

SCHOOLCRAFT COLLEGE
18600 Haggerty Rd • Livonia MI 48152-2696

In consideration of the Governor's Executive Orders
The Schoolcraft College Board of Trustees Regular Meeting
on August 26, 2020 was held VIRTUALLY at 7:00 pm
All interested in the public meeting accessed the meeting through Zoom

Board of Trustees Regular VIRTUAL Meeting
August 26, 2020

MINUTES

Members Present	Gretchen Alaniz (Phone), Dillon Breen, Brian Broderick (Zoom), Bill Erwin (Zoom), Joan Gebhardt, Terry Gilligan, Carol Strom. Board members gathered live in the Board Room, Schoolcraft College, unless noted.
Call to Order for Regular Meeting	Chair Broderick called the August Regular Board Meeting to order at 7:00 pm
Introduction of Guests and Comments from the Audience	Over 22 guests were in attendance, including: Joan Morehead, Cheryl Hawkins, Cheryl Hagen, Pat Turner, Jerome Lavis, Alec Thomson, Dawn Magretta, Jeff Majeske, Jon Lamb, Glenn Cerny, Elizabeth Novak, and others
Minutes from the June 23, 2020, Special Meeting	Chair Broderick stated the minutes from the June 23, 2020, Special Meeting were approved as submitted.
Minutes from the June 24, 2020, Regular Board Meeting	Chair Broderick stated the minutes from the June 24, 2020, Regular Meeting were approved as submitted.
Minutes from the June 25, 2020, Special Meeting	Chair Broderick stated the minutes from the June 25, 2020, Special Meeting were approved as submitted.
Minutes from the June 26, 2020, Special Meeting	Chair Broderick stated the minutes from the June 26, 2020, Special Meeting were approved as submitted.
Minutes from the July 1, 2020, Special Meeting	Chair Broderick stated the minutes from the July 1, 2020, Special Meeting were approved as submitted.
Minutes from the July 29, 2020, Special Meeting	Chair Broderick stated the minutes from the July 29, 2020, Special Meeting were approved as submitted.
Comments from Trustees	Trustee Gebhardt stated, "I want to officially welcome our new President at his first official board meeting. He has really gotten baptism by fire. I am totally impressed. You vowed to be open and transparent and I have talked with you

more by phone and by text than with the previous President in an entire year. I wish you the very best. Good luck to you."

President's Updates

Dr. Cerny thanked the Board for their tireless dedication and for taking all the steps necessary to do the Presidential search during a pandemic in an environment that provided many opportunities to find new ways to communicate to select individuals. Dr. Cerny is very appreciative.

Pandemic Control – Steve Kaufman

As we are approaching the start of the Fall semester, Aug. 31, we are carefully vetting how and what we are allowing to open. The focus is on the College mission AND what can be opened safely.

- The Operations Continuity Team (OCT) continues to meet every Wednesday morning to discuss the safety of staff and students.
- The OCT has one person in charge to assess the almost daily changing landscape of Governor Executive Orders, CDC guidelines, the local spread of the infection and how our processes and protocols can make our campus as safe as can be.
- We are open, but not to the public as of yet. Our public/community programs are looked at weekly to determine if they can safely open. Focus right now is on our credit classes.
- On August 10, we started screening via a Health Screening Portal. For months we have manually screened employees and students, to include a thermal camera checking for elevated body temperature by Campus Police staff. This process was extremely labor intensive, and moving to a self-screening portal complied with the Governor's Executive Order requirement to self-screen employees. Schoolcraft College goes beyond the Governor's mandate by also screening students and contractors.
- The current amount of Building Monitors has been expanded and additional training has been done.
- Emails were sent to students regarding how to screen via our Health-Screening Portal that included a video.
- A video has been recorded for employees on our health-screening procedure and is being edited for dissemination.
- Video has been recorded for students on our health-screening procedure and is being edited for dissemination.
- The Children's Center opened on Monday, August 24 at a reduced capacity.
- The JC Café is reopening with limited hours: Tuesday and Thursday: 10am-2pm.



