

SCHOOLCRAFT COLLEGE
JC 228 • 18600 Haggerty Rd • Livonia MI 48152-2696
Board of Trustees Regular Meeting
February 26, 2020

OFFICIAL MINUTES

- Members Present** Gretchen Alaniz, Brian Broderick, Dillon Breen, Joan Gebhardt, Terry Gilligan, Carol Strom
- Members Absent** Bill Erwin
- Call to Order for Regular Meeting** Chair Broderick called the January Regular Board Meeting to order at 7:00 p.m.
- Introduction of Guests and Comments from the Audience** In attendance: Joan Morehead, Cheryl Hawkins, Cheryl Hagen, Pat Turner, Glenn Cerny, Dawn Magretta, Van Nguyen, Alec Thomson, and Josiah Thomas.
- Approval of the Minutes from January 22, 2020** Chair Broderick stated the minutes from the January 22, 2020, Regular Meeting were approved as submitted.

Report of the President

President's Report to the Board of Trustees

February 26, 2020

Accreditation

The Higher Learning Commission Comprehensive Quality Review (CQR) report was reviewed and accepted as written. What this means is that we are accredited through 2029-2030 and have met all the criteria for accreditation. A campus wide THANK YOU was held on February 21 to thank the campus for their help in assisting with the CQR visit. We could not have achieved this "glowing" review without board, staff, faculty, students, community members and workforce partners. Thank you!!!



Athletics News

- Athletics has finalized plans to give our baseball and softball teams quality playing fields while also getting the Schoolcraft name regional exposure. The women's softball team will be playing its home games at the Total Sports Complex in Wixom, which offers an artificial turf field and necessary amenities, such as restrooms and concessions. Signage at the field will announce it as

Schoolcraft's home field for softball, putting the Schoolcraft name in front of the thousands of people who visit this complex each year.

- A similar arrangement is in place for men's baseball at The Corner Park in Detroit's Corktown neighborhood. This artificial turf field is owned and operated by the Detroit Police Athletic League (PAL) at the former Tiger Stadium site. This location has the necessary amenities, and signage will announce Schoolcraft to the thousands of people who use this facility through PAL programs and group rentals. The artificial turf fields at both locations allow for quicker drainage and drying, meaning fewer game cancellations due to the soggy field conditions encountered with natural grass fields.

Awards and Recognition

- Melissa Schultz, Associate Dean of Student Success and Retention, will be co-presenting at the upcoming AACC national conference on the topic of "More Than a Text: How Schoolcraft College Transitioned from Texting to Behavioral Nudging."
- Cheryl Hagen has been selected as a member of the editorial board for an upcoming collection of essays celebrating the tenth anniversary of the Doctorate in Community College Leadership program at Ferris State University. The book has already been accepted for publication by Rowman & Littlefield.
- Audrey Mingela, Professor, Mathematics, and Anita Süess Kaushik, Associate Professor, World Languages, have been named 2019 League Excellence Awards recipients. These awards are sponsored by the League for Innovation in the Community College to celebrate outstanding contributions and leadership by community college faculty. Mingela and Süess Kaushik will be honored along with other outstanding faculty from community colleges across the country, at the annual Innovations Conference in Seattle in March. Mingela, who also is the Schoolcraft Math Department chair, has been teaching full-time at Schoolcraft since the fall of 2000. Süess Kaushik, who began her career at Schoolcraft in 2006, teaches all levels of French (traditional as well as online) and German courses. Congratulations Audrey and Anita!
- In January 2020, Mark Huston, Professor, Philosophy, wrote an essay titled "The Greatest Conspiracy Theory Movies", which is being published in a book called *Conspiracy Theories: Philosophers Connect the Dots* by Richard Greene. Conspiracy theories have become a major element in opinion formation and an ever-present influence on the daily news. In *Conspiracy Theories*, philosophers of diverse backgrounds and persuasions focus their lenses on the phenomenon of the conspiracy theory, its causes, and consequences. Professor Mark Huston was also recently invited to give a presentation on cultural relativism, moral realism, and human rights to the Global and Urban Health Equity Group at the Wayne State University Medical School.
- Brad Stetson (Mathematics) was recently awarded an Edfinity Award for Technology-enable Innovation in Improving Student Access to Quality Learning Resources by the MichMATYC (Michigan Mathematical Association of Two-Year Colleges). The award, which is supported by the National Science Foundation, recognizes "an educator who has made substantial efforts to further the cause of equitable access to high-quality homework and/or course materials in Mathematics." Part of Mr. Stetson's work for this award was the implementation of Open Education Resources (OER) for online math courses.
- Geography Professor Diane O'Connell is the recipient of the 2020 Best Friend of the Rouge Award, as the Julie Frentrup Outstanding Volunteer. She will accept the award at the Friends of the Rouge Annual Membership Meeting on Thursday, March 19, 2020. Professor O'Connell was selected because of her enthusiasm for the mission and incredible support of the programs at Friends of the Rouge, her participation in our Benthic Macroinvertebrate Monitoring Program, including her adoption and monitoring of a sampling site with her students as well as her incredible organization in hosting the Fall Bug Hunt at

