

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 Regular Meeting for March 25, 2020

was held VIRTUALLY at 7:00 pm

All interested in the public meeting accessed the meeting

Board of Trustees Regular Meeting

March 25, 2020

MINUTES

Call to Order for Regular Meeting	Chair Broderick called the March Regular Board Meeting to order at 7:04 p.m.
Members Present	Gretchen Alaniz, Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Terry Gilligan, Carol Strom
Introduction of Guests and Comments from the Audience	In attendance – Joan Morehead, Pat Turner, Cheryl Hawkins, Glenn Cerny, Cheryl Hagen, Alec Thomson, Van Nguyen, Michelle Randall, Paul Michalsen, Josiah Thomas, Conway Jeffress, Karla Frentzos
Approval of the Minutes as Amended from February 26, 2020	<p>Chair Broderick stated the minutes from the February 26, 2020, Regular Meeting were approved as amended. Trustee Gebhardt had a number of comments and questions on the Staff Posting that she addressed to Dr. Jeffress and wanted those in the minutes.</p> <p>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.</p> <p>Why does the first column show an increase? Is it an increase of IT employees? Dr. Jeffress confirmed this.</p> <p>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.</p>
Approval of the Minutes from March 12, 2020	Chair Broderick stated the minutes from the March 12, 2020, Special Meeting were approved as submitted.

Comments from the Trustees Trustee Gebhardt said that in this time of financial stress she is compassionate to what our people are going through. She knows the College and the Administration are doing their best, it is appreciated. She was thrilled to see that we are able to utilize technology to meet virtually per the Executive Order.

At the February Board meeting she reported on the ACCT meeting. After her meeting with Representative Haley Stevens, she received a letter stating that Representative Stevens is looking forward to coming back to Schoolcraft for a visit. From SEMCOG she received a special pin called the "SEMCOG Past Chair Pin." Trustee Gebhardt served as Chair from 2013-2014. She has recently stepped down from her role as Board representative to SEMCOG and is pleased to know that Dillon Breen is willing to continue our representation.

Trustee Strom commented that the staff are doing great work and a yeoman's effort under difficult circumstances. They are keeping things running smoothly.

President's Updates

Dr. Conway Jeffress reported on the College's response to the Governor's Executive Orders on the COVID-19 crisis. He has been sending the Board updates and reports daily. He conferenced with the 27 other community college presidents regarding their problems and solution to the COVID.

- A number of schools don't know how they will make it financially through the Fall semester if this continues on into September.
- Some schools have 30 percent of their students without WIFI access and they are having a tough time meeting those needs.
- Grand Rapids Community College had two students test positive for COVID.
- Community colleges are under pressure to grade with a Pass/Fail. We are not supporting this because it means many courses will not transfer for our students entering four year institutions.
- Only one community college has rescheduled commencement and that is Washtenaw.
- The MCCA Summer Institute in Mackinac has been cancelled.

Presidential Search Updates

Chair Brian Broderick went over the schedule of the Presidential Search Committee (PSC) and all that has been accomplished.

- On March 12 the RFP was sent to the three responsive search firms.
- Responses are due on March 30th. On April 1st the PSC will meet virtually and will go over the responses.
- At a virtual Special Board Meeting on April 8th, the Board will have a chance to interview and select the search firm. Either two or three firms will be interviewed.
- The Stakeholders Input meetings had to be changed due to the Executive Orders on gathering and we are now doing an online survey for employees and staff, one for students, and one for the community members.
- Trustee Gebhardt thanked Chair Broderick for the hard work and suggested that a massive community survey take place as was done for the last millage.

- Consider Establishing Date for a Public Hearing on the 2020/21 General Operating Budget**
(Roll Call Vote)
- 2020-13** Moved by Trustee Gebhardt, seconded by Trustee Strom, that in accordance with "Act No. 43" of the Public Acts of 1963 and "Act No. 2" of the Public Acts of 1968, the public hearing on the 2020/21 General Operating Budget be scheduled for Wednesday, April 22, 2020, at 7:00 p.m., and that the administration is hereby authorized to publish notice of such hearing in the *Observer & Eccentric* and the *Northville Record*, newspapers of general circulation within the College District.
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
 Nays: None
 Motion carried.
- Consider Approval of Estimated Sources of Revenue 2020/21**
(Roll Call Vote)
- 2020-14** Moved by Trustee Strom, seconded by Trustee Breen, that in order to insure adequate local funds for the Fiscal Year 2020/21, the Board of Trustees intends to levy the full 2.27 of current all-purpose millage as voted and as modified by the provisions of "Section 31" of the Constitution of the State of Michigan (Headlee Amendment), for an estimated yield of \$33,664,838.
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
 Nays: None
 Motion carried.
- Consider Approval of Purchase Order – Body Composition Tracking System**
(Roll Call Vote)
- 2020-15** Moved by Trustee Gebhardt, seconded by Trustee Strom, that the Board of Trustees awards a purchase order for the purchase of (1) one Bod Pod Body Composition Tracking System to Cosmed USA, Inc., Concord, California, at a total cost of forty-nine thousand five hundred twenty-eight dollars (\$49,528).
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
 Nays: None
 Motion carried.
- Consider Approval of Purchase Order – Hill-Rom Centrella Beds for Nursing Labs**
(Roll Call Vote)
- 2020-16** Moved by Trustee Strom, seconded by Trustee Gebhardt, that the Board of Trustees awards a purchase order to Hill-Rom Company, Inc., Batesville, Indiana for six (6) Hill-Rom Centrella beds at a total cost of thirty-eight thousand three hundred twenty-seven dollars (\$38,327).
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
 Nays: None
 Motion carried.

