciplinary Action

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Liquor Law Violation Referred Disciplinary Action	2023	0	0	0	0	0	0
	2024	8	8	0	0	0	8
	2025	3	3	0	0	0	3
Drug Abuse Violation Referred Disciplinary Action	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	3	3	0	0	0	3
Weapons Possession Referred Disciplinary Action	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
	2025	0	0	0	0	0	0

College housing statistics reflect the number of reportable instances that occurred at college housing and are a subset of the totals for on-campus property.

Annual Fire and Safety Report

Description of On-campus College Housing Fire Safety Systems.

SC4 College Housing Huron Street	Fire Alarm Make Model	Fire Alarm System	Smoke Alarm Detection	Auto Sprinkler Coverage	Fire Dept. Notification
514 Huron	Simplex, Model 4100ES	Yes	Building and individual rooms hardwired for reporting detectors	Full*	Pull station, sprinkler, smoke activation.
SC4 College Housing Bard Street	Fire Alarm Make Model	Fire Alarm System	Smoke Alarm Detection	Auto Sprinkler Coverage	Fire Dept. Notification
305 Bard	Simplex, Model 4100ES	Yes	Building and individual rooms hardwired for reporting detectors	Full*	Pull station, sprinkler, smoke activation.
SC4 College Housing Bank	Fire Alarm Make Model	Fire Alarm System	Smoke Alarm Detection	Auto Sprinkler Coverage	Fire Dept. Notification
405 Water	National Time	Yes	Building and individual rooms hardwired for reporting detectors	Full*	Pull station, sprinkler, smoke activation.

*Full sprinkler coverage consists of sprinklers in common areas and individual rooms.

Tampering with any fire system, fire alarm reporting system, or fire suppression system is prohibited. This includes falsely activating fire pull stations, covering or disabling smoke detectors or sprinklers, or silencing individual horns in rooms or hallways. No person should falsely report a fire or interfere in any way with emergency responders, or act in a way that fails to conform to established safety regulations.

Fire Safety Education and Training

It is the responsibility of the manager of college housing to train resident assistants (RAs) on emergency procedures and general safety requirements.

RAs receive training for the safety of the housing occupants. RA training covers the duties that require their participation in all scheduled fire drills, the gathering of residents at the evacuation location, and the checking of those residents against a floor plan/roster. RAs are trained to ensure that all passageways, stairwells, hallways, and exits are always kept clear. Procedure for conducting fire watch rounds is also covered. Training is also conducted for the response to a smoke or fire event. Training includes actions to be taken by the RA and the notifications to be made to residents for evacuation, 911 emergency services for response, and the Manager of College Housing for follow-up procedure.

Student residents receive their fire safety and evacuation training at orientation. Topics include issues concerning fire prevention, fire pull station locations, fire evacuation procedures, points of egress from the building and meeting locations after safely evacuating the building. Also covered through training or educational materials are exclusions from college housing, such as prohibited heat-generating devices, open flames, etc. to decrease the risk of a smoke or fire event.

Fire Drills

The City of Port Huron has adopted the International Fire Code 2015. For on-campus housing in a dormitory this code requires a fire drill to be conducted:

- Within 10 days of the start of classes.
- One drill conducted while school is in session and held between the hours of sunset and sunrise.
- A total of four drills annually, conducted at varying times and days.

Fire drills are held with sufficient frequency to familiarize the occupants with many types of fire hazards and to establish conduct of the drill as a matter of routine. Drills are conducted during peak occupancy periods and include procedures to ensure that occupants participate. These drills are held in cooperation with the Executive Director of Human Resources and Compliance and the student housing staff. An evaluation is made of each drill in regard to safety and compliance. False alarms, even those that lead to the evacuation of student housing, are not counted as drills.

