

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Rd • Livonia MI 48152-2696

The Schoolcraft College Board of Trustees  
In compliance with Act No. 228, Public Acts of 2020 (SB1108)  
the Schoolcraft College Board of Trustees Regular Meeting  
on February 24, 2021 was held VIRTUALLY at 7:00 p.m.  
All interested in the public meeting accessed the meeting through Zoom.

**Board of Trustees Regular VIRTUAL Meeting**  
**February 24, 2021**

**MINUTES**

<b>Members Present</b>	Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Brett Gierak, Terry Gilligan, Carol Strom.  Board Members gathered in person in JC 228 unless otherwise noted.
<b>Call to Order for Regular Meeting</b>	Chair Gebhardt called the February Regular Board Meeting to order at 7:00 p.m.  All members stood and took part of the Pledge of Allegiance.
<b>Introduction of Guests and Comments from the Audience</b>	Over 25 guests were in attendance via Zoom including: Jeff Borton, Alec Thomson, Belinda Eleson, Ben Bolstrum, Brenda Leavens, Carole Booms, Cynthia Cicchelli, Dawn Magretta, Deborah Burke, Deborah Venditelli, Donna Moir, Holly Austin, Jerome Lavis, Jon Lamb, Kristin Fruth, Laurie Kattuah-Snyder, Mark Huston, Melissa Schultz, Michelle Kelly, Mike Waldyke, Nancy Delnay, Paul Michalsen, Robert Leadley, Stacy Whiddon, Van Nguyen, Silvia Boyde, and more.
<b>Minutes from the January 27, 2021 Regular Meeting</b>	Chair Gebhardt stated that the minutes from the January 27, 2021, Regular Meeting were approved as submitted.
<b>Minutes from the February 3, 2021 Special Meeting</b>	Chair Gebhardt stated that the minutes from the February 3, 2021, Special Meeting were approved as submitted.
<b>Minutes from the February 10, 2021 Special Meeting</b>	Chair Gebhardt stated that the minutes from the February 10, 2021, Special Meeting were approved as submitted.
<b>Communication to the Board</b>	Beth LaForest read the following email from Amy Jones, Associate Dean of Occupational Programs:  "Please note the following correction to January 27, 2021 agenda item #15-g "Consider Approval – Standard Industrial Model AS250-8 Shear" This item is being purchased for the Welding Technology department, not the Manufacturing and Metallurgy programs, as previously stated. All other

details remain as stated in the original board briefing. There are no changes to the item being purchased, the cost, etc.”

**Acknowledgement of  
Receipt of Oath of Office**

Beth LaForest stated that Brett Gierak received his Oath of Office at 6:15 p.m., February 24, 2021. The Oath of Office was administered by his wife, Kristyn Gierak.

**Comments from  
Trustees**

The Trustees welcomed Brett Gierak as the newest trustee.

Trustee Strom wanted to congratulate Dr. Glenn Cerny on being the recipient of the Phi Theta Kappa Paragon President Award. This honor is awarded to new presidents for their support of student success. Trustee Strom commented that Dr. Cerny has done a great job and the Board knows that he will continue to shine.

Chair Gebhardt noted that it was outstanding because Dr. Cerny was recommended by students to receive this award, and that has more meaning.

Chair Gebhardt stated that the Strategic Planning is going very well. The Listening Session Sub-Committee has completed three sessions from the Executive Team, Leadership Team, and the DEI Task Force. All have been impressed with how Nick has handled the sessions and his ability and agility to get the job done and draw answers out of the participants. The sessions are getting very worthy comments and the College is on its way to completing the listening sessions by the end of March.

Chair Gebhardt is chair of the nominations committee for the Central Region of ACCT and was on Zoom interviews for four hours. At the next conference there will be an election for the region.

Chair Gebhardt reported on the ACCT Legislative Summit that is usually held in Washington D.C., Michigan was really highlighted this year. Andy Levin, the Vice Chair of Education and Labor, spoke to the entire group. The group also spoke to Senator Gary Peters who is now the Chair of Homeland Security and Governmental Affairs, he has made Michigan proud. They also met with people from Senator Stabenow’s office. President Biden has appointed the new Under Secretary of Education, James Kvaal, he is in charge of higher education.

