Board of Trustees Regular VIRTUAL Meeting  
March 24, 2021

MINUTES

Members Present
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.

Call to Order for Regular Meeting
Chair Gebhardt called the March Regular Board Meeting to order at 7:01 p.m.

All members stood and took part in the Pledge of Allegiance.

Introduction of Guests and Comments from the Audience
Over 25 guests were in attendance via Zoom including: Alec Thomson, Anne Huber, Belinda Eleson, Ben Bolstrum, Brenda Leavens, Cheryl Snyder, Cynthia Cicchelli, Dana Coomes (Plante Moran), Dave Kesler, Dawn Magretta, Deborah Burke, Donna Moir, Jerome Lavis, Jon Lamb, Joseph Czapiewski, Mark Huston, Martha Schrage (Plante Moran), Melissa Schultz, Michael Williams, Mike Waldyke, Paul Michalsen, Stacy Whiddon, Van Nguyen, and more.

April Appelle attended in person in JC 228.

Minutes from the February 24, 2021 Regular Meeting
Chair Gebhardt stated that the minutes from the February 24, 2021, Regular Meeting were approved as submitted.

Comments from Trustees
Trustee Breen updated the Board on the General Assembly meeting for SEMCOG that was held last Thursday. A few items that came up aside from passing the annual budget, included electing the new slate of officers. As per SEMCOG bylaws, the past first Vice Chair automatically becomes Chair. Brenda Jones from Detroit City Council shall be the new chair of SEMCOG and the new Vice-Chair is going to be Chris Barnett the supervisor of Orion Township. The legislative update spoke about all the stimulus packages, i.e. CARES Act and the American Recovery Act, and everything is looking good on that front. Chairwoman Gebhardt was also on the SEMCOG call.

Chair Gebhardt commented that the listening sessions for the Strategic Planning were coming along slow but sure. Two more are scheduled that will be coming up soon. Trustee Breen was the note taker for businesses. Chair Gebhardt took notes for the students listening session last Tuesday which was very interesting.
Chair Gebhardt reported that there were 49 participants on a MCCA Zoom call last Friday. They were talking about boards going off of Zoom for meetings, which does not affect the Schoolcraft Board. Chair Gebhardt found it surprising that there were many boards that had Board Members that were not immunized yet. She commented that the Schoolcraft Board was lucky and very thankful that Wayne County had their clinic on Schoolcraft’s Campus so that the Board can meet in person.

Additionally, MCCA talked about the money coming from the federal government. One of the things that MCCA asked is that if the trustees talk to State Representatives or to Senators, to bring up two things. Number one: for next year, encourage them to keep the money at 2% and not to take it down because the College received more this year. Also, to keep out the tuition restraint - they're trying to say that because the College received this extra money from the federal government that we shouldn't have the ability to raise tuition. Those are the two issues that they wanted trustees to know about.

Chair Gebhardt found it humorous that she saw on Twitter big draws to get school athletes to come to Schoolcraft College. There were a number of things like Schoolcraft has a great campus and great faculty and staff, but number five was that we have a walkable Chick-fil-A.

Audit Report

Plante Moran was in attendance to present the results of the federal awards audit for the year ended June 30, 2020. Dana Coomes stated there was a delay in this report because the College received Higher Education Emergency Relief Funds (HEERF) and the compliance supplement which provides the guidance for what Plante Moran is required to audit related to those federal grants was released in late December of 2020 which caused the federal awards audit to be delayed.

As a result of the audit, Plante Moran has issued a clean, unmodified opinion on the Colleges federal awards audit. That is the highest form of assurance that can be given.

Martha Schrage reviewed the audit report and stated that the Colleges federal awards for the 2020 fiscal year totaled $25.1 million. Plante Moran identified one compliance finding. The finding related to a manual error in one return of Title IV funds calculation that resulted in a $99 error. Plante Moran has worked with management and the student financial aid department and they have developed a corrective action plan for this matter.

President’s Updates

This month’s staff spotlight was April Appelle, Utility I Shift Leader in Facilities Management and President of the SCSPA.