Elizabeth Novak

Mon Aug 24

- Henry's Food Court has set limited hours to service students and staff: Mon-Thurs: 10:30am-1:30pm.
- Staff is returning on a limited basis Aug. 31, the first day of classes, to help any student that may need assistance.
- Student employees are being hired on a limited basis to assist our core operations in servicing students.
- The COVID website of the College has been totally revamped to provide a more pleasing appearance and a more efficient way to disseminate information to employees and students.

COVID Support:

- To support employees faced with the unique challenge of navigating work and family demands in instances where their children are not physically returning to school this fall, a focused conversation was facilitated with 31 employees attending, who have school-age children. This focus group generated barriers and solutions. The barriers included considerations for schooling while working, before and after care, and daycare for pre-school aged children. Following are solutions proposed and agreed upon by the Operational Continuity Team that offer flexibility for working parents. Options are: continue working from home, allow flexibility with shift start and end times, arrange for reduced hours, explore job sharing arrangements, approve a short-term leave of absence (up to 6 months), approve a personal leave (greater than 90 days, up to one year).
- Livonia Transition Program (LTP) students returning to campus – remote setting creates a new set of challenges

Awards/Recognition

- Dr. Lisa Jackson, Professor and Department Chair, Psychology, was appointed by Governor Gretchen Whitmer to serve on the Michigan Commission on Law Enforcement Standards (MCOLES) for the term commencing August 14, 2020 and expiring December 31, 2021. MCOLES is nationally recognized as a leader in developing training and ethical standards for law enforcement officers. The Governor recently expanded the commission to bring community voices to the table to improve community-police relations. Dr. Jackson is among the three inaugural community members



to join MCOLES, bringing civilian oversight expertise and adding community representation to the policy-making table.

- Schoolcraft College was awarded the 2020 Catalyst Award by Blackboard in the Optimizing Student Experience category for our work on creating a Michigan Transfer Agreement (MTA) path that is fully online and uses Open Educational Resources (OER). The cost of textbook resources for students to complete the MTA originally was \$1345.55 and now it is \$110.25.



Connection Adviser, Rena Laverty, was recently awarded the 2020 Distinguished Adviser Award by the College Media Association.

The Connections Adviser, Rena Laverty, has long been recognized as a cornerstone for this paper by the students she has worked with over the years, and now she is being recognized nationally for her efforts by the College Media Association (CMA). Her years of service to student journalists earned her a Distinguished Adviser Award, a distinction only given to advisers with five or more years of experience. This was Laverty's first time being nominated for any distinction as a media adviser. Her nomination was initiated by Todd Stowell and was supported with letters of recommendation from him, Schoolcraft's former President, Dr. Conway Jeffress and 2019-20 Editor-in-Chief, Chantelle Fox.

Achievements

- Over 275 faculty participated in the Remote Teaching Series trainings to prepare for the Fall semester.
- Over 100 faculty completed the Distance Learning & Teaching training and are now credentialed to teach online courses.
- Approval from ASHP (American Society of Health-System Pharmacists) of the one year accreditation of the Pharmacy Tech Program.

Instruction

- Synchronous - 278
- Asynchronous - 746
- Hybrid - 130
- Face to Face - 85

Survey

- Survey Metrics – 175 completed surveys
- Sent to entire campus
- Open for 6 weeks

Financial Aid

Financial Aid has completed the awarding of the student allocation of CARES Act funding from the Department of Education. Schoolcraft received the \$2,338,413 on April 28, 2020 and sent out the first set of refunds to students on May 8, 2020. In total we have been able to award CARES funding to 3,514 students.

Advising and Partnerships

The Academic Advising department has serviced 57% more students in 2020 than in 2019, through phone appointments, Advisor on Duty (AOD) emails, AOD phone, personal emails, and personal phone calls.

Admissions and Welcome Center

- The Student Ambassadors for 2020-21 have been selected and are in the middle of online training. These student leaders are excellent representatives for Schoolcraft College and are available for help when needed.
- Welcome Week sessions will be offered during the first week of classes from 8am - 5pm daily. This service is to support students who need help logging into an online class, understanding their schedule, etc.
- Orientation sessions are available for new students via both an updated online orientation and a newly developed live virtual session. The total number of students completing orientation as of May 1, 2020, is 1,376 students.