Event Type	Date Time	Location	Announced or Unannounced
Fire Drill	3/12/2025 @ 11:55 AM	Student Housing Bard (1)	Unannounced
Fire Drill	3/28/2025 @ 1:15 PM	Student Housing Huron (1)	Unannounced
Fire Drill	5/9/2025 @ 11:22 AM	Student Housing Bard (2)	Unannounced
Fire Drill	7/28/2025 @ 10:40 AM	Student Housing Huron (2)	Unannounced
Fire Drill	9/2/2025 @ 9:50 PM	Student Housing Huron (3)	Unannounced/After Sunset
Fire Drill	9/2/2025 @ 9:30 PM	Student Housing Bard (3)	Unannounced/After Sunset
Fire Drill	9/9/2025 @ 9:25 PM	Bank Dorm (1)	Unannounced/After Sunset
Fire Drill	11/7/2025 @ 7:15 AM	Bank Dorm (2)	Unannounced
Fire Drill	11/7/2025 @ 10:00 AM	Student Housing Bard (4)	Unannounced
Fire Drill	11/7/2025 @ 10:35 AM	Student Housing Huron (4)	Unannounced

Note: Bard Street housing opened for occupancy on August 16, 2023

Note: Bank housing (formerly Water Street) opened for occupancy on September 1, 2025

Evacuation in Case of Fire

KNOW YOUR ROUTE

Before you encounter a fire situation, plan ahead by knowing your housing space and know the best exits available. Evacuation route maps depicting two evacuation routes are on every dormitory room door. Take the time to learn the locations of fire pull stations, and fire extinguishers.

GET OUT

If you see fire; if you hear the fire alarm; if you see or smell smoke; or if you hear someone yelling fire; Get Out! Evacuate the building immediately offering assistance to others if you can. Don't slow your leaving the building by trying to take your belongings. On your way out of the building, pull the fire alarm pull station, if it is safe to do so, to alert others.

Once safely outside, call **911** and then Campus Patrol at **810.989.5757 or extension 5757**. For Huron Street Housing assemble at Andrew Murphy Ave. between Michigan St. and Huron St. if it is safe to do so. For Bard Street Housing assemble in the northwest corner of the city parking lot adjacent to the housing building if safe to do so. For Water Street Housing assemble in the student parking lot east of the building. If not, assemble in a group if you can away from the fire and smoke. Encourage others who may be endangered to join you if it is safe to do so.

Disabled individuals who cannot use stairs can remain in their room with the door closed. Notify college housing personnel or campus patrol of these individuals as soon as you are safely out of the building. The Manager of College Housing, on duty RA staff member, or other responsible staff member will provide information about these individuals to responding emergency personnel.

Never re-enter the building for any reason until receiving an "all clear" from responding fire personnel or a responsible staff member of the College.

Portable Electric Appliances, Open Flames

The cooking of food in on-campus housing is allowed only in the Huron Street commons kitchen area. This area is provided as a convenience for residents as a self-serve area to prepare meals beyond a microwave option, but less than a full-service kitchen. The Huron Street commons kitchen is not designated as a large-scale meal preparation area and is limited in function. The use of portable electrical appliances such as hot coffee makers or rice cookers without an automatic shut-off, popcorn poppers, slow cookers, toasters of any kind, refrigerators over 5.5 cubic feet, or any appliance with an exposed element/flame is prohibited. Other devices such as space heaters, electric blankets, halogen lamps/bulbs, heating pads without an automatic shutoff, and humidifiers are also prohibited.

Open flames such as candles, the burning of incense, or the use and/or storage of grills, charcoal and/or charcoal starting fluid, propane tanks, smokers etc. is prohibited in all college housing and on all college housing grounds.

For the safety and security of housing residents, guests, staff, and housing facilities, the college reserves the right to remove additional items not mentioned on a case-by-case basis. If a resident has a question or concern as to what items are and are not permissible, the resident should contact the Manager of College Housing or refer to their SC4 Housing Residential Agreement.

Smoking

College policy (2.13) recognizes the dangers created by smoking and prohibits the use of any tobacco products, whether smoking, chewing, vaping, or otherwise anywhere on the college campus. The college's campus includes all college housing, buildings, building entrances, sidewalks, parking lots, and common areas on campus property.

Residents may be subject to the housing mediation process for smoking inside or on housing property. Additionally, the smell of smoke inside a suite, which indicates smoking in the suite has occurred, also

makes residents eligible for the housing mediation process. Any evidence of smoking discovered inside or outside of any suite will result in a substance-free policy violation.