Jon Lamb also presented a recap of the College’s financial landscape:

Let’s Recap:

- Deferred major classroom renovations and building maintenance since fiscal year 2014
- Employee Buyouts for Faculty, Administrators, and Executives
- MPSERS to ORP
  - 27 ORP employees in 2008 compared to 147 in 2020
Approximately $1,800,000 in annual savings

- College financially leveraged its assets through four major bond placements
- Employees
  - 4-year Wage Freeze from 2008-2012
  - Employees now pay 20% of insurance premium
  - Waiting on filling full time positions
- Over the past few years, we tried to come up with 25 initiatives that either reduced expenses or increased revenue by $250,000 each to add up to a recurring $6,250,000 annually
  - Self Funded health insurance – saves approximately $250,000 per year
  - Seven Mile Crossing – contributed $2,300,000 one time and $289,000 recurring to the College
  - Masco Building – $812,000 per year average cash inflow (matures in 2032)
  - Soccer Dome (plus major recruiting and retention tool) – $449,000 per year average cash inflow (matures in 2029)
  - SC Technology Center - $157,000 per year
  - IHA Livonia Medical Center – $1,090,000 per year average cash inflow (matures in 2036)
  - Mercy Elite Sports Center - $80,000 per year average cash inflow including tournaments (matures in 2032)
  - Livonia Transition Program - $100,000 per year
  - Urgent Care – providing services to staff, students, and community – $183,000 per year
  - Wayne County Head Start - $68,000 per year
  - Wayne State University SC2U – minimum of $200,000 per year
  - Staffing Changes – saves approximately $319,000 per year
  - Including two additional full-time faculty
- $3,997,000 per year of these initiatives are recurring
  - Important to keep in mind that during debt service years for the Development Component Units, net cash flow is significantly less
  - The total amount TODAY is $2,196,000 whereas the $3,997,000 is after debt service matures

Headlee Override, 2018

In light of these facts, the College set out in fall 2018 to override Headlee for a period of 10 years. Due to its success, the following cash inflows are projected:
But then, COVID…

The following revenue shortfalls are a direct result of the pandemic, as well as the grant funding received from the Federal Government:

Coronavirus Aid, Relief, and Economic Security Act (CARES) - signed into law March 27, 2020

Higher Education Emergency Relief Funds (HEERF 1) - Section 18004(a)(1)

<table>
<thead>
<tr>
<th>Schoolcraft Received</th>
<th>$ 2,338,413</th>
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<tr>
<th></th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>Difference</th>
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<tr>
<td>Tuition &amp; Fee Revenue</td>
<td>43,059,353</td>
<td>42,255,414</td>
<td>(803,979)</td>
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<tr>
<td>Auxiliary Revenue</td>
<td>6,879,915</td>
<td>5,836,908</td>
<td>(1,043,008)</td>
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<tr>
<td>Miscellaneous Revenue</td>
<td>5,209,500</td>
<td>3,177,713</td>
<td>(2,031,787)</td>
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</table>

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) - Signed into law December 27, 2020

Higher Education Emergency Relief Funds (HEERF 2) - Section 18004(a)(1)

<table>
<thead>
<tr>
<th>Schoolcraft Received</th>
<th>$ 8,059,912</th>
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<table>
<thead>
<tr>
<th></th>
<th>YTD Through 3/9/20</th>
<th>YTD Through 3/9/21</th>
<th>Difference</th>
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<tr>
<td>Tuition &amp; Fee Revenue</td>
<td>38,337,688</td>
<td>32,963,068</td>
<td>(5,374,625)</td>
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<tr>
<td>Auxiliary Revenue</td>
<td>5,427,016</td>
<td>5,051,661</td>
<td>(375,355)</td>
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<tr>
<td>Miscellaneous Revenue</td>
<td>3,055,403</td>
<td>1,422,409</td>
<td>(1,633,004)</td>
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</table>

Futures for Frontlines (FAF)

Currently have awarded 685 students totaling $931,021. We are still awarding students currently.

Michigan Reconnect (MIRec)

These funds cannot be accessed until the Spring/Summer semesters, but we have currently awarded 485 students. The disbursements will be made as soon as the semesters begin.

Development Component Units
March 24, 2021 Regular Board of Trustees Meeting  

Summary

- The College has posted net losses each year since 2012.
- Even after the successful ballot item in 2018, we are projecting sizeable losses, primarily due to continued enrollment declines, and lingering effects of the COVID-19 pandemic.
- The Development Component Units have been a major push to create a sustainable alternative revenue stream to support the College.
- To ensure we can continue to finance the College’s mission and increase our student success, we need to employ a budget stabilization strategy by either:
  - Identifying additional alternative, recurring revenue streams,
  - Identifying cost cutting strategies
- Everyone is pulling together to make this work!