Registration Services

- The Registration Center has created a simplified, non-contact badge process for HIT, EMT and Nursing students.
- Students can now validate their student ID remotely. The message displayed in WebAdvisor and Student Planning has been updated to reflect this change.

Bookstore Services

- Curbside services for students – orders to date 1,770.



Student Activities

- On Friday, June 27, the Student Activities Office held their second Operation Restock Food Pantry curbside pickup.
- During the month of July, The Schoolcraft Connection wrote and published 19 online stories. They had 1,184 visitors to the website with a total of 2,382 views.
- Student Activities Club Updates:
 - The Christian Challenge Club has continued to hold a weekly Bible study virtually through Zoom throughout the summer months.
 - The Otaku Anime Club has been holding online meetings and video streams through Discord twice a month throughout the summer.
 - Before classes were moved online, the Art Club was working on creating art on skateboard decks. Some of the skateboard decks are already hanging on the wall in the F400 hallway. Students who had not yet completed their decks, took them home to complete during the shutdown.
- During the month of July, 20 new students became members of the Omicron Iota Chapter of the Phi Theta Kappa International Honor Society.

Testing Center

- The Testing Center has administered 1,720 mathematics exams since May 20 utilizing Zoom.

Since opening to the public on June 15, 2020, the Testing Center staff have administered 466 on ground placement exams with another 107 exams scheduled for next week. Social distancing guidelines are being followed for all testing.

Dean of Students / Student Relations

Interest in Schoolcraft's athletics program remains strong. As of this writing more than 200 new student-athletes have completed a prospective inquiry form. The first men's soccer information session and tryouts, held out-of-doors, attracted more than 40 individuals. The College and Beyond (CAB) course sections designated for student-athletes are full for Fall 2020. CAB is the student success course required for most incoming first-year students.

The Disability Support Services (DSS) office completed telephone and/or email outreach to 2,000 DSS students, including those from previous semesters and new students for fall. Some DSS students prefer in-person instruction and have expressed concerns about the online, remote and hybrid formats, so the office has been proactive in reaching out to this population. DSS consultations are happening remotely with a show rate for appointments of nearly 100 percent.

Learning Support Services has offered and continues to offer a wide range of opportunities for students to get the help they need to succeed in class. Examples include:

Jump Start sessions to help students prepare in advance for Fall 2020 courses are scheduled for August and early September covering courses in MATH, ACCT, CHEM, PHYS, ELECT, BMET and ECON, and prep sessions for the TEAS nursing entrance test, too.

Student Success Workshops throughout August are helping Summer 2020 students succeed (increasing chances they will persist to fall) and helping Fall 2020 students prep for the upcoming semester.

The Retention and Student Success office led by Associate Dean Melissa Schultz reached out to students who were required to take CAB but hadn't done so. CAB is the student success course for first-year students. This resulted in an 8% increase in seats filled for that class.

Over spring and summer, Associate Dean Michael Oliver and his student support specialist/counselors Lindsay Roberts and Amber Toohy assisted 80 students who required mental health/counseling support.

Student Relations experienced a 45% increase in the number of students served in Winter 2020 compared to Winter 2019. The increase was directly related to the pandemic. This included:

236% increase in student support/ombudsman cases

21% increase in concerning behavior cases

118% increase in extenuating circumstances cases

Career Services & Hinkle Center

Student Employment: There are 37 student employees working: 32 remotely and 5 approved to work on campus. Financial Aid, Facilities/Grounds, Culinary Arts, Admissions/Registration and the Science Labs each have one student cleared to work on the campus; the rest are working remotely. The Learning Center is currently the largest employer of student employees, all of whom are working remotely.

Novi Public Library "Resume Essentials" Zoom Presentation on August 13: 18 community members in attendance with very positive feedback from both NPL staff & attendees.

CARES Act Supplemental Funding: Career Services/Hinkle Center processed 364 student applications for CARES Act Supplemental Funding and awarded more than \$154,900 to students in need because of disruptions due to COVID-19.