Schoolcraft College – all of which has helped us to make this a successful long term monitoring program.

- Leslie Petty, Associate Dean of Continuing Education and Professional Development was selected to be a Board member for the Accelerate4Kids foundation. Based in Detroit, Accelerate4Kids is a non-profit organization focused on providing elementary and middle school students access to computer science and technology education through school-based and after-school enrichment programs.
- Cynthia Cicchelli, Associate Dean of Operations, Curriculum, and Assessment has been selected to serve as a mentor for the Higher Learning Commission (HLC) Assessment Academy beginning April, 2020. Through consultations, Assessment Academy mentors provide expertise and guidance to other institutions as they devise and implement their assessment models and strategies to improve student learning.
- The Pageturners Book Club of Schoolcraft College, supported by a grant from the Schoolcraft College Foundation, received a Michigan Humanities Action Grant from the State of Michigan in December 2019. The Pageturners Book club offers free events that promote lifelong learning, respectful debates and discussions, and community engagement in the humanities. Unique educational experiences provide attendees with a deeper understanding and respect of topics such as race and multiculturalism. Congratulations Pageturners Book Club!
- The Inaugural Ceremonies of the newly elected City of Livonia Mayor, Maureen Miller Brosnan, featured the Schoolcraft College Jazz program arranged for a Jazz Quartet to perform at the ceremony. This event was truly a unique and special way for the Schoolcraft College to connect with the community.
- Pamela Linton, Apprenticeship Coordinator, served as a panelist in the State of Michigan-led session “*Community College Partnership: Best Practices for Registered Apprenticeship Expansion*,” at the Michigan Career Education Conference in Grand Rapids on January 28, 2020.
- Amy Jones, Associate Dean of Occupational Programs – Engineering & Technology, co-presented “*Manufacturing Day: Promoting Career Exposure and Exploration in Southeast Michigan*” at the Michigan Career Education Conference on January 28, 2020 with Naheed Huq, Manager of Talent and Economic Development at SEMCOG and Jason Evers, CTE and Adult Education Consultant at Wayne RESA.
- On February 11th, Glenn Cerny and Jon Lamb presented at Professor Randall’s Intermediate Accounting 2 class. They shared their expertise in finance and accounting with the class who are currently studying bond transactions. Students learned about floating a bond in the market, accepting bids, recording bond issuances and bond payments, how to invest the funds to avoid arbitrage, leveraging debt and the importance of cash flow forecasting. It provided the class with a real-world example of using debt financing to grow an organization. They learned about the strategy and the funding sources behind the construction they are witnessing everyday on campus.

Business Development Center (BDC)

Sandra Miller, BDC Project Coordinator, organized the most recent CNC Operator Training Program, which began Monday, February 3.



This seventh training cohort under the AM-Catalyst grant (see Infographic summarizing) includes 11 participants representing a wide array of backgrounds and ages. In fact, student referrals came from four different Michigan Works locations as well as Michigan Rehabilitative Services. Participants will learn technical and employment readiness skills to help each land CNC Operator jobs with local employers.