### Academic Services

### Awards and Recognition

- In March 2021, Dr. Mark Huston, Professor of Philosophy at Schoolcraft College, was invited by Lake Michigan College to give a virtual presentation titled “Conspiracy Theories.” In his talk, he discussed what conspiracy theories are, how they evolve, why people tend to follow them, and how they differ from theories in the traditional sense. Dr. Huston further expounded on the popular conspiracy theories of

<table>
<thead>
<tr>
<th>DCU</th>
<th>AVG. CASH INFLOWS PER YEAR</th>
<th>AVG. DEBT SERVICE PER YEAR</th>
<th>AVG. NET CASH FLOW PER YEAR</th>
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<tr>
<td>SC Development Authority</td>
<td>$772,809.06</td>
<td>$0</td>
<td>$772,809.06</td>
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<td>SC Development Unit 14</td>
<td>$2,847,532.90</td>
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<td>SC Sports Dome</td>
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<td>SC Technology Center</td>
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<td>$155,175.33</td>
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<tr>
<td>SC Health Sciences</td>
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<td>$2,764,267.72</td>
<td>$2,181,052.29</td>
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<tr>
<td>SC Health Sciences II</td>
<td>$723,657.36</td>
<td>$647,379.23</td>
<td>$76,278.13</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$10,321,594.56</strong></td>
<td><strong>$5,063,413.78</strong></td>
<td><strong>$5,258,180.78</strong></td>
</tr>
</tbody>
</table>
the current time. His recent publications include “Medical Conspiracy Theories and Medical Errors” in the International Journal of Applied Philosophy, and a chapter on conspiracy theories and film in the book *Conspiracy Theories: Philosophers Connect the Dots*.

- Congratulations! Current student Catreese Bell Qualls has been selected as a 2021 Coca-Cola Academic Team Silver Scholar and will receive a $1,250 scholarship! Selection as a Coca-Cola Silver Scholar is based on scores the student earned in the All-USA Academic Team competition, for which more than 2,000 applications were received this year. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society.

**Business Development Center**

- During the month of February 2021, the Procurement Technical Assistance Center (PTAC) provided area business owners with several opportunities to grow their government contracting knowledge and readiness. In addition to the Coffee and Contracting networking, government contracting series, and one-on-one client counseling, a new and free virtual class offering, “Proposal Writing and Bidding Best Practices,” was introduced. This class focuses on preparing clients with best practices for reviewing solicitations, preparing proposals, and completing next steps after proposal submissions.

- In February, the PTAC was also approached by the Oakland County Economic Development & Community Affairs department with a request to assist with implementing their *Diversification Through Federal Contracting* initiative. The goal of the initiative is to increase federal contracts awarded to Oakland County businesses. The PTAC is one of many resources available to businesses and is prepared to assist clients through all aspects of the government contracting process.

- The Business Development Center’s (BDC) Workforce Training Solutions regularly receives requests from Wayne County Economic Development Division to assist in their efforts to attract companies who may wish to establish domicile in Wayne County. In February, Workforce Training Solutions was once again contacted to provide company-specific information on the Michigan New Jobs Training program (MNJTP) to support a project they are currently pursuing. (Specific company details are confidential currently.)

**Continuing Education & Professional Development**

- The first virtual Kids on Campus (KOC) Open House took place on February 9, via Zoom. Parents received information about the program offerings for 2021, met camp instructors, and learned the ins and outs of the registration process. Instructors, many with years of KOC experience, shared their enthusiasm for the program as well as long-term positive impact observed in both the students and
themselves. Approximately 933 students have already registered for KOC, and 41 camps are now filled! All five Before & After Care camps are full. If social distancing restrictions are eased by June, class sizes will be increased to accommodate more students. Kids on Campus 2021 Schedule.