SPOPS (Special Populations Scholarship Program) Funding: Fall 2020 (as of today)
Awards: 28 students have been awarded \$45,941.81 in tuition & scholarship assistance. Applications will be accepted for fall through September 9.

Emergency Fund: As of today, \$500 awarded to 1 student.

Laptop Loan Program: Since the program inception in April, 12 students have borrowed laptops to complete online education assignments (9 for spring/summer & 3 so far for fall).

Marketing

Earned media:

- July 2, 2020: Fox2 Detroit on Professor Mason - Physics professor
- July 2, 2020: Livonia Observer on Dr. Cerny being named President
- July 7, 2020: Detroit News on Dr. Cerny being named President
- July 9, 2020: Livonia Observer on MEC on the move
- July 14, 2020: Crain's Detroit Business on Dr. Cerny being named President
- July 15, 2020: Soundbite from Brian Broderick on Dr. Cerny being named President
- Aug. 1, 2020: The Daily Best on Chef Loving preparing food in the NBA bubble
- Aug. 6, 2020: The Detroit Free Press on Chef Loving preparing food in the NBA bubble
- Aug. 7, 2020: Crain's Detroit Business on Chef Loving
- Aug. 7, 2020: USA Today on Chef Loving

Foundation

- The Foundation ended FY20 raising \$782,411 of the \$1M. While on-track to surpass our goal, the pandemic impacted them, especially event fundraising. That being said, during the past several months, the Foundation focused on:
 - Making up funds that would have come from the June golf event, our employee giving campaign, and CulEx sponsor revenue from the cancelled 2020 event.
 - We shifted to communicate with donors more frequently, focused on meeting the needs of students. We thanked our donors frequently, incorporating the use of Thankview's video messaging. It was important to let donors and staff know how the Foundation was using donor-dollars to meet our students' needs.
 - At the end of March, the total YTD raised was \$653,483, just a few thousand above February's amount. Focusing on replenishing the greatest needs fund, April, May and June raised \$150,000.
 - Started FY21 with \$142,000 including a \$25,000 grant for the DEI Student Scholars program and a \$100,000 estate gift in memory

of Kay Doyle, a former Foundation board member and Plymouth Township Trustee.

- Seeing the impact that the greatest needs fund made during the pandemic, the Foundation staff challenged the Foundation Board of Governors to make a stretch gift and match the staff gift total of \$3,500 for the Greatest Needs Fund. Board members met that challenge and, together, donated \$7,000!
- Foundation News & Highlights:
 - The SC Foundation launched a new website – check it out at scf.schoolcraft.edu! An announcement was in the most recent Foundation E-News!
 - The Foundation is hosting a September 22 “Generation Squeeze” Planned Giving Workshop. The August Estate Planning Workshop had nearly 78 registrants and 40 attending and others that registered received the recording.
 - The Foundation provided a record-breaking 928 students receiving over \$546,000 in scholarships during the 2020-2021 academic year.
 - In June, the Foundation partnered with the Council of Michigan Foundations to host a second “Future of Work and Education” virtual convening featuring Dr. Chauncy Lennon, VP of the Future of Education & Work for the Lumina Foundation. Over 200 registered with 150 attendees joining the conversation live.

Programs and Buildings

MEC – Manufacturing and Engineering Center – Open August 31, 2020

- Programs:
 - Welding
 - Manufacturing Technology
 - Metallurgy
- 3D printing, CAD computer labs, robotics labs and more will also be housed at the Manufacturing and Engineering Center.
- Strategic in moving these programs - proximity to companies and businesses in that industrial area.

St. Joe's Mercy Elite Sports Center– Open October 9, 2020

- This will be the home of our new Movement Sciences program.

Livonia Medical Center - Spring 2021

- Provided us the opportunity to create the programs within the Health Sciences Building.