**President’s Updates**

This month’s faculty and staff highlight was in our Nursing department, where Holly Austin and Nancy Delnay spoke to us about Nursing and the Simulation Lab.

**Budget**

With the updates to the Strategic Planning process, the College will also begin to align many of its internal processes to this cycle. The Budget Cycle will now align more closely with the Strategic planning process to allow the college to allocate resources that are requested during the Strategic Planning process, as well as in the general fund budget request process. The Budget Committee will now be comprised of four representatives of the

Leadership Team and four representatives of the Executive team that will rotate annually.

#### Student Enrollment Services

##### Financial Aid

- Through the Reconnect program, 398 students have been awarded for Spring/Summer, which is the initial semester of eligibility.
- Futures 4 Frontliners (F4F), 1747 students currently awarded for Winter semester with \$895k currently being transmitted.

##### Testing Center

- The Testing Center will begin administering in April the examination portion of the Pipefitters Local 636 Union Apprenticeship application process for 250 - 400 applicants. The exam consists of 4 batteries that will require ~4 hours to administer in groups of 25.
- Since the beginning of 2021, the Testing Center has administered 351 standard placement tests. This number is only 19 less than the same period in 2020 (pre-Covid-19).
- College Board is the nation's largest college-going organization, helping millions of students navigate the transition from high school to college each year. The College Board is proceeding with AP Testing in May, offering multiple delivery options. The Testing Center is scheduled to administer ~800 AP tests in paper/pencil format this year for Canton, Plymouth, and Salem High Schools. Normally, we administer ~2500 paper/pencil AP tests. Due to Covid-19, no AP testing was administered by the Testing Center in 2020.

##### Student Employment

- There are 122 student employees working either remotely or on the campus, with additional need as more departments are currently searching for student employees.

##### Partnerships & Collaborations

- Employer partnership meetings (virtual) continue to help students, alumni & community members secure jobs. February employer partnership meetings include state of Michigan Department of Corrections, ERG Environmental Services, Beaumont Health, Cyberforce Q, and FCR Corporation.

##### Admissions

- Schoolcraft College provides descriptive data to 151 partner high schools for prior year graduating seniors. This data includes the number of credit hours enrolled and GPA for term one, placement scores, and program of study. Superintendents and College Presidents use this data to analyze trends that measure college readiness and career interests. The reports support the 60% college attainment by 2025 state initiative and strengthens Schoolcraft's partnerships with our K-12 partners.

- Dual Enrollment Information Night was held on February 3, 2021 with 40 attendees.

### Academic Services

#### Program Updates

- The Pharmacy Technician Program has earned an expanded recognition to include designation by the Pharmacy Technician Certification Board (PTCB) as a Compounded Sterile Preparation Technician (CSPT) Advanced-level program. This most recent PTCB recognition is in addition to other earned designations that include the following: PTCB recognized entry-level program, and accreditation as an entry-level and advanced-level program by the American Society for Health System Pharmacists (ASHP).
- With these ASHP accreditations and PTCB recognitions, students can earn an entry-level skills certificate in a single semester or an advanced-level certificate in two semesters. An entry-level pharmacy technician has been trained in a single practice setting (e.g. community or hospital) and is eligible to sit for the PTCB Certification Exam and become licensed after successful certification. Students can also earn recognition as an advanced-level pharmacy technician by completing a second semester in our program, which provides training in at least one additional practice setting. Students who complete this second semester are awarded an advanced-level certificate and are then eligible to apply to PTCB for certification as a CSPT advanced-level pharmacy technician.

### Entrepreneur, Business and Workforce Development

- The graphic below represents our Business Development Center Workforce Training Solutions' engagement with Southeast Michigan Community Alliance (SEMCA) on the Going PRO Talent Fund. This illustrates the training we expect to provide to businesses in our community.



