

SCHOOLCRAFT COLLEGE

18600 Haggerty Rd • Livonia MI 48152-2696

In consideration of the Governor’s Executive Order effective March 24, 2020, 12:01 a.m.

The Schoolcraft College Board of Trustees Public Hearing on April 22, 2020

was held VIRTUALLY at 7:00 pm

The Schoolcraft College Board of Trustees Regular Meeting was held directly after the public hearing.

All interested in the public meeting accessed the meeting

Board of Trustees Regular Meeting

April 22, 2020

MINUTES

**Public Hearing on the
General Operating Budget**

The Public Hearing on the 2020-2021 General Operating Budget began at 7:04 p.m. Dr. Glenn Cerny, VP and CFO, summarized highlights of the budget and the actions necessary for the College to balance the budget. He answered questions and comments from the Trustees.

Members Present

Gretchen Alaniz, Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Terry Gilligan, Carol Strom

**Motion to Adjourn the Public
Hearing**

2020-24 Moved by Trustee Strom, seconded by Trustee Breen, to adjourn the public hearing.

Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom

Nays: None

Motion carried.

**Call to Order for Regular
Meeting**

Chair Broderick called the April Regular Board Meeting to order at 7:15 p.m.

**Introduction of Guests and
Comments from the
Audience**

In attendance from Schoolcraft College - Joan Morehead, Pat Turner, Cheryl Hawkins, Glenn Cerny, Cheryl Hagen, Alec Thomson, Van Nguyen, Michelle Randall, Dawn Magretta, Jerome Lavis, Chris Misiak, Paul Michalsen, Josiah Thomas, Conway Jeffress, Karla Frentzos. Also attending - Ms. Angela Provart, President, Pauly Group, Inc.

Dr. Alec Thomas commented that he wanted the Board to know that he will still be the acting President of the Faculty Forum until June 1, 2020, when President Elect, Jerome Lavis, will take over.

Josiah Thomas asked if there would be any retrofitting needed for the Health Science Project. Dr. Glenn Cerny said they will need sterile processing.

**Approval of the Minutes
from March 25, 2020**

Chair Broderick stated the minutes from the March 25, 2020, Regular Meeting were approved as submitted.

Approval of the Minutes from April 8, 2020

Chair Broderick stated the minutes from the April 8, 2020, Special Meeting were approved as submitted.

Correspondence to the Board

Karla Frentzos thanked the Board for their consideration and thoughtfulness on Administrative Assistants Day.

Comments from the Trustees

Trustee Gebhardt noted that based on the state and the Governor's executive orders every community college is adjusting their budget. We have no choice but must adjust at Schoolcraft also.

Trustee Gebhardt thanked Karla Frentzos for amending the minutes from the March meeting when we had our first virtual meeting.

President's Updates

Dr. Conway Jeffress noted that since the COVID began we have heard about it and how we can deal with it. We have prepared a decision log of all we have done and it is a record of actions. We limited travel and did self-quarantining. We saw loss of revenue for the VTC. We have been concerned about our faculty and staff and began social distancing.

As of today, we have one confirmed case of COVID with an employee and 10 students with confirmed COVID.

- Enrollment for Spring is down 11%, which is better than most other community colleges.
- We had to cancel our commencement and we are producing a virtual ceremony.
- We are still building the health centers.
- We are now taking temperatures remotely for protection.
- At a Zoom meeting with legislators, Senator Stamos spoke on the budget and he guesses that we will take a 10% hit for our budget. We are prepared for this hit as Dr. Cerny noted.
- We are pleased that our employees are still working.
- We should be okay for the future.

Consider Establishing Tuition and Fees for 2020-21

2020-25 Moved by Trustee Strom, seconded by Trustee Erwin, that tuition rates, beginning with the 2020 Fall Semester, be approved as follows:

Resident	\$123.00 per credit hour
Nonresident	\$177.00 per credit hour
Out-of-State	\$260.00 per credit hour
International	\$260.00 per credit hour

The College's fees will not increase.

Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom

Nays: None

Motion carried.

(Roll Call Vote)

**Consider Adoption of
2020-21 General
Operating Fund Budget
(Roll Call Vote)**

2020-26 Moved by Trustee Gebhardt, seconded by Trustee Erwin, that the Board of Trustees approves a General Fund Budget which includes a maximum millage levy of 2.27 mills of ad valorem property taxes (not adjusted as required by the Headlee Amendment pursuant to the successful Fall 2018 ballot initiative) to be used for general operating purposes; and

BE IT FURTHER RESOLVED that a General Fund Budget in the amount of ninety million, one hundred sixty thousand, six hundred thirteen dollars (\$90,160,613) be adopted for the 2020-21 Fiscal Year.

Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom

Nays: None

Motion carried.

**Consider Approval Adoption
of 2020-21 Ancillary
Budgets
(Roll Call Vote)**

2020-27 Moved by Trustee Gilligan, seconded by Trustee Gebhardt, that the Board of Trustees adopts the Designated, Auxiliary, and Restricted Budgets for the 2020-21 Fiscal Year, in the amount of twenty-seven million, eight hundred eight thousand, forty-three dollars (\$27,808,043), as contained in the attached schedule; and

BE IT FURTHER RESOLVED that the necessary monies to meet Ancillary Fund commitments be transferred from the General Fund to the appropriate funds; and, finally,

BE IT FURTHER RESOLVED that the Administration be authorized to effect modifications and additions to the Ancillary Budgets where such modifications and/or additions are in keeping with sound business practices.

Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom

Nays: None

Motion carried.

Presidential Search Updates

Chair Brian Broderick introduced Michelle Stando, Director of Research and part of the Presidential Search Committee (PSC). She went over the Stakeholders Input Survey.

Michelle noted the primary objectives were the following:

- Engage stakeholders in the process to select the next President, inclusively and transparently, while providing an opportunity for all voices to be heard.
- Obtain input on the characteristics and competencies desired in the next Schoolcraft College President.
- Establish clear, strategic institutional priorities to use in developing hiring criteria.

Using the quantitative virtual surveys with qualitative and quantitative open-ended questions the surveys were sent to students, community and employees. We received 400 responses, which was very positive.

Top Schoolcraft College Strengths

- 23% The dedicated, caring faculty and staff who work at SC are perceived as the College's greatest asset.
- 14% SC prepares students for their future (employment in trades, 4 year degree, etc.) with challenging coursework and high academic standards.
- 14% Stakeholders appreciate the many credit and non-credit opportunities of study offered at SC.
- 13% SC provides an affordable higher education, making it an accessible alternative to all students and a good value.
- 11% Stakeholders value the strong relationship SC has with the community it serves.
- 9% SC is perceived as prioritizing students above all else.

Top Schoolcraft College Weaknesses

- 10% None.
- 12% Lack of collaboration/"silo" organizational structure.
- 9% Employees, especially staff members, do not feel valued by the College, leading to low morale.
- 9% Poor communication both within the College and to the outside community is perceived as detrimental.
- 8% Technology is perceived as outdated, while the recent COVID 19 pandemic highlights the need for improved technology campus wide.
- 7% Stakeholders do not feel as though the College advertises or promotes itself; the College makes little effort to let people know what it offers.

Top Presidential Qualities

From the survey the top five qualities stakeholders would like to see are:

1. Commitment to Students
2. Effective Communication
3. Financial and Operational Focus
4. Building Strong Teams
5. Strategic Planning

Stakeholders would like to see a visionary who is accessible to all as the next President of SC; the ideal candidate would also establish a good relationship with employees and communicate well, both within the College and the community.

Communication, team building and commitment to students are the most highly rated attributes across all stakeholder groups in terms of importance.

Chair Broderick gave further updates on the presidential search.

Angela Provar from the Pauly Group thanked the Board for giving the Pauly Group the opportunity to work with Schoolcraft on this important search. She

had a number of suggestions, including linking items to our website for the potential applicants. She had insights on the drafting of the Presidential Position description. She affirmed that our profile was typical of what other community colleges have put together.

We will ask applicants for a cover letter with background experience, resume or CV, and five professional references. We will post the Stakeholders Input as it is wonderful. The Presidential Search committee is very competent and great to work with, she is looking forward to future meetings.

Further suggestions were given by the Board and questions were answered.

Next Steps

- April 25th – the position will be posted until May 25th.
- There will be a Special Board Meeting on June 11, to go over the 8-10 selected finalists from the PSC. These selections will not have names but only numbers to identify them. The Board will determine who they would like to interview and the Pauly Group will contact the 3-5 finalists.
- Between June 8 and 15 the names will become public.
- Between June 22 and June 29th Special Board meetings and stakeholders meetings will be set up to interview each of the 3-5 candidates.
- In mid July there will be a Special Board Meeting to select the successful candidate.
- The following day, the Pauly Group will make the job offer.
- A full schedule will be provided to the Board.

**Consider Approval –
President’s Position
Description
(Roll Call Vote)**

2020-28 Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees approves the final President Position Description to be used for the selection process of a new president with the edits as discussed.

Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom

Nays: None

Motion carried.

**Consider Approval –
Presidential Search and
Support
(Roll Call Vote)**

2020-29 Moved by Trustee Strom, seconded by Trustee Gebhardt, that the Board of Trustees awards a purchase order to the Pauly Group, Inc., not to exceed \$70,000 (seventy thousand dollars) to manage the recommendation of candidates, the selection process of a new president, and after appointment success support once the president has been installed.

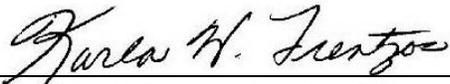
Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom

Nays: None

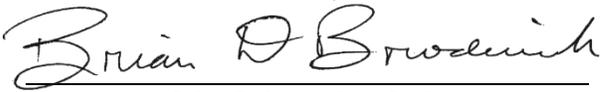
Motion carried.

Comments from the Trustees Trustee Gebhardt is happy to hear that we are having a collaborative virtual commencement ceremony for our students.

Adjournment Chair Broderick adjourned the meeting at 8:55 p.m.



Karla W. Frentzos, Associate Secretary



Brian D. Broderick, Chair

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan
734-462-4418

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 22nd day of April, 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 28th day of May, 2020.



Karla W. Frentzos
Associate Secretary
Board of Trustees