- Registration for the Motorcycle Safety program at Schoolcraft College opened in February and the first seven Basic Rider Courses-Web Enhanced, have already filled to capacity! Our curriculum provides both beginning and experienced motorcyclists with fundamental skills and hands-on experience. Classes are taught by professional, certified instructors with a passion for both riding and riding safety. To become a nationally certified instructor, students must successfully complete the RiderCoach Prep courses and we currently have 18 students enrolled in these training classes. The program is funded through a motorcycle-safety grant administrated by the Michigan Department of State. All community colleges in the Detroit-Metro Consortium (Macomb, Monroe, Oakland, and Wayne) are participating in the program this year.

Culinary Arts

- The Culinary Arts department collaborated with other departments to make changes in the admission policy for the program that would lead to an immediate increase in enrollment. CUL103 must be completed successfully to enter the program. It is offered at different times during the year and, for example, in the past, if a student took the course in the Fall, they needed to wait until the next Fall semester to enter the program as part of a cohort. The change that was implemented this Winter was to allow students who had completed CUL 103 to enter the program as soon as possible. This has led to the entry of five (so far) Winter semester CUL103 students directly into the core program in the same semester. This change, along with some strategic course scheduling changes, is expected to generate further increases in enrollment in the future.

Events

The Pageturners Book Club presented a very special Meet-the-Author virtual event featuring Lt.Colonel Alexander Jefferson, a member of the Tuskegee Airmen who was held captive as a prisoner of war by the German Army during World War II. He is the author of Red Tail Captured, Red Tail Free: The Memoirs of a Tuskegee Airman and POW, and is the subject of the documentary The Luft Gangster: Memoirs of a Second Class Hero (2016).
• On March 17, 2021, Schoolcraft College’s Music department’s Wednesday Noon Concert Series will feature the Michigan Philharmonic performing its Miniature Masterpieces concert. The performance was recorded at First United Methodist Church in Plymouth and is sponsored by the Schoolcraft College Foundation and the Music Department of Schoolcraft College. The video will be available for viewing at www.schoolcraft.edu/music

• The Schoolcraft College Theatre Department presents a new play about coping with isolation titled “Alone/Together”. The play is a recording of a live performance, and features a script written by Joseph Zettelmaier and Michael Alan Herman and directed by Paul Beer. The play features six monologues which tell six unique stories of dealing with life in isolation. The play was filmed in the James R. Hartman Theatre on the Schoolcraft College campus, the cast and crew are all Schoolcraft students, and Schoolcraft’s Media Services and Marketing departments were integral to making the production work. The play will be available for viewing at www.schoolcraft.edu/theatre.

• The Schoolcraft Scholars Honors Program and Student Activities Office are collecting donations of new and gently used books, coloring books and crayons for the Red Wagon Project, a non-profit organization that promotes early childhood literacy among low-income children and adults living in Westland. This award-winning program is recognized by the Michigan Association of School Boards and the National Association of School Boards as the "Best of the Best".

Manufacturing and Engineering Center (MEC)

The I-275 Industrial Council convened in a hybrid format on Thursday, Feb. 18, at the new Manufacturing and Engineering Center for Schoolcraft College. Dr. Glenn Cerny presented his vision for supporting the local workforce with his initiatives at the school. Ten local business and education partners attended on-site and approximately 30 viewers participated online.
Schoolcraft College Associate Dean of Occupational Programs Amy Jones, Business Development Center Project Coordinator Sandy Miller, and MEC Lab Technician Katrina Rogers are attending the first ever Industry 4.0 Professional Development Program hosted by Lab Midwest. Industry 4.0 technology is the current trend in manufacturing in which automation and smart technology are used. With this increase in digitization and automation, companies can improve production, safety, performance, and output for low costs. The 12-week course is teaching Industry 4.0 technology in a hybrid classroom setting with remote learning, virtual skills training, and state of the art teaching techniques. Each week participants engage with other college professionals and industry leaders to share ideas, tips, and brainstorm ways to make Industry 4.0 technology an achievable reality for their students, college, and community.

Initiatives are currently underway in Occupational Programs to achieve deliverables in two apprenticeship expansion initiatives: a federal Dept. of Labor grant, and a State of Michigan grant. Apprenticeship Coordinator Pamela Linton and Employment Coordinator Karen Maxton have interacted with over 12 companies in the last six weeks. Of those, seven (7) are companies within the Schoolcraft College district including Yanfeng (Novi and Plymouth), American Ring (Livonia), Garden City Hospital, and Redguard (Plymouth). Additionally, Pamela and Karen each served as a panelist on two Apprenticeship 101 virtual events, organized by SEMCA, Michigan Works and the Dept. of Labor. Combined, the events reached about 30 area companies. Karen and Pamela are also presenting information on Occupational Programs, apprenticeships and resume and career services to students, most recently meeting virtually with the first Supply Chain Management class.