- During the month of January 2021, the Schoolcraft College Procurement Technical Assistance Center (PTAC) kicked-off its Government Contracting Virtual Series. The Series was the result of several months spent converting the live program to a virtual format, which also provided an opportunity to refresh course materials and to incorporate best practices for virtual learning. This new format is designed to equip new clients with a solid government contracting foundation within 30-days. After completing the series, clients have access to procurement counseling, federal databases to assist with identifying solicitations, best practices for proposal writing, and more. Additionally, the PTAC partnered with Media Services to create promotional videos for e-marketing purposes. The PTAC encourages the campus community to refer business owners to us for assistance with their local, state, and federal government contracting needs. Follow the Schoolcraft College PTAC on LinkedIn at [www.linkedin.com/company/ptac-of-schoolcraft-college](https://www.linkedin.com/company/ptac-of-schoolcraft-college) to see what's new in government contracting and to view PTAC promotional videos.

#### Continuing Education & Professional Development

- Continuing Education & Professional Development (CEPD) rolled out a new Nonprofit Management program, beginning January 19, 2021. A virtual information session was held in early January and 13 students registered for the series, including a student who applied and was awarded a CEPD Success Scholarship. Upon successful completion of the six-class series, students may enroll in the follow-up Certificate in Nonprofit Management 2-day class and complete requirements for certification.
- Continuing Education & Professional Development (CEPD) set a new record of 208 online class registrations in January with our online partner, ed2go. This exceeds the old record of 195 registrations in May, 2007. CEPD has offered online classes since 2002 and currently ranks #7 nationwide in revenue, according to ed2go. These classes are in addition to CEPD's virtual course offerings currently provided by instructors via Zoom.
- Brewing and Distillation Technology Director, Tom Block, along with BDT faculty, Johanna Griest and Fred Bueltmann are working on developing several new CEPD courses including Quality Control in the Brewery and Craft Beer Marketing. Additionally, Fred Bueltmann is developing some other courses in his area of expertise which include Mission/Vision workshop for Leadership Skills, Company Culture, Public Speaking, and Trauma Informed Care.

#### Events

- In February 2021, the Pageturners Book Club met virtually to discuss the book "A Walk to Remember" written by Nicholas Sparks. The novel is a story about two teenagers who fall in love with each other despite the disparity of their personalities. The Pageturners Club discussion sessions are facilitated by Schoolcraft students.

- The Schoolcraft International Institute sponsors a monthly Focus Series, and has selected Human Rights as the theme for this month. In February, they will meet virtually to discuss the topic “A Spotlight on Children’s Rights”, during which the Detroit Wayne Integrated Health Network personnel share the way in which they connect with children and advocate for their health and safety.

#### Grant Updates

- Schoolcraft College is a partner in a Southeast Michigan consortium that was recently awarded a \$10 million U.S. Dept. of Labor grant. The H-1B One Workforce Building an Industry Infinity Supply Chain grant will provide the College with \$62,500/year for 4 yrs. (2021 – 2025) for a total of \$250,000. The purpose of the grant is career pathway planning and employer collaboration in recruiting students into certification training programs in the advanced manufacturing, information technology, and cybersecurity and transportation sectors. This will be achieved by offering non-credit boot camp style training (BDC), as well as placing students into Registered Apprenticeship programs.
- Schoolcraft is a partner in another Southeastern Michigan consortium, currently implementing the U.S. Dept. of Labor Closing the Skills Gap \$4 million grant in which the College is receiving \$25,000/year for 4 years (2020 – 2024) for a total of \$100,000. The goal of this grant are to promote Registered Apprenticeships as a significant workforce solution in filling current middle-and high-skilled job vacancies while closing the gap between employer workforce needs and the skills of the current workforce.
- Occupational Programs recently completed participation in the U.S. Dept. of Labor American Apprenticeship Initiative grant, having exceeded all assigned deliverables. Between 2016 and 2020, the department placed 52 Registered Apprentices in 15 occupations, assisted 18 companies in becoming apprenticeship employer-sponsors, and served over 125 participants.