Continuing Education and Professional Development (CEPD)

- Thirty-seven attendees enjoyed a meaningful, productive, free day of professional development at Edcamp Schoolcraft 2020 on Saturday, February 8. Edcamp focuses on providing professional development opportunities for K-12 teachers and administrators and offers an opportunity to expose educators to what Schoolcraft has to offer them and their students.
- CEPD hosted the Kids on Campus (KOC) Open House February 11. This year, the open house was held two days prior to registration opening so that kids and parents had plenty of time to make their final camp selections and prepare for registration. Approximately 100 families attended the open house. It was a great opportunity to see some repeat students and to welcome new families into the program.

Development and Foundation

- We have raised just over \$650,000 of our \$1M goal. Major gifts include:
 - \$5,000 from Gary Gabel for the Gary & Lisa Gabel Endowment Scholarship
 - \$5,000 from Patrick O'Rourke Memorial Scholarship Fund for the Patrick O'Rourke Police Academy Named Fund Award.

- The Foundation hosted Schoolcraft in Naples which attracted 70 guests including alumni, retirees and donors. The program featured a presentation on the new building initiatives by Dean Rob Leadley.
- The Foundation hosted a tour of the new Manufacturing and Engineering Center for the Board of Trustees and the Foundation Board of Governors on February 13.

Events

- Middle School College Night – March 3, 2020. This partnership with local school districts, Michigan colleges, Schoolcraft College departments, and the Michigan Department of Education allows for eighth graders to come to Schoolcraft College’s campus in order to gather information regarding preparation for high school. During the event, there will be opportunities for students to speak to high school counselors, meet with college representatives, and learn about scholarships and financial aid.
- High School Career Exploration Open House – March 24, 2020. This free event in partnership with local school districts invites high school students and their parents/ guardians to gather information on different career pathways. Information in these fields will be provided by individuals representing those careers. Some fields represented will be Arts and Communication, Business Management Technology, Engineering, Health Sciences, Human Services, and Natural Resources.
- NEW - The **Student Recognition Ceremony** will be held on April 15th. The event honors exemplary students in the areas of Leadership, Community Service, Personal Goals/ Achievements and Academic Achievements. Staff and faculty submitted four (4) nominees, one for each category.
- NEW - **High School Enrollment Day will be on April 24, 2020. Area high school** seniors are invited to attend. They will be able to gather information regarding admission, registration, financial aid, advising and payment processes. Students will be able to partake in a walking tour of the campus and learn about the state-of-the art facilities and programs. To finish, students will learn the next steps toward their Schoolcraft College experience.

Marketing

- Published 17 Spotlight Stories in January; 15 Spotlight Stories (so far) in February
 - This increased activity on our homepage has helped improve our search results
 - Schoolcraft is now solidly in the top 5 for community college keywords
 - Community College Detroit Michigan (No. 3)
 - Community College Detroit (No. 5)
- Created tri-fold piece for CEPD annual report
- Created communications plan and website for new president announcement
- Earned positive media coverage in Livonia Observer for St. Joe’s Mercy Elite Sports Center groundbreaking (March 9 issue and also online)
- Earned media spot on 88.1 WSDP featuring Math faculty member, Brad Stetson, for his recent award
- Full-page occupational programming ad in Michigan Makers inaugural magazine
- Full-page Schoolcraft College ad in “Parents Guide to College” – March 2020 issue
- Created SQL upgrade and Wi-Fi communication plan

Nursing

- Michigan State University's College of Osteopathic Medicine (MSU-COM) physicians engaged in an Interprofessional Education Seminar with Schoolcraft College's nursing, EMT/paramedic, and medical assistant students on January 17, 2020. Over 170 physicians, students, and faculty participated in presentations and interactive case study discussions regarding ethical considerations in healthcare, mandated reporting of abuse, and human trafficking. This was the second of a three part series involving MSU-COM and Schoolcraft healthcare students. The first seminar occurred in October 2019 and the third seminar is scheduled for March.
- The Health Professions and Simulation Lab staff are very excited to welcome Victoria to the high fidelity simulation mannequin family. Victoria is a new birthing mannequin that was paid for by Perkins funding. The mannequin has soft, realistic skin and has many more features and capabilities than our previous mannequins.