Public Safety Training Center (PSTC)

The winter 2021 Police Academy, Class 05-21, has 50 recruits, 24 pre-service recruits and 26 in-service. We are currently in week six. The recruits will graduate on May 20, 2021. To date, we have had 30 Police Departments from the metro area respond to our academy and recruit our cadets for potential hiring.

The PSTC is currently working on building programs for the later part of 2021 and 2022 by surveying departments to determine what current trending topics fit their training needs. Working with a business that teach in the academy, the three classes that we are looking into are Deescalating a Conflict, Emotional Wellness, Career Survival & Avoiding Burnout as well as How to Develop and Build a Peer Support Team.
Student Services

- Since January 1, 2021, the Student Relations Office has handled 382 cases reported to SC aware involving 373 individual students. Case types include students in need of assistance, students seeking a late withdrawal from classes due to life circumstances, student complaints about some aspect of their college experience, students in the code of conduct process, and reports of concerning behavior leading to mental health support for the student.

- The records office has processed over 475 applications for graduation.

- This past month the Veterans Resource Center conducted a survey of their former and current students to obtain feedback on student satisfaction regarding current services provided and to inquire about what this population feels would be beneficial going forward. Over 40 former and current students responded. The general themes where student veterans greatly appreciate Brent, Sarah, and Maria, they would like more space, and the VRC is being utilized for computer use, study space, snacks, and to get information. Below are a few of the student comments submitted.

  o “Brent and Sarah are great already but with more Veterans transitioning from the service they are going to need all the help and extra resources they can get. I think Schoolcraft is a great place for Veterans who are acclimating themselves back into the student life. I would love to see what they could do with a bigger Veteran’s Center”- Former student

  o “Thank you so much for having services available!”- Current student

  o “The whole VRC team is amazing and very knowledgeable with all matters pertaining to veterans, integration, resources available, course advising and anything else. Brent, Sarah, And Maria are easy to talk to and make all feel comfortable. I truly value my time and experiences at Schoolcraft. I appreciate the advising where they truly were looking out for my interests and
goals and helped me achieve them. The VRC team is very capable and an investment in their resources will help other Veterans and dependents reach their goals and leave Schoolcraft with a lasting impression as it was my experience" - Former student

- I think the VRC is a very important place to have and offer to student veterans. It can be difficult to navigate veteran benefits but if your center can help one student, it’s worth it. Offer space for these students to study and resources to complete work is just a bigger plus to help a student be successful" - Current student

- SC Edge Early College Graduation Data
  - Twelve (12) students will graduate in May from the SC Edge Early College program representing Airport School District, Downriver Career Technical Consortium (DCTC), and Redford School District
    - One student from Redford is earning both a One Year Certificate in computer Information Systems and an Associate in General Studies with a 3.7 GPA! He plans to transfer to the University of Michigan Ann Arbor.
    - One student will graduate with an Associate in General Studies.
    - Four students will graduate with an Associate in Applied Science, Computer Information Systems.
    - Six students will graduate with a One Year Certificate in Computer Information systems – Programming.

Student Enrollment - Career Services

Employment
- As of 03/12/2021, there are 127 student employees working either remotely or on the campus.

- Since 02/01/2021, six students, alumni or community members have reported being hired after being referred by Career Services directly to an employer who works/posts job openings with Career Services. One former student has his second interview in early March with Humanetics in Novi. Employers who hired these job seekers: Ascension Providence Park/TouchPoint Services, Centria Autism, American Sealants, Remerica Integrity II Northville, SitusAMC, and Trijicon.

Partnerships & Collaborations
- Eastern Michigan University/Ann Arbor Spark’s Center for Digital Engagement (CDE) Summer Internship Program is recruiting Schoolcraft College students at a special virtual presentation on March 18th – http://digitalsummer.clinic. Collaborating with Student Activities, the Business Club & Schoolcraft Faculty to source students for these paid internships. CDE internships include paid $16/hour internships & individual mentorship by local business leaders through Ann Arbor Spark for program interns.
• Tony Ambroza, Chief Brand Officer for Carhartt & Michigan Wolves Soccer Club Board President, connected with Career Services to search for 2 marketing interns for the Wolves Soccer Club. Career Services will work with students and business faculty to source interns for this exciting opportunity.

