

**SCHOOLCRAFT COLLEGE**  
JC228 · 18600 Haggerty Rd · Livonia MI 48152-2696

**Board of Trustees Regular Meeting**  
**January 26, 2022**  
**7:00p.m.**

**MINUTES**

- Members Present** Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Brett Gierak.
- Members Absent** Terry Gilligan, Carol Strom
- Call to Order for Regular Meeting** Chair Gebhardt called the January Regular Board Meeting to order at 7:00 p.m.  
All members stood and took part in the Pledge of Allegiance.  
  
All remained standing to observe a moment of silence for Dr. Jean E. Pike, former Associate Dean of Students at Schoolcraft College. Dr. Pike worked at the College from 1964 to 1997, received an honorary degree from the Board of Trustees, and created the Jean E. Pike Scholarship Endowment in 2017 with the Schoolcraft College Foundation.
- Introduction of Guests** 15 guests were in attendance including: Patrick Sturdy, Brenda Leavens, Melissa Schultz, Dave Kesler, Mary Jo Nowicki, Robert Leadley, Cindy Cicchelli, Ann Huber, Scott Davis, Chelsea Willis, Van Nguyen, Brian Beland, Laurie Kattuah-Snyder, Chris Misiak, and Jeff Borton.
- Approval of Minutes from the November 17, 2021 Regular Meeting** Chair Gebhardt stated that the minutes from November 17, 2021 Regular Meeting were approved as presented.
- Comments from the Audience** Chef Chris Misiak expressed that Dr. Pike was part of the reason that he remained at Schoolcraft as she was a very special lady and took him in as her own.
- Comments from Trustees** Chair Gebhardt commented that the Governor's State of the State was happening at 7:00pm and she hoped for good news for Schoolcraft.  
  
Chair Gebhardt informed the Board that Brandy Johnson, new President of the Michigan Community College Association (MCCA), had met with her and five other Michigan Community College Chairs in person along with another six on Zoom at Schoolcraft. She commented that they were all very impressed with Chef Heather Moore, Chelsea Willis, Beth LaForest, Dr. Glenn Cerny, Holly McDermott, and Anna Whitaker. It was so successful they plan on getting together as a group again, going to Kellogg Community College.

Chair Gebhardt remarked that the cover story of the Schoolcraft Connection's most recent edition, "To Serve and Protect" was excellent and she encouraged everyone to read it.

**Report of the President**

This month's spotlight was highlighting Information Technology and Jeff Borton, Chief Technology Officer who also serves on the Executive Team.

Dr. Cerny also introduced, Laurie Kattuah-Snyder, Chief Student Services Officer, as part of the Leadership Team to the Board of Trustees.

Chef Chris Misiak presented to the Board of Trustees the process in which the Professional Culinary Arts Program was updated. Chef Chris wanted to thank Dr. Robert Leadley, Cindy Cicchelli, Ann Huber, and Scott Davis for the important part they played in the process. He also wanted to thank Chef Brian Beland.

**Approval of Project – VisTaTech 2.0**

**2022-01**

Moved by Trustee Broderick, seconded by Trustee Gierak, that the Board of Trustees approves the VisTaTech 2.0 project with an estimated cost of six million, eight hundred thousand dollars (\$6,800,000).

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

**Approval – Professional Culinary Arts Skills Certificate**

**2022-02**

Moved by Trustee Erwin, seconded by Trustee Broderick, that the Board of Trustees approves the new Professional Culinary Arts Skills Certificate.

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

**Approval – Professional Culinary Arts Certificate**

**2022-03**

Moved by Trustee Breen, seconded by Trustee Erwin, that the Board of Trustees approves the new Professional Culinary Arts Certificate.

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

<b>Approval – Professional Culinary Arts Associate Degree</b>	<b>2022-04</b>	Moved by Trustee Gierak, seconded by Trustee Broderick, that the Board of Trustees approves the new Associate of Applied Science in Professional Culinary Arts.  Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Nays: None Absent: Gilligan, Strom Motion carried.
<b>Approval – Art Entrepreneurship Certificate</b>	<b>2022-05</b>	Moved by Trustee Broderick, seconded by Trustee Breen, that the Board of Trustees approves the new Art Entrepreneurship Certificate.  Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Nays: None Absent: Gilligan, Strom Motion carried.
<b>Approval – Surgical Technology AAS</b>	<b>2022-06</b>	Moved by Trustee Gierak, seconded by Trustee Breen, that the Board of Trustees approves the new Associate of Applied Science (AAS) in Surgical Technology.  Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Nays: None Absent: Gilligan, Strom Motion carried.
<b>Approval – Articulation with Eastern Michigan University for a Bachelor of Science in Civil Engineering</b>	<b>2022-07</b>	Moved by Trustee Broderick, seconded by Trustee Erwin, that the Board of Trustees authorizes the administration to enter into an articulation agreement with Eastern Michigan University for a Bachelor of Science in Civil Engineering.  Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Nays: None Absent: Gilligan, Strom Motion carried.
<b>Award of Purchase Order – Campus Police Patrol Vehicle</b>	<b>2022-08</b>	Moved by Trustee Breen, seconded by Trustee Broderick, that the Board of Trustees awards a purchase order to Gorno Ford, Inc., Woodhaven, Michigan, for one (1) 2021 police rated patrol vehicle, Ford Utility Interceptor, at a total cost of thirty-six thousand three hundred and fifty-six dollars (\$36,356).  Ayes: Breen, Broderick, Erwin, Gebhardt, Gierak, Nays: None Absent: Gilligan, Strom Motion carried.

First Reading of  
Policy 1093 –  
Animals on  
Campus

First Reading

**POLICY  
1093**

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

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**ANIMALS ON CAMPUS**

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Schoolcraft College permits animals on campus subject to the procedures adopted by the College and in accordance with state and federal law. The College recognizes that animals can pose various health and safety concerns to the campus community. The purpose of this Policy, and the procedures adopted by the College, is to provide for the health, safety and welfare for employees, students and others on campus, the protection of College property, and to ensure reasonable accommodations are provided to persons with disabilities in compliance with state and federal law.

Adopted— November 18, 2015  
(2015-81)  
Reviewed—VP & CSAO  
September 6, 2019  
Revised—HR & Risk Management  
December 13, 2021

First Reading of  
Policy 4050 –  
Educational  
Grant Fund

First Reading

**POLICY  
4050**

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

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**EDUCATIONAL GRANT FUND**

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Those full-time employees of the College not covered by a Master Contract shall be provided an Educational Grant for the payment of 100% of ~~the Schoolcraft College credit class~~ tuition for the employee, ~~his or her~~ their spouse, and dependent children (as defined by the Internal Revenue