Occupational Programs Outreach

- On January 21, 2020, Pamela Linton, Apprenticeship Coordinator, and Karen Maxton, Internship and Employment Coordinator, were speakers at New School High in Plymouth, MI. They presented information to approximately 75 students on education and career path alternatives to traditional 4-year college plans, as well as the many resources and support services available at Schoolcraft College.
- Schoolcraft College's relationship with Wayne RESA (Regional Educational Service Agencies) continues to strengthen. On January 24, 2020, Pamela Linton and Karen Maxton, met with the College and Career Counseling team at Wayne RESA. They talked with the counselors about Schoolcraft College's programs, career pathways, stackable credentials, resources, and support services. Pamela and Karen also participated on a panel of presenters to over 250 high school counselors as part of the professional development day "Career Readiness: Leveraging Your School Counseling Program."

Public Safety Training Center

- The new Fire and Emergency Services AAS Degree has been submitted to FEMA to seek federal recognition for the program. The Fire and Emergency Services AAS Degree follows the guidelines set forth by the Fire and Emergency Services Higher Education (FESHE) division of FEMA. With the high demand for firefighters nationally, it made sense that we develop a degree that is also nationally recognized to ensure smoother transportability of Schoolcraft College credentials to other states in the nation.

To ensure a higher completion rate, the new degree was developed to be 100% online. This not only allows completion by those who move to other states, but it also helps firefighters who work 24-hour shifts to attend online courses during down time at the fire station. Final recognition from FEMA is expected in approximately four to six weeks.

- Michigan State Fire Marshal, Kevin Sehlmeier, taught an in-service train-the-trainer fire course at the PSTC on "Understanding Energized Power Systems" with 40 Metro Detroit Fire Instructors in attendance. Marshal Sehlmeier was a

Schoolcraft instructor until he was appointed State Fire Marshal a few years ago.

- The Jewish Federation security team renewed contracts to utilize the gun range and FATS at the FTC for 2020. Beaumont Hospital security has also sought contracts to utilize the facilities at the PSTC for 2020.
- The police academy commenced on January 3, 2020. There are currently 41 recruits in the academy. Nine of the recruits are female. The graduation ceremony for this recruit class is scheduled for Friday, April 30, 2020.

Student Activities

- Club Movie Nights
 - The Early Childhood Educators Club held a movie night featuring, *A Beautiful Day in the Neighborhood*, in the lower Waterman on February 10th.
 - On February 12th, the Black Student Union sponsored a showing of the movie *Blackklansman* in the Kehrl Auditorium. Students came to watch the movie dressed in their favorite pajamas.
 - On February 13th, the Safe Place club held a movie night in the lower Waterman, featuring the movie *Rent*.
- Phi Theta Kappa held an orientation for new members on January 29th. Eligible students were able to find out about the benefits of joining the International Honor Society. There were 65 students in attendance.
- The Business Club, Phi Theta Kappa and the Hinkle Center sponsored a workshop on *Professional Conduct & Attire*, on February 6th. Presenters were JoAnne Stadnicar from the Hinkle Center and Cheryl Carr from Walsh College.
- The Project Playhem Video Game hosted a week of Sonic themed activities leading up to the release of the new Sonic movie on Friday, February 14. Tuesday was a party where students could dress as their favorite Sonic character. Wednesday was chili dogs and Sonic movies day. Thursday was Sonic video games day and on Friday the group went to see the new movie.
- On February 11, Reality Ready hosted a presentation on *Communicating in a Global Society: Best Practices*. The guest speaker was Lisa Lark, Director, Lambert & Co., Detroit. She spoke on the best practices for global communication, as well as ways for students to prepare for success in a global society.
- The Schoolcraft Hockey Team traveled to Trine University for the 2019-20 Crossroads Cup Championship on February 23, 2020. The Ocelots won 5-2 and were crowned the Indiana Collegiate Hockey Conference (ICHC) league and playoff champions.

