

SCHOOLCRAFT COLLEGE

JC 228 • 18600 Haggerty Rd • Livonia MI 48152-2696

Board of Trustees Regular Meeting

August 28, 2019

MINUTES

Members Present	Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Terry Gilligan, Carol Strom
Members Absent	Gretchen Alaniz
Call to Order for Regular Meeting	Chair Broderick called the August Regular Board Meeting to order at 7:05 p.m.
Introduction of Guests and Comments from the Audience	In attendance - Laura Sensing, Cheryl Hagen, Cheryl Hawkins, Glenn Cerny, Alec Thomson, Dawn Magretta, Van Nguyen, Robert Machnee, Laura Cullen, Michelle Stando, and Josiah Thomas, the news Editor for the <i>SC Connection</i> .
Approval of the Minutes from June 26, 2019	Chair Broderick stated the minutes from the June 26, 2019, Regular Meeting were approved as submitted.
Correspondence from the Board	A card with a note of congratulations was sent from the Board of Trustees to Chef Heather Moore. Chef Moore was awarded the status of Certified Master Baker after a rigorous competition and much hard work. She is our first Certified Master Baker at Schoolcraft College.
Comments from the Trustees	Trustee Gebhardt had a number of items she wanted to note. <ul style="list-style-type: none">• Thank you Laura Sensing for all you do for Schoolcraft College. We understand that you are leaving and wish you and your husband the best. I appreciate you. All the Board members concurred that Laura Sensing will be missed.• The Michigan Jazz Festival program was at each Board member's place. On the Certificate of Appreciation page where Dr. Jeffress and the Board of Trustees noted their thanks to the Michigan Jazz Festival, Trustee Gebhardt said that she must have every Board member listed by name, instead of "on behalf of the Board of Trustees."• Next week the CEPD fall classes begin. Kudos to the CEPD Easing Arthritis Pain water class. It is a wonderful class and Kathy Carzon is an excellent instructor. Trustee Gebhardt said that the class is filled and needs to be increased by five so others can also attend.

- The Welcome Back breakfast was exhilarating. Featured speaker Heather McGowan did an excellent job.
- Trustee Gebhardt read the Information Technology Status Update to the Board of Trustees that Pat Turner had distributed to the members of the IT Subcommittee.
- Trustee Gebhardt commented that the IT jar openers were not a good idea due to budget constraints.

Report of the President

President's Report to the Board of Trustees

June 26, 2019

Accreditation Notes

- The HIT program received notification on June 5, 2019, that the 2019 Annual Program Assessment Report (APAR) submitted on behalf of Schoolcraft College has been reviewed and accepted. The Commission noted that it, "recognizes you and your colleagues for your commitment to continuous quality improvement in higher education as demonstrated by your participation in program accreditation."
- The Michigan Department of Health & Human Services Bureau of EMS, Trauma, and Preparedness (MDHHS-BETP) Education Site Visit was held on June 11, 2019. During the EMT relicensing inspection, the state of Michigan expressed their appreciation of our very well equipped and thought out facility.
- The site auditors made a recommendation for the Schoolcraft College Department of Emergency Medical Technology to receive a three year (max) renewal of our educational licensure. The state of Michigan regional educational coordinators have expressed interest in Schoolcraft as a host for some state sponsored events, including becoming a National Registry of EMT Practical testing location.

Admissions

- Since March, the College has welcomed 372 students to campus for on campus orientations. On average, half of the attendees bring parents, guardians, or guests, for a total campus visitation of approximately 650 people. One parent was so pleased with what her son was experiencing that she applied and made an advising appointment on-site for herself.
- This past year, orientations were expanded to include the PSTC and Radcliff Center as well. In addition, online orientations, which provide an alternative method of attendance, also continue to grow, with a total of 659 students completing online orientation since March.

Athletics

- Congratulations to Softball outfielder, Vanessa Szalkowski, on being named NJCAA 2nd team All American!



- Men's Basketball team member, Runako Ziegler, has committed to Florida Tech to continue his academic and athletic career!