• Since January 4, 2021, Career Services has met virtually with 11 employers to discuss SC programs, our students and innovative ways to connect our students, alumni & community members directly with employers with overwhelmingly positive feedback from employers.

• The Trustee Scholarship is being promoted with an application deadline of March 31, 2021. The Admissions team is taking a proactive approach to recruit Trustee Scholarship recipients. The team has sent out 897 text messages and made 226 phone calls to students. High school counselors also received an email with information about the application process.

• Learning Support Services launched a partnership initiative for high school students - Step Ahead at Schoolcraft College. Staff is providing high school students with a series of virtual workshops designed to help students excel in classes. The workshop covers general learning strategies, time management, writing, science, and math. Additional workshop topics will cover college admissions and application, financial aid, writing a scholarship essay, becoming a dual enrolled student etc. Plymouth Canton was the first school to participate and resulted in 91 (55 unduplicated students) in attendance for the 4 workshops offered. Detroit, Redford, and Northville schools have also shown interest in attending future workshops.

• Spring and Summer registration begins March 27th. Multiple stakeholders across campus began launching strategies aimed to recruit, help new students matriculate and current students to persist. Strategies are created by segments which include guest, new, dual enrolled, homeschooled, gifted and talented (new segment), non-traditional, and current students. Highlights include a campus wide calling campaign, text messages to students, partnership with Michigan Elite Volleyball Club for special enrollment, 15,000 postcards promoting programs offered at the Manufacturing & Engineering Center, and the second round of the CARES award was applied to 2,292 student accounts, as well.

• The library is currently beta-testing our new library catalog from SirsiDynix which offers our library patrons improved features and functionality including the following:
Library users can monitor their own library account.
Library users have the ability to place holds on library materials.
Users can send book titles to an email account.
Library users can text a book title to themselves or others.
Ability to create a bibliographic list of library resources.
An accessibility mode is also available for library users.
Book summaries, book reviews and book excerpts are also available for library items in the new catalog.

Marketing

- New theme for fiscal year 2021-2022: “Craft Your Future™”

- Reality Ready© pilot program launched in March is an initiative that helps Schoolcraft students win in the workforce. We equip our students with the intellectual and behavioral skills that result in a well-rounded individual that employers are seeking. The first cohort consists of medical assisting students.

- Trademarks – Schoolcraft owns the following trademarks for the next few years:
  - Reality Ready© (just the term)

Foundation

- The Foundation has raised over $1.3 M of the $1.5M fiscal year goal.

- The Foundation’s Investment Portfolio has grown to over $18M as of March 10. This is the largest amount in our portfolio and a growth of over $4M in the past three years.

- The Foundation was presented with a Silver Award for our Vision 2025 Campaign Case Statement in the national 18th Annual Service Industry Advertising Awards submitted by Griggs Graphic Services.

- The Retiree Committee is now meeting monthly, and the refreshed Henry Herald newsletter hit the mail March 16.

- Scholarship awarding for Fall2021/Winter 2022 is now open. Please help spread the word – students can apply at Schoolcraft.edu/scholarships.

- Dr. Cerny presented updates regarding the college to the members of The Livonia Rotary, which currently has two former Schoolcraft College presidents on their committee, Dr. Conway Jeffress and Dr. Richard McDowell.
Information Technology

- The Technical Support team worked with the Elite Sports Center (ESC) Café team on the configuration of a self-serve Point of Sales checkout to enhance and speed up grab-n-go service to students and visitors.

- Media worked with Marketing to film the College’s all student cast and crew theater production of Alone/Together, which aired on YouTube from March 8 through March 14, 2021.

- Due to extreme storage limits imposed by Blackboard, the Enterprise Application (EA) team created retention plans that facilitate recording re-use policies to keep the College within its current license agreements. The plan was communicated, and a staged, cleanup process was implemented for a large portion of the idle Blackboard Collaborate recordings, allowing EA to reduce video storage to within the set limits; thereby, avoiding large monthly fees.