Upcoming Student Activity Events

- The Black Student Union will cap off Black History Month with “The Moon Room,” a themed speak-easy from 6 to 11 p.m. on Wednesday, February 26, in Lower Waterman. It will feature a talent show and dance. It’s the first time the Black Student Union has held an event like this.
- The Civic Engagement Event will take place on Thursday, February 27 from 11:00 a.m. – 2:30 p.m. in the lower Waterman. The event will touch on topics such as voter registration, redistricting, absentee voting, and information on candidates, with civic engagement presentations by SOC 201, voter suppression and securing your right to vote.
- The Native American Club is sponsoring a presentation by Jasmine Pawlicki. Ojibwe, Sokaogon Band of Lake Superior Chippewa, on Making Memes & Native American Stereotypes. The event will take place on Thursday, February 27 at 3:00 p.m. in LA475.

- The Schoolcraft Hockey Team will take on the Michigan State Police Hockey Team in a benefit game on Saturday, March 7 at USA Hockey Arena. All proceeds will go to the MSP Fallen Trooper Memorial Fund. Doors will open at 6:00 p.m. with the game and ceremonial puck drop at 7:00 p.m. Tickets are \$8 in advance and \$10 at the door.
- The annual Mocktail Party will be held on Thursday, March 12 from 11:00 a.m. – 2:00 p.m. in the lower Waterman. This is an event to raise alcohol awareness. Activities will include free Mocktails (non-alcoholic cocktails), root beer pong, walking the line with beer goggles, and blood alcohol content test. There will also be community health service organizations on hand and free samples from local sponsors.

Updates

ACCT Legislative Summit

Trustee Joan Gebhardt attended the ACCT Legislative meeting in Washington, DC. The Michigan delegation had a great meeting with Senators Stabenow and Peters and also Representative Haley Stevens.

Trustee Gebhardt reported that,

I spent some time with Jill Golder, VP of Search Services for ACCT, and met with her individually and at a session. I have shared this information with Brian. The median cost for a three visit consultancy is between \$35 and \$50,000, this excludes travel expenses which are additional. Much can be done online. She was explicit that the Board owns the process since they must make an informed decision. ACCT is there if we have questions.

I am on the Nominations Committee we have one representative from Lansing Community College. We will vote at the Full Conference in Chicago. Some at Oakland Community College and Monroe Community College are going by train. Hopefully some Schoolcraft Trustees would like to go too.

Preview of the Budget 2020-2021

Dr. Glenn Cerny, VP and CFO, reported on the upcoming budget for 2020-2021. This was a preview with another presentation scheduled for the March 25th meeting.

Dr. Cerny discussed our progress on a number of fronts including programming.

- Structural Financial Issues
 - Major Progress
- Investments in new and existing academic programs
- Manufacturing and Engineering Center
 - Expanding capacity for Welding and upgrading Advanced Manufacturing, CAD, Electronics, Plastics, Metallurgy, Robotics and Mechatronics
- St. Joe's Mercy Elite Sports Center
 - Expanding capacity for Movement Science and creating the space to add future additional programs related to physical therapy linked to the St. Joe's Mercy Elite collaboration

- Health Sciences Center
Expanding capacity for Nursing and upgrading Pharmacy Tech, EMT, Health Information Technology, Home Health and creating Surgical Tech, Sterile Processing, Radiology, and Ultrasound and Mammography
- Allocating resources to deferred maintenance items and filling critical positions
- Tuition rates will be within the Governor’s Framework (4.25% or less) accounting for declining enrollment while staying market competitive
- Continuing to build Budget Stabilization funding through Component Unit revenues that should provide interest revenue back to academic programs in approximately seven years

Establishment of Presidential Search Committee

2020-6

Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees authorizes the establishment of the Presidential Search Committee.

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

Nays: None

Absent: Erwin

Motion carried.

Articulation – Ferris State University for a Bachelor of Science in Health Information Management

2020-7

Moved by Trustee Gebhardt, seconded by Trustee Breen, that the Board of Trustees authorizes the administration to enter into an articulation agreement with Ferris State University for a Bachelor of Science in Health Information Management.

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

Nays: None

Absent: Erwin

Motion carried.

**First Reading NEW Policy
1091-Cyber Incident Response**

**NEW POLICY
1091**

**SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696**

CYBER INCIDENT RESPONSE

Cyber Incident Response Policy is intended to provide a guideline for identifying a cyber-security incident and how to respond to the incident accordingly. It is required in order to bring needed resources together in an organized manner to deal with an adverse event related to the safety and security of Schoolcraft College information assets.