Awards and Recognition

- Sharon Christian, Learning Support Services PAL/Tutor Coordinator, was selected to be a council member for Students Advising on Graduate Education (SAGE) and is a member of the iMBA Student Council at the University of Illinois Urbana-Champaign, where she is pursuing her MBA.
- Chief Kaufman is now the Chair of the International Association of Campus Law Enforcement Administrators (IACLEA) Annual Conference Committee. Kaufman has been a committee member since 2015 and was recently recommended to Chair the committee, a three-year appointment.
- In collaboration with four other community colleges, Schoolcraft won a Community College Humanities Association (CCHA) planning grant for faculty. The planning grant - \$26,400 - was awarded through the Teagle Foundation and supports two faculty from each of the five participating schools to workshop on the logistics of the how the full grant, if awarded, would be implemented.
- Pamela Linton, Occupational Programs Apprenticeship Coordinator, was selected and featured as a Crain's Notable Women in STEM 2019 honoree. The women featured in this report were selected by a team of Crain's Detroit Business editors based on their career accomplishments, track record of success in the field, contributions to their community and mentorship of others. Shortly after joining Schoolcraft College in 2016, Pamela Linton re-established and expanded the school's apprenticeship program, making it a model for other post-secondary schools. Due to Pamela's efforts, Schoolcraft has 16 employers with registered apprenticeship programs offering training in 13 professional-trades occupations. The school now has 30 registered apprentices and 11 pre-apprentices. Here's a link to the 2019 honorees: <https://www.crainsdetroit.com/awards/notable-women-stem>
- Professor of Biology, Nick Butkevich, presented at the 33rd Annual Human, Anatomy, & Physiology Society (HAPS) conference. His abstract, "Developing Your Own Lab Curriculum Is Easier Than You Think!" focused on developing a customized laboratory manual transforming the laboratory curriculum and overall laboratory experience for the students.

Career Services & Hinkle Center

- Career Services and the Hinkle Center are working with the Canton JC Penney store on a "JC Penney Suit Up" event scheduled for October 6, 2019. This event will provide Schoolcraft students the opportunity to shop for interview outfits for up to 60% off after the store closes from 6:00 to 8:00pm. The Foundation provided \$2,500 in "Dress to Impress" scholarships in the form of JC Penney gift cards to assist students with these purchases.

Development and Foundation

As of June 17, the Foundation has only \$23,011 left to raise to reach its \$1 million goal.

Significant gifts include:

- \$10,000 from Maria Johnston for the Helen DeTorro & Maria & Kristina Johnston Nursing Scholarship
- \$7,500 from David Grossman for a Culinary Extravaganza Event Sponsor
- \$2,500 from Emagine Theatres for Culinary Extravaganza Diamond Sponsor
- The Annual Golf Outing, held on June 3 at Fox Hills, raised a net profit of \$24,000 and attracted 118 guests to enjoy the day in support of Schoolcraft students.
- On June 21, 75 Schoolcraft retirees and guests came back to campus for the Retiree Annual Breakfast, which included a college update.
- To date, \$29,000 has been secured in sponsorships for the annual Culinary Extravaganza. Tickets and sponsorships can be purchased on the Foundation website at <https://scf.schoolcraft.edu/culinary-extravaganza>.

Grant Updates

Apprenticeship Coordinator, Pamela Linton, Occupational Programs, organized the June 13, 2019 Registered Apprenticeship in a Day (RAPiD) event for area businesses. It was developed to help employers handle details and complete the paperwork for federal Registered Apprenticeships. Five area employers attended, representing aerospace, manufacturing, armored vehicles, and healthcare. The Department of Labor (DOL) worked with employers for apprenticeships in eight occupations. Representatives from Michigan Works! and Workforce Intelligence Network (WIN) were also on hand to assist. The DOL is promoting RAPiDs events as a Best Practice in the national apprenticeship model.