#### Public Safety Training Center (PSTC)

- The Fire and Emergency Services Higher Education (FESHE) is an initiative put forth by the US Fire Administration as a college/university-based educational counterpart to their National Fire Academy in Emmitsburg, MD. The fire safety program had to request permission from FESHE to use their program and then adapt it to fit our Schoolcraft OCA needs. Our goal was to deliver it 100% online to make it easier for fire fighters to attain considering their unusual 24 hour schedules. We had to locate and vet 4 other subject matter experts with different perspectives to add diversity in education, but all with a common thread of desiring to improve the fire service. Our subject matter experts would teach the six (6) FESHE Core Courses. Once all the instructors were trained we rolled out the classes. Fast forward to now, about 2 years after the first class ran, and we have full recognition by FESHE/FEMA, and are listed on their website as

the only place in Michigan to attain this degree, and our first student is wrapping up this nationally recognized degree. This could not have been done without the Office of Curriculum and Assessment, Distance Learning, Information Technology and Fire Safety, who worked with the instructors to get the courses built, running every day and maintained yearly presence as a fire service training and education leader statewide, and now nationally.

**National Fire & Emergency Services Higher Education Program**



**Certificate of National Recognition**

- This semester we welcomed a dual enrollment student from Lake Orion HS in north Oakland County. We have had students from all corners of Wayne County, west of Ann Arbor in Washtenaw County and almost to the Ohio state line in southern Monroe County. Our dual enrollment offering has made Schoolcraft a “destination college” for an early start in a fire fighting career path.
- The State Fire Marshal, Kevin Sehlmeier, has been working for nearly two (2) years on improving the training and curriculum used to educate Fire Officers in the state. This has been a complete demolition of the old system and building of a new system following national standards. The new system will have four levels, based on the rank of the officer, and is known now as Fire Officer I, II, III and IV. This would give local fire officers the credentials they need and also an incentive to begin, or complete, one of our Fire Technology degrees. We have been able to ensure that these new levels have the ability to fit into a degree program, especially the semester-based scheduling options. It should also be noted that long-time Fire Technology faculty member, Michael Harper, was one of the publisher’s reviewers for the textbook used in Fire Officer I and II. It has been a privilege that we could help raise the bar of the fire service in Michigan.
- This current Police Academy, 05-21, has a total of 49 recruits. Of the 49 recruits, 26 are in-service. The 13 agencies that have cadets in the academy are: Adrian PD, Ann Arbor PD, Canton Twp. PD, Huron Twp. PD, Lenawee City Sheriffs, Livonia PD, Monroe County Sheriffs, River Rouge PD, Romulus PD, Southfield PD, Washtenaw County Sheriffs, Wayne County Sheriffs and Westland PD. Graduation will be held May 20, 2021.
- On January 25, 2021, 27 students graduated from the Public Authority (PA 330) Program. Our next class will be held in June of 2021 and is already full with 32 students. Enrollment for our winter

law enforcement in-service classes are filling up fast with our Defensive Tactics Instructor and Crime Scene Evidence Technician classes already full.

#### Hinkle Center

- Laptop Loan Program funded through a Schoolcraft Foundation grant has supplied students with more than 43 laptops during the Fall and Winter semester.
- Community referral services - completed process to make Schoolcraft a Referral Partner with MI-Bridges, the Michigan Department of Health and Human Services online portal connecting people with resources. Worked with our first referral from MI-Bridges.
- Participated in Wayne Metro Community Action Agency virtual meeting and webinar for providing information on current and new programs through Wayne Metro to assist community members with food insecurity, free tax preparation, eviction protection, utility assistance and more. Also participated in the Wayne/Westland Resource Council meeting to receive updated services offered through the community partners in this organization to assist students and community members.
- Currently serving on the Michigan Occupational Special Populations Association (MOSPA) conference committee. Worked in conjunction with Edge Partnerships to provide virtual platform for this year's conference in May.
- Worked with the Livonia and Novi/Northville AAUW branches to send the NCCWSL virtual conference applications for selection of participants for the virtual conference in May 2021. NCCWSL is the National Council of College Women Student Leaders.
- Worked with the City of Livonia Housing Commission on the Foster Care initiative in conjunction with MDHHS. This initiative includes the City of Livonia providing housing and other services to young people who have aged out of the foster care system. Working with City of Livonia and the Schoolcraft Foundation to help with the education piece for these young people.
- Worked with Learning Support Services and students to provide textbook funding for students who needed funding for Winter 2021 textbooks and supplies.