Purpose

To protect Schoolcraft College’s Information assets, provide an organization to handle incidents, comply with regulations, prevent the use of Schoolcraft College’s systems in attacks against other systems (which could cause us to incur legal liability) and minimize the potential for negative exposure. The Incident Response Policy procedural document contains a collection of

controls and measures that are intended to protect our information assets. The procedural control document is maintained by Information Security and requires cabinet approval for changes.

Scope

This policy covers all information assets owned or leased by Schoolcraft College, regardless of their location.

Information Assets

Information assets are defined as any electronic device owned by Schoolcraft College that has the capability to electronically store, process, or transmit information. This includes, but is not limited to computers, laptops, servers, SANS (Storage Area Networks), Storage, Backup & Archive appliances, tablets, smartphones, network communication devices, and internet access. It also includes the data that is contained within these systems, such as imaged documents, student information, employee information, and budgetary information. Information includes data stored on removable or portable media, data stored in computer memory, Cloud based storage, and Schoolcraft College intellectual property stored on personal devices.

This policy provides information for the incident response team when subjected to a security incident. The Schoolcraft College incident response team will follow the procedural documents related to this policy, which include the six stages of response:

1. Preparation - one of the most important aspects of a response plan is to know how to use it once it is in place. Knowing how to respond to an incident before it occurs can save valuable time and effort in the long run.
2. Identification - identify whether or not an incident has occurred. If one has occurred, the response team can take the appropriate actions.
3. Containment - involves limiting the scope and magnitude of an incident. Because so many incidents observed currently involve malicious code, incidents can spread rapidly. This can cause massive destruction and loss of information. As soon as an incident is recognized, immediately begin working on containment.
4. Eradication - removing the cause of the incident can be a difficult process. It can involve virus removal, conviction of perpetrators, or dismissing employees.
5. Recovery - restoring a system to its normal business status is essential. Once a restore has been performed, it is also important to verify that the restore operation was successful and that the system is back to its normal condition.
6. Follow-up - some incidents require considerable time and effort. Often once the incident appears to be terminated there is little interest in devoting any more effort to the incident. Performing follow-up activity is, however, one of the most critical activities in the response procedure. This follow-up can support any efforts to prosecute those who have broken the law. This includes changing any company policies that may need to be narrowed down or be changed altogether. It also includes remediation of

any aspects that led to the incident and can prevent it from occurring again.

Violation of this policy is outlined in the procedural documentation and can result in disciplinary actions including but not limited to: formal policy recertification up to and including termination of employment/service or student expulsion.

Any action which violates the law will be reported to the appropriate law enforcement authority.

First Reading – February 26, 2020

**Resolution of Retirement –
Darlene Law, Cashier’s
Office Manager**

2020-8

Moved by Trustee Gilligan, seconded by Trustee Strom, that the Board of Trustees offers congratulations to Darlene Law for her accomplishments and service to the College and extends to her best wishes.

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

**Resolution of Retirement –
Cathy McCardell, Associate
Dean of Enrollment
Services**

2020-9

Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees offers congratulations to Cathy McCardell for her accomplishments and service to the College and extends to her best wishes.

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

**Resolution of Retirement –
Diane M. Mertens,
Administrative Assistant,
Admissions & Student
Engagement**

2020-10

Moved by Trustee Strom, seconded by Trustee Alaniz, that the Board of Trustees offers congratulations to Diane Mertens for her accomplishments and service to the College and extends to her best wishes.

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

**Resolution of Retirement –
John S. Kudlawiec,
Storekeeper Leader,
Shipping & Receiving
Operations**

2020-11 Moved by Trustee Breen, seconded by Trustee Strom, that the Board of Trustees offers congratulations to John Kudlawiec for his accomplishments and service to the College and extends to him best wishes.

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

Nays: None

Absent: Erwin

Motion carried.

Presidential Search Process

Chair Brian Broderick led a discussion on the Presidential Search Process and the next steps. Each Board member, and members of the audience received a packet of information that Broderick referenced.