Health Sciences Building – Fall 2021

- Programs:
 - Surgical Technician
 - Radiology Technician
 - Ultra Sound Technician
 - Sterile Processing

Updates

- Ford Commercial
 - First time a two-year community college has been part of a national advertising campaign.
 - The commercial was shot using the construction of the new IHA & St. Joe's Livonia Medical Center, as well as the newly equipped Biomedical Technology Center simulation lab.
- Session on DEI with MCCA – Dr. Damon A. Williams who is with the Center for Strategic Diversity, Leadership and Social Innovation at the University of Wisconsin's Equity and Inclusion Laboratory presented.
- Welcome Back



- 501c3 Appointments
 - SC Development Unit 14, Inc. - Michael Williams, B.S., Director of Financial Aid
 - SC Health Sciences, Inc. - Deborah Venditti, DNP, APRN-BC, Associate Dean-Nursing
 - SC Health Sciences 2, Inc. - Alec Thomson, PhD., Professor - Political Science & History
 - SC Sports Dome, Inc. - Cali Crawford, M.S., Director of Athletics
 - SC Technology, Inc. - Laurie Kattuah-Snyder, Ed.D., Associate Dean of Advising and Partnerships

Director of Financial Aid, Michael Williams presented the steps he and his team are taking to distribute as much financial aid to our students as possible. He thanked President - Dr. Cerny, Vice President and Chief Academic Officer, Dr. Hagen and Chief Financial Officer, Jon Lamb for working collaboratively to get CARES Funding out to students. Michael

stated, "We received funding on April 28, 2020 and had 90% of it in students' hands by May 8, 2020". We have awarded over 3,500 students with Cares funding, which 42% are enrolled in fall classes. Financial Aid is awarding students at a record pace. Michael touched on enrollment, "students are concerned about online format and they do not want to jeopardize their financial aid, they prefer face to face instruction". Also, the Financial Aid team are assisting Michigan State students who have been displaced with enrollment here. Trustee Gebhardt inquired about the audit committee regarding problems in the past with students and the grants that they received. She is referring to the Clearing House. Michael has worked closely with the audit committee to have zero findings in the future.

Comments from the Audience

Part-time Instructor, Music Department, Paul Michalsen, addressed the Board stating that OCC's (Oakland Community College) Wind Ensemble is one of his biggest competitors. They have expanded their program, "OCC cares laptop program", and will give the students the tools at no cost. Up to 3,000 laptops will be given to OCC full-time students. Has Schoolcraft looked into creating a similar program?

Dr. Cerny indicated the IT group has a plan that allows for loaner laptops when needed.

Mr. Michalsen encouraged in-person classes for the winter for the wind and jazz ensemble as well as the collegiate choir.

Comments from the Trustees None

Consider Entering Into Closed Session to Discuss Legal Opinion	2020-51	Moved by Trustee Strom, seconded by Trustee Gebhardt, that the Board of Trustees Consider Moving to Closed Session for the purpose of discussing the written Legal Opinion prepared by the law office of Cummings, McClorey, Davis & Acho, P.L.C. with regards to College's rights under Michigan Employment Law and Michigan's Community College Act of 1966, MCL 389.1 et. al.
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Roll Call Vote	Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom Nays: None Motion carried.
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The closed session began at 7:47 pm

Consider Reconvening Into an Open Session	2020-52	Moved by Trustee Gebhardt, seconded by Trustee Strom at 8:43 pm, that the closed session end and the open meeting reconvene.
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Roll Call Vote	Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom Nays: None The Board is not taking any action based upon the legal opinion reviewed and discussed during the closed session.
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Adjournment

Chair Broderick adjourned the meeting at 8:48 pm



Elizabeth Novak, Associate Secretary

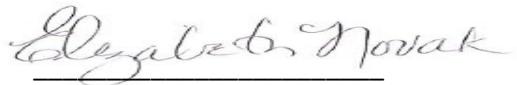


Brian D. Broderick, Chair

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan
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CERTIFICATE

I hereby certify that the attached is a true copy of the approved minutes of the Organizational and Regular Board meeting held on the 26th day of August, 2020, and that said minutes have been available for public inspection at the address designated on the posted public notice of said meeting from and after the 24th day of September, 2020.



Elizabeth Novak Associate Secretary
Board of Trustees