#### Student Activities

- Steffanie Hills has qualified as a semi-finalist for the Jack Kent Cooke Undergraduate Transfer Scholarship. Cooke College Scholars receive up to \$40,000 per year, college planning support, ongoing advising, and the opportunity to network with the large Cooke Scholar community.



- Phi Theta Kappa's REACH Rewards program recognizes and rewards Phi Theta Kappa chapters that excel in membership development. Schoolcraft College Phi Theta Kappa chapter has been named a 2021 REACH Chapter and will receive special recognition in the form of 12 Phi Theta Kappa graduation stoles. Stoles are distributed to chapter officers or members to be worn during graduation.



PHI THETA KAPPA  
HONOR SOCIETY



- The Omicron Iota Chapter's 2020/2021 College Project was to conduct research into Diversity, Equity and Inclusion at other educational institutions to come up with recommendations for Schoolcraft. Their extensive research, with recommendations, were presented to President Glenn Cerny.
- President Glenn Cerny recognized as a 2021 Paragon President Award winner! This award recognizes new college presidents for their outstanding support of student success. We know the depth of each member's experience has a lot to do with the value placed on Phi Theta Kappa by college leaders. The nomination and selection for this award is recognition that the Phi Theta Kappa students have your support. The PTK students are so grateful, and it's not just them. This nomination provided examples of how we support success for all students—even amid a global pandemic.
- The *Schoolcraft Connection* published 14 online articles and had 2,020 web views in January and launched its new app on January 22. The app, College News Source, is free and can be downloaded on iOS & Android devices. The app allows readers to get recently published stories in real time through push notifications right to their devices. For more information on the app and its features, check out Connection Videographer Alexis Gibson's video tutorial.  
<https://schoolcraftconnection.com/29229/media/video/the-schoolcraft-connections-new-app/>
- 24 students in need signed up and were able to obtain food on January 22 through the Food Pantry Distribution.
- The Virtual School Daze "Winter Bash" January 27<sup>th</sup> Zoom event attracted 42 attendees. The event featured free virtual caricatures with BobKat Art Studio. Students were able join participating clubs in breakout rooms and meet with group leaders who discussed upcoming activities and how to get involved, meet new people and

make plans to be a part of the award-winning programs that we have here at Schoolcraft College.

- During the month of January, 59 new students became members of Student Activities clubs and organizations.

#### Student Relations

- More than 800 SC aware reports came in during Fall 2020, an increase of two percent over Fall 2019, with more reports expected by the February 15 deadline for Fall extenuating circumstances appeals.
- Counselors conducted outreach to provide counseling support to 41 students during the Fall 2020 semester for mental health/well-being concerns. To-date for Winter 2021, counselors have reached out to 15 students for counseling support.

#### Foundation

- The Foundation has raised nearly \$1.3 M of the \$1.5M fiscal year goal.
- The Foundation Board held a “Looking at Philanthropy through a Lens of Equity and Inclusion” interactive simulation on Thursday, February 11 which was very robust. As an outcome of this, the Foundation is looking at establishing guiding principles as it moves forward with Vision 2025.
- Inspired by Chair Gebhardt, The SC Foundation issued grants to 20 restaurants/chefs who have participated in Culinary Extravaganza. Working closely with Chef Loving and Chef Misiak, a total of \$20,000 from CulEx proceeds were awarded to 20 restaurants used to assist Schoolcraft alumni or students and/or help these establishments get by when the restaurant industry has been so severely impacted. We continue to get calls and notes from chefs who are very grateful, even emotional, that Schoolcraft thought of them during this time. All

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Dawn,  
Thank you so very much for the grant. It comes at a time where it is much needed.  
Please know you can count on us to be there for you again in the near future.  
Paul Gray

of them saying that, even though times are hard, they will not forget Schoolcraft and this thoughtful gesture.