- Consider Approval of Purchase Order – Miller Multi-Process Welders**
(Roll Call Vote)
- 2020-17** Moved by Trustee Gilligan, seconded by Trustee Gebhardt, that the Board of Trustees awards a purchase order to Baker’s Gas & Welding Supplies, Inc., Lincoln Park, Michigan for six (6) Miller XMT450 Multi-Process Welders at a total cost of thirty thousand four hundred twenty-four dollars (\$30,424).
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Motion carried.
- Consider Approval of Purchase Order – TIG/Stick Welding Equipment**
(Roll Call Vote)
- 2020-18** Moved by Trustee Gilligan, seconded by Trustee Gebhardt, that the Board of Trustees awards a purchase order to Baker’s Gas & Welding Supplies, Inc., Lincoln Park, Michigan for six (6) Dynasty 280 TIG/Stick welders at a total cost of forty-two thousand three hundred twenty dollars (\$42,320).
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Motion carried.
- Consider Approval of Purchase Order – Culinary Arts Dishwasher Machine Replacement**
(Roll Call Vote)
- 2020-19** Moved by Trustee Strom, seconded by Trustee Breen, that the Board of Trustees awards a purchase order to Great Lakes Hotel Supply Company, Southfield, Michigan for one (1) Hobart model CL64EN-BAS conveyor dishwashing machine at a total cost of sixty-one thousand twenty dollars (\$61,020).
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Motion carried.
- Consider Articulation with Madonna University – Bachelor of Science in Long Term Care Administration**
(Roll Call Vote)
- 2020-20** Moved by Trustee Gebhardt, seconded by Trustee Erwin, that the Board of Trustees authorizes the administration to enter into an articulation agreement with Madonna University for a Bachelor of Science in Long Term Care Administration.
- Ayes: Alaniz, Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Motion carried.

**Consider Award – Second
Year Probationary
Contracts**

(Roll Call Vote)

2020-21 Moved by Trustee Strom, seconded by Trustee Gebhardt, that a second year probationary contract be issued to Jane Windell, beginning with the Fall 2020 instructional college year as recommended by the President in accordance with the provisions of the Master Agreement between the Board of Trustees at Schoolcraft College and the Faculty Forum.

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

Nays: None

Motion carried.

**Second Reading – Policy
1091--Cyber Incident
Response**

(Roll Call Vote)

2020-22 Moved by Trustee Gilligan, seconded by Trustee Strom, that the Board of Trustees approves the new Policy 1091--Cyber Incident Response with the noted grammatical edit.

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

Nays: None

Motion carried.

**Presidential Search Updates
Continued**

Joan Morehead, VP & Chief Human Resource Officer, updated the Board on the Stakeholders Input Meetings. With the many changes given the Governor's Executive Orders on meetings we have had to modify the format of the Stakeholders Input Meetings a number of times.

In spite of the changes in meetings, the goals of the Stakeholders Input remains the same. The Stakeholders logistics were set for us to host at the College and were looking forward to it. We then utilized a call in process and had one session with only three participants. With the second Executive Order we knew we needed to set this up as a survey process.

We have an opportunity to get even more input with the survey. The participation will be with faculty and employees, students, community, and Foundation supporters. This will be transparent and confidential. Each stakeholder group's data and then all the aggregate data will be shared with the Presidential Search Committee, then the Board of Trustees and the chosen executive search committee. We should be able to keep to our deadlines for the information.

Trustee Gebhardt noted that during the last millage a survey was sent to the registered voters by text that the vote was happening. How will the community learn about this? Ms. Morehead thought that social media was a great idea and will work with Van Nguyen and others.

Budget Review 2020/21

Dr. Glenn Cerny, VP & CFO, went over the proposed 2020/21 budget and discussed the revenue and expense figures for the upcoming year. Presenting with handouts Dr. Cerny went over the proposed General Fund Budget for fiscal year 2020-2021.

Proposed General Fund Budget Fiscal Year 2020-2021

1. Proposed General Fund Budget
2. Millage rate history
3. Revenue percentages history
4. Proposed Tuition and Fee Increases – average increase 3.5%
5. Tuition Comparison – comparable community colleges in Michigan and resident vs. nonresident tuition
6. Comparison of SC’s tuition to other colleges and universities
7. Schoolcraft College Proposed 19/20 & 2020-21 General Fund Budgets with Summaries
8. Major Maintenance and Renovation Review
9. Proposed Ancillary, Designated, and Restricted Fund Budgets
10. Five Year College-Wide Net Income Projections

Dr. Cerny answered various budget questions.

Comments from the Audience

Dr. Alec Thomson, Faculty Forum, wanted to say on behalf of faculty, that we are in precarious waters and we are working to convert as many courses as possible to a distance learning format. We are also working on our Spring classes knowing that we may be only in the distance learning modality for a while so we are not in trouble for the next semester. It has been a collaborative effort.

Comments from the Trustees

Trustee Gebhardt thanked Dr. Thomson for the proactive work on campus and the collaborative effort. She would like to hear from other union presidents.

Chair Broderick thanked all for the virtual meeting. Trustee Strom sent thanks to all the offices that are working to keep things going during this stressful time. It is very encouraging.

Adjournment

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

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 25th day of March, 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 23rd day of April, 2020.

Karla W. Frentzos
Associate Secretary
Board of Trustees