Marketing and Communications

- We are now developing a program that takes students to the next level. Reality Ready™ will include workshops, experiential activities and skill development that will enhance our students' employability. Topics under discussion include networking and relationship building, financial literacy, and resume and interview skills. The program is being developed with input from faculty, staff, students and employers, and will be piloted in Spring 2020.
 - On June 18, a Comcast commercial for overall branding of the College was taped and will air in local Comcast zones beginning in August.
 - A new Fast Facts flyer has been designed and distributed.
 - Several promotional campaigns are being rolled out, including:
 - The Campus Tour campaign is running from May 27 through June 26.
 - The Easy Pay Tuition campaign started June 3 and will end August 22.
 - A new Podcast Communication Plan is near completion.
 - An SEO Campaign Plan has been initiated.
 - A Social media campaign for apprenticeships is planned.

Public Safety Training Center (PSTC)

- The Law Enforcement In-Service Training Program completed a Public Act 330 (Security Police) course with 38 graduates. The graduates were from the security police departments of Sparrow Health System, St. Joseph Health System, and Henry Ford Health System.

- The Fire Technology Program conducted a “SAVER” Emergency Vehicle Operations Course for firefighters from multiple fire agencies in Michigan. The course was funded by grant money obtained from the Bureau of Firefighter Training Council in Michigan. A number of fire chiefs attended the course and they are considering adopting policies to have this training included on an annual basis for all firefighters.
- The Public Safety community continues to utilize the PSTC for training sessions.
- The Social Security Administration leased the gun range, maze room, and training room for three days providing tactical training to agents from three states in the Midwest.
- A basic Special Weapons and Tactics (SWAT) school was completed by 14 police officers, including two tactical medics from various agencies throughout Southeast Michigan.
- A two week Evidence Technician School was conducted with 14 police officers graduating from various police agencies in the Metro-Detroit area.

Student Excellence - Kehrl Academic Excellence Award

The Kehrl Academic Excellence Awards are awarded each year to the top three students in the areas of Art, Communication Arts, English, Mathematics and Natural Science. The faculty from each area developed the criteria for each award and then selects the awardees based on the requisite criteria. The Kehrl Academic Excellence Awards are made possible by the Schoolcraft College Foundation through the generosity of the Floyd and Marian Kehrl Family, supporters of Schoolcraft College since 1964.

Arts and Science

- Jacob Pelz-First Place
- Florencia Benavidez- Second Place
- Kimberli Coady-Third Place

Communication Arts

- Noelle Wolf-First Place
- Brian Meeks- Second Place
- Noah O’Donnell-Third Place

Culinary Arts

- Marielle Hill (CUL Program)
- Nellie McCants (CUL Program)
- Adam McDowell (CBPA Program)

English

- Brian Keith Johnson II
- Kailey Ankofski
- Norma Mosier

Fire Academy

- Gavin Gismondi

Police

- Krystal Tulacz –First place
- Melissa Henderson-Second place
- William Ruch-Third place

Pythagorean Prize-Mathematics

- Nina Perry –First place
- Elga Bojko -Second-place
- Sasha Gill-Ljunghammer-Third place

Other Notable Awards

- English Department Prize - Michael Cao
- Pageturners Writing Award - Madisyn Bobby
- Pageturners Art Award - Yeseul Ha
- Kehrl Award for ENG 055 Best Student Award - Brian Keith Johnson II
- Kehrl Award for ENG 050 Best Student Award - Kailey Ankofski
- Kehrl Award Most Improved Developmental English Student - Norma Mosier
- Art Lindenberg Creative Writing Award - Yanya Albrecht

Student Success

- The SC Edge Early College program had 26 graduates in 2019! There were 19 one-year certificate graduates and seven associate in applied science degree graduates. On May 21, Schoolcraft honored all of the SC Edge graduates at Airport High School with an event that included breakfast and Schoolcraft College gift bags. Students were asked to share what the early college program meant to them and the majority said they appreciated the opportunity to graduate from college while still in high school. Several of the parents in attendance showed their gratitude to Schoolcraft College for providing this opportunity to their children and helping them (the parents) save money on college.
- The BDC completed the first Robotic Welding Technician class in June with funding from the AM-Catalyst grant. Don Neilson, Welding Adjunct Faculty, was very impressed with the dedication and enthusiasm of the participants. All five students received two American Welding Society (AWS) certifications and learned basic robotic programming and operations skills on FANUC robots and a robotic welder. The graduation event was well attended by the participants and guests, as well as their Career Coaches from Michigan Works!