- The Foundation continues to host virtual convening's that are very well-attended. The next convening will be by the Michigan Civility Project on March 25 from 11:00 am to noon.
- Dawn Magretta's article on investing in community colleges was picked up by Real Clear Education sector of Real Clear Politics, a national platform. As a result, we connected with Schoolcraft alum, Tim Alberta who is now with The Atlantic (was with Politico at the time). Here is the link to the article:  
[https://www.realcleareducation.com/articles/2021/02/05/jill\\_biden\\_bri\\_ngs\\_overdue\\_attention\\_to\\_community\\_colleges\\_110535.html](https://www.realcleareducation.com/articles/2021/02/05/jill_biden_bri_ngs_overdue_attention_to_community_colleges_110535.html)

#### Information Technology

- The Server team assisted the Schoolcraft College Police Department and RedGuard with successfully testing panic buttons' alerting and notification throughout the College.
- The Enterprise Applications team completely rebuilt the College's Blackboard Help website, which now contains information to help students and faculty on all of the Blackboard features currently in use. The redesign includes tutorials and videos to help our users help themselves, complementing the support services we provide.
- To assist the Advising department with simplifying their appointment scheduling process, Enterprise Applications provided programming and access that lets Advising assign advisors to students within Colleague and directly imports data into the SARS GRID software. This means when a student schedules an appointment, their advisor is already assigned.
- The IT Support team continues to support students in the Open Computer Lab, as well as providing employment for students who work in the Lab. Due to the pandemic, usage is down from 2019's 17,210 students to 3,137 students in 2020 and 75 students using the lab from January through mid-February 2021.

#### **Granting Resolution of Congratulations upon Retirement**

**2021-17** Moved by Trustee Gilligan, seconded by Trustee Broderick, that the Board of Trustees offers congratulations to the following individuals: Timothy McCardell, Joyce Tellitocci, Barton Polot, and Steven Dolgin on their accomplishments and service to the College and extends to them best wishes.

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

Nays: None

Motion carried.

**Approval of Purchase  
Order – Hill-Rom  
Centrella Beds for  
Nursing Labs**

**2021-18** Moved by Trustee Strom, seconded by Trustee Breen, that the Board of Trustees awards a purchase order to Hill-Rom Company, Inc., Batesville, Indiana for ten (10) Hill-Rom Centrella beds at a total cost of sixty-five thousand, eight hundred and one dollars (\$65,801).

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

Nays: None

Motion carried.

**Comments from  
Trustees**

Trustee Gilligan commented, in regards to incentivizing K-12 and college partnerships, that the message needed to be put out to the parents, because the principals, counselors, and those that are affiliated with the school systems are all competing for students due to a lot of school districts having open enrollment. The schools are graded or judged based on how many of their high school graduates go on and achieve a college degree. Instead, the message needs to get to the parents that you can send your kids to a four-year college and spend \$80-100,000 total to get an education or another option is getting into the trades and the student can get paid while learning their skills and can make probably twice as much as what they would make getting out of college. But the parents are the ones that need to hear that, because the counselors are going to push that the students have to go to college.

**Comments from the  
Audience**

Dr. Jerome Lavis, Faculty Forum President, welcomed new Trustee Brett Gierak on behalf of the Faculty Forum. They are looking forward to working with Trustee Gierak and to a continued productive relationship between the Faculty Forum and the Board of Trustees.

**Adjournment**

Chair Gebhardt adjourned the meeting at 7:50 p.m.

  
Elizabeth LaForest, Associate  
Secretary

  
Joan Gebhardt, Chair

SCHOOLCRAFT COLLEGE  
18600 Haggerty Road, Livonia, Michigan  
734-462-4467

**CERTIFICATE**

I hereby certify that the attached is a true copy of the approved minutes of the Regular Board meeting held on the 24<sup>th</sup> day of February, 2021, 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 24<sup>th</sup> day of March, 2021.

A handwritten signature in cursive script that reads "Elizabeth LaForest". The signature is written in black ink and is positioned above the printed name and title.

Elizabeth LaForest, Associate Secretary  
Board of Trustees