- The Enterprise Application (EA) team designed and wrote new integrations, allowing for the automatic population of critical fields into the College’s recruiting tool, freeing up valuable Admissions’ staff time, as well as ensuring the accuracy of targeted communications to newly admitted students.

- In continued progress toward enabling student and employee self-sufficiency, regulatory forms were improved and made easily accessible. Students can now easily identify their complete transfer summary, quickly navigate through an enhanced presentation of the course and section information, as well as easily locate important information with newly improved search functionality.

Acceptance of the 2019-20 Single Audit

Moved by Trustee Strom, seconded by Trustee Broderick, that the Board of Trustees accepts the 2019-20 Single Audit Report of the independent auditors, Plante & Moran, PLLC, for the fiscal year ending June 30, 2020 and that the administration is hereby authorized to publish the results of the 2019-20 Single Audit, in accordance with the provisions of Public Act 331 (1966).

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

Nays: None

Motion carried.
Award of Third Year Contract 2021-20

Moved by Trustee Erwin, seconded by Trustee Gilligan, that the Board of Trustees award a third-year probationary contract to Jane Windell, beginning with the fall 2021 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: Breen, Broderick, Erwin, Gebhardt, Gierak, Gilligan, Strom
Nays: None
Motion carried.

Approval of Magnetic Resonance Imaging Post-Associate Certificate 2021-21

Moved by Trustee Strom, seconded by Trustee Breen, that the Board of Trustees approves the new Magnetic Resonance Imaging Post-Associate Certificate.

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

Approval of Computed Tomography Post-Associate Certificate 2021-22

Moved by Trustee Broderick, seconded by Trustee Erwin, that the Board of Trustees approves the new Computed Tomography Post-Associate Certificate.

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

Approval of Purchase Order – Curricular Management and Online Catalog Software 2021-23

Moved by Trustee Strom, seconded by Trustee Broderick, that the Board of Trustees awards a purchase order to Digital Architecture, LLC, Lakeland, Florida, for a curricular management and online catalog software system at a cost of thirty-five thousand, seven hundred and thirty-eight dollars ($35,738) per year.

Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Gilligan, Strom
Nays: None
Motion carried.
Approval of Project – OCA, Research & Analytics, and Foundation Renovation and moves 2021-24

Moved by Trustee Strom, seconded by Trustee Broderick, that the Board of Trustees approves the Foundation renovation and move project at an estimated cost of three hundred and five thousand ($305,000) dollars and the OCA and Research and Analytics moves and renovations at an estimated cost of one hundred and sixty-five thousand dollars ($165,000).

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

Approval of Project – Anatomy and Physiology Lab Upgrade 2021-25

Moved by Trustee Breen, seconded by Trustee Strom, that the Board of Trustees approves the Anatomy and Physiology lab upgrade project at an estimated cost of two hundred and sixty-eight thousand dollars ($268,000).

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

Entering into a Closed Session 2021-26

Moved by Trustee Broderick, seconded by Trustee Erwin, that the Board of Trustees move into a closed session under Section 8(a) and 8(d) of the Open Meetings Act, to discuss the President’s evaluation and leasing of real property.

(Roll Call Vote)

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

Reconvening into an Open Meeting 2021-27

Moved by Trustee Strom, seconded by Trustee Erwin, that the Board of Trustees reconvene into an open meeting at 9:15pm.

(Roll Call Vote)

Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Gilligan, Strom
Nays: None
Motion carried.
Comments from the Audience

Paul Michalson addressed the Board of Trustees:
“Good evening ladies and gentlemen. Thank you for the opportunity, I want to thank the Schoolcraft College Foundation, the Schoolcraft Trustees, the Music Department, and the Michigan Philharmonic for the opportunity to present a continuation of the noontime concerts. We were able to record the Michigan Philharmonic and present a virtual noontime concert on March 17th to continue the 40-year tradition of Schoolcraft College Noontime Concerts. Thank you.”

Adjournment

Chair Gebhardt adjourned the meeting at 9:17p.m.

Elizabeth LaForest, Associate Secretary

Joan Gebhardt, Chair
CERTIFICATE

I hereby certify that the attached is a true copy of the approved minutes of the Regular Board meeting held on the 24th day of March, 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 28th day of April, 2021.

Elizabeth LaForest, Associate Secretary
Board of Trustees