This policy also includes the smoking of marijuana (illegal and legal use) and chewing tobacco spitting containers. Students will be subject to the housing mediation process and legal processes for the smell or detection of marijuana (including for medicinal or other legal purposes) inside any housing suite.

Reporting Extinguished Fires

Should a college employee or student learn of an extinguished fire that had occurred at college housing, that occurrence must be reported promptly to campus patrol, the manager of college housing, or the Executive Director of Human Resources and Compliance (this does not include active fires that are addressed in the previous section). Notification of these extinguished fires will help to ensure that they are included in the annual fire report. Reporting also allows the opportunity to apply future preventative action education upon review of the event with appropriate parties. All evidence for any fire not known to be accidental (such as a cooking fire) must be considered by the Clery Compliance Officer, designated to make such determinations.

Plans to Improve

There are no fire safety improvements scheduled at this time.

CLERY Fire Statistics

Annually, fire statistics are gathered for Clery reportable fires as reported by employees, students, fire alarm monitoring companies, or the greater campus community. Once compiled, the Clery fire statistics are submitted to the SC4 Board of Trustees, the Department of Education, and ultimately published in this written report and to the college's website.

Fire Statistics

	Residence Facility	Total Fires	Fire Number	Nature/Cause	Injuries Requiring Treatment at a Medical Facility	Fire Related Deaths	Value of Property Damage
2023	514 Huron	0	0	N/A	N/A	N/A	N/A
2023	305 Bard	0	0	N/A	N/A	N/A	N/A
2024	514 Huron	0	0	N/A	N/A	N/A	N/A
2024	305 Bard	0	0	N/A	N/A	N/A	N/A
2025	514 Huron	0	0	N/A	N/A	N/A	N/A
2025	305 Bard	0	0	N/A	N/A	N/A	N/A
2025	405 Water (Bank)	0	0	N/A	N/A	N/A	N/A

No statistics reported for Bank housing (formerly Water Street housing) in 2023 or 2024 as it was not open for occupancy until September 1, 2025

Current Policies

All policy statements contained in this Annual Security Report / Fire Safety Report are current at the time of publishing. For any updates, please contact the Executive Director of Human Resources and Compliance at 810.989.5509 or cmkrohn@sc4.edu.

Sex Offense Definitions

As defined by the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR, The Handbook for Campus Security Reporting 2016 Edition

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Used for determining reportable Clery crime statistics. As defined by 2013 Clery Center for Security on Campus; US Dept. of Education Handbook for Safety and Security.

Crime Definitions

As defined by the Summary Reporting System User Manual from the FBI's UCR Program

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Drug Abuse Violations

Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Hate Crimes

As defined by the US Dept. of Education Handbook for Campus Safety and Security Reporting 2016

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible forms of bias, under the Clery Act, only the following eight categories are reported: race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Hate Crimes include incidents of bias for the offenses of: murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, simple assault, intimidation, destruction/damage/vandalism of property.

Liquor Laws

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Manslaughter by Negligence

The killing of another person through gross negligence.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapons

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

VAWA Definitions

As defined by the Violence Against Women Act (VAWA) of 1994

Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, to suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts, including but not limited to acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Clery Definitions

As defined by the Federal Register Vol. 79, No. 202, Part III, Dept. of Education, 34 CFR Part 668
Violence Against Women Act: Final Rule.

Awareness Programs

Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

On-going Prevention and Awareness Campaigns

On-going prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs

Primary prevention programs, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Proceeding

Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Unfounded Reports

A criminal report or internal investigation report excluded from the annual security report, or removed from its previously reported statistics following a complete and thorough investigation of the evidence by a sworn or commissioned law enforcement official or an internal College official that determined the reported crime was not completed or attempted in any manner, failed to meet the elements of the offense, or were improperly classified as a crime.

Clery Geography Definitions

As defined by the 2013 Clery Center for Security on Campus; US Dept. of Education Handbook for Safety and Security.

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, or those frequently used by the students and those that support institutional purposes such as a food vendor or retail vendor.

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.