Safety Training

- College administrative staff received a training/audit session from a group of experts from the FBI, Homeland Security, and Wayne County. An “artificial” incident was created requiring key employees to react in a timely manner. All went well.
- Officer Carla Murray attended FBI-Law Enforcement Executive Development Association (FBI-LEEDA) Advanced Identity Theft Summit training on June 4-5.

Upcoming Events - Student Activities

- A Blood Drive is scheduled for Wednesday, July 17 from 10:00am to 4:00pm in the lower Waterman Wing.
- ☐ Student Activities is looking for student leaders and members to form an Amnesty International group at Schoolcraft. Interested students should contact the Student Activities Office at 734-462-4422.
- Student Activities (SA) will be hosting the Annual Student Leaders Retreat on August 9th and 10th. The event will take place on campus Friday from 10:00am to 3:00pm and off campus Saturday at a low ropes course. This is a great opportunity for SA leaders to bond with the students, teach students how they can work together and provide some great speakers with topics that are picked

based on challenges from the year before. Common themes seem to be conflict and time management, and leadership profiles.

- On the first two days (August 27th & 28th) of the Fall semester, there will be Welcome Stations set up in the following buildings: Liberal Arts, Biomedical Technology Center, Bookstore, Physical Education, McDowell Center, Forum, Bradner Library and Radcliff Center. The tables will be set up from 8:30am to 12:00pm, except for the McDowell Center where the hours will be 8:30am to 5:00pm. Students will be able to pick up a campus map, ask questions, get information and receive a free drink while supplies last. Students can also enter the #hashtag contest to win prizes by sharing a photo on social media with the hashtag #lamocelot.
- Men's Ice Hockey is holding tryouts on Tuesday, September 3 and Thursday, September 5 from 9:00pm to 10:20pm at the Redford Ice Arena. Registration will start at 8:30pm on September 3. Students interested in trying out should contact Head Coach Rob Lindsay at 734-612-1426 or rlindsay1975@gmail.com.
- Make-It & Take It Free Ice Cream Sundae Day is Wednesday, September 11 from 11:00am to 2:00pm in the lower Waterman Wing. This event is sponsored by the Student Activities Board and will also feature live entertainment by artist Sam Corbin.
- The School Daze Fall Festival will take place on September 18th and 19th from 10:00am to 2:00pm each day. The festivities will be located under the big top tent between the Forum and Liberal Arts buildings. Along with enjoying free beverages and popcorn and 50 cent hot dogs, students will be able to find out about clubs and organizations, learn about Student Services, discover local businesses, participate in games and win prizes on the main stage with the DJ.

Updates

- The College received an MNJTP grant (\$500,000) which included training for TAG (The Armored Group).
- St. Joe's and Schoolcraft announced the launching of St. Joe's MercyElite Sports Center.

Key Performance Indicators (KPIs) and Strategic Objectives

Michelle Stando, Director of Research, presented to members of the Board and the audience on the use of Key Performance Indicators (KPIs).

KPIs are quantifiable measures used to evaluate the success of an organization, in meeting objectives for performance. The primary reason for using KPIs is that they help monitor our institutional health. They guide us in focusing on the correct things; they demonstrate effectiveness to our accrediting body (HLC). As we use them over the next year, we will need to ask ourselves if they are the right fit.

Michelle started her presentation with the Planning Process Overview.

- Where Are We Now?
 - ✓ Reflect – Review Accomplishment's Report
 - ✓ Analyze – Key Performance Indicator Data (KPIs)
 - ✓ SWOT (Strengths, Weaknesses, Opportunities & Threats)
- Where Are We Going?
 - ✓ Revisit – Strategic Objectives to Set Long-Term Direction
 - ✓ Refine – Revise KPIs if Desired – Measure What Matters
 - ✓ Establish – Target Ranges for Performance on KPIs

- How Are We Going to Get There?
 - ✓ Develop – Strategies & Tactics/Projects for Relevant Strategic Objectives
 - ✓ Prioritize – Cabinet Determines Most Critical Cross-Functional Strategies
 - ✓ Delegate – Tactics Assigned Project Lead, Champion & Cross-Functional Team

- How Will We Know We Arrived?
 - ✓ Track – Build Measures & Milestones to Track Progress into Action Plans
 - ✓ Communicate – Include Methods to Provide Periodic Status Updates to multiple Stakeholders
 - ✓ Review – Take Stock of What’s Working & Change Course as Needed

Utilizing the KPI system we continue to tie institutional objectives and projects to the KPIs.

**Approval of Purchase Order –
Virtual Desktop Thin Client
and Monitors**

2019-68 Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees awards a purchase order for one hundred and twenty-five (125) Virtual Desktop Thin Clients and Monitors as defined in specifications to Dell Marketing, L.P., Round Rock, Texas, at a total cost of sixty-eight thousand six hundred and sixty-three dollars (\$68,663).

Ayes: Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Absent: Alaniz
Motion carried.

**Approval – Geographic
Information Systems (GIS)
Skills Certificate**

2019-69 Moved by Trustee Breen, seconded by Trustee Strom, that the Board of Trustees approves the new Geographic Information Systems (GIS) Skills Certificate.

Ayes: Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Absent: Alaniz
Motion carried.

- Articulation – with Eastern Michigan University (EMU) for a Bachelor of Science Degree in Simulation, Animation and Gaming** **2019-70** Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees authorizes the administration to enter into an articulation agreement with EMU for the Computer Graphics Technology – 3D and Video Graphics program.
- Ayes: Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Absent: Alaniz
Motion carried.
- First Reading of Policy 1061 – Clery Act** The Board held a first reading with proposed edits to Policy 1061 – Clery Act.
- First Reading of Policy 2014 – Veterans** The Board held a first reading with proposed edits to Policy 2014 – Veterans.
- First Reading of Policy 2260 – Non-Enrolled Children-Minors on Campus** The Board held a first reading with proposed edits to Policy 2260 – Non-Enrolled Children-Minors on Campus.
- First Reading of Policy 5011 – Use and Finance Statements** The Board held a first reading with proposed edits to Policy 5011 – Use and Finance Statements.
- Second Reading of Policy 2030 – Testing Center** **2019-71** Moved by Trustee Gebhardt, seconded by Trustee Gilligan, that the Board of Trustees approves the new Policy 2030 – Testing Center.
- Ayes: Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Absent: Alaniz
Motion carried.
- Second Reading of Policy 3130 – Supplanting of Federal Funds** **2019-72** Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees approves the edits to Policy 3130 – Supplanting of Federal Funds
- Ayes: Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Absent: Alaniz
Motion carried.

**Resolution of Retirement –
Ellen Mathes, Bookstore
Clerk**

2019-73 Moved by Trustee Strom, seconded by Trustee Breen, that the Board of Trustees offers congratulations to Ellen Mathes, Bookstore Clerk, for her accomplishments and service to the College and extends to her best wishes.

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

Nays: None

Absent: Alaniz

Motion carried.

**Resolution of Retirement –
Julie Button, Admissions
Representative**

2019-74 Moved by Trustee Gilligan, seconded by Trustee Gebhardt, that the Board of Trustees offers congratulations to Julie Button, Admissions Representative, for her accomplishments and service to the College and extends to her best wishes.

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

Nays: None

Absent: Alaniz

Motion carried.

**Comments from the
Audience**

Josiah Thomas, Editor, *SC Connection*, asked if the Welding program was going to move into the new building on Merriman.

His question was confirmed by Dr. Jeffress that this will be a better space for Manufacturing and Welding and will allow us to expand the Health Center into the current Applied Science building.

Comments from the Trustees

Trustee Gebhardt commented further on Heather McGowan, the featured speaker at the Welcome Back Breakfast. She remarked that Heather McGowan was fabulous and had encouraged faculty and staff to take a class. Everyone needs to know what your students are going through!

Adjournment

Chair Broderick adjourned the meeting at 8:12 p.m.

Karla W. Frenzoz, 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 28th day of August, 2019, 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 26th day of September, 2019.

Karla W. Frentzos
Associate Secretary
Board of Trustees