When the anticipating that the Board would approve and given our time constraints, members of a Search Committee have been asked by me to participate pending approval of this motion. These members have been asked by me to serve in this capacity. Trustees were asked to submit names and other members have been identified by the college to assist with the categories the Board identified at its last meeting. The roster is in your packet.

Item 9 – Presidential Search Update

Several meetings with Joan Morehead to establish a draft framework and draft calendar for the Presidential search that the Board is undertaking. I want to emphasize again that it is my intention that the process we undertake is open, transparent and in compliance with the law as well as professional personnel practices. I would not want to see the Board or any of its members contaminate the process inadvertently so please feel free to ask questions of me and/or Joan Morehead if there is something that arises that you have a question about. The legal memo provided by the college's counsel is a good guidepost to use as well.

Draft Calendar Pass out (BB) – put together after several meetings between myself and Joan Morehead. I am emphasizing *draft* so if you see things that need to be altered please say so. We are working with a deadline of August 1, 2020 so please be aware of that.

Identify a Search Firm – to date 4 search firms have been contacted and asked to submit a short overview of their organization and capabilities. 3 of the 4 firms responded. Pass out responses (BB)

Search Committee – will be asked at its first meeting to review a RFP for a search firm and review an initial Presidential job description. The Board will then be asked to take their input and finalize the RFP and the initial job description which will be sent to potential search firms.

Presidential Search Stakeholder Engagement Research Plan – because the Board and the College recognizes the value of engaging stakeholders in the presidential search process we plan to obtain their feedback in a strategic fashion. These will be open meetings engaging stakeholder groups including faculty, students, staff and the community. We will be obtaining their feedback on the characteristics and competencies desired in the next

president and provide information to the Board to assist it in finalizing the Presidential job description.

Michelle Stando has been asked to lead this effort and a plan for its implementation is underway with the goal to begin the sessions the week of March 23rd. It is anticipated that an outside facilitator will be brought in to run the sessions. The sessions will be open to anyone who wants to attend. They will be held both during the day and evening. All of the data will be collected and accessible for all to see on the college's website.

Presidential Characteristics – In 2016 the Board met in a special meeting and discussed presidential characteristics and competencies. We even put them in rank order.

Now we have two new Board members since that meeting and some of those that were there in 2016 may have some different thoughts 4 years later. The characteristics listed can be used as a springboard for discussion. We can address these competencies now or we can address them at the proposed special meeting date of March 12th where we finalize the RFP and an initial job description. With the inclement weather tonight, all agreed that the Special Board Meeting would be the better option for discussion.

Diversity, Equity and Inclusion – On Monday Broderick received a memo from a relatively new task force at the College on the topic of diversity, equity and inclusion. As the memo addresses the College's presidential search, it is important that the Board review the copy of the memo in your packet and consider its contents as we move forward on the search process. He anticipates the themes addressed herein will be raised again as we move forward with stakeholder engagement panels.

The Trustees all thanked Brian for his hard work and thoroughness in organizing the process.

**Amended with this addition:
Staff Posting Report**

The Staff Posting Report is a yearly, informational piece. Trustee Gebhardt requested that her questions about this report be added. She asked Dr. Jeffress about the following:

Why are the full time faculty numbers not at the same percentage rates as the other columns? Last year she asked for each section to also have a percentage of increase or decrease so that we could track a 5 to 10 year variance.

Why does the first column shows an increase? Is it an increase of IT employees? Dr. Jeffress confirmed this.

She then asked if we could have a comparison of our IT department employees with that of the surrounding community colleges such as Oakland, Wayne County, Macomb, Washtenaw.

Comments from the Audience

Josiah Thomas, editor from the *Connection*, asked who is representing the College baseball team and the Detroit athletic field. He also asked about new partnerships.

Dr. Alec Thomson, Faculty Forum, stated that the staffing report is of special interest every year. The Faculty would like the full-time numbers to go higher. We have had discussion with Administration on this that the staffing has a downward trend. Core numbers and enrollment numbers should be looked at closely for strategic planning.

Adjournment

Chair Broderick adjourned the meeting at 8:15 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 Regular Board meeting held on the 26th day of February, 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 26th day of March, 2020.

Karla W. Frentzos
Associate Secretary
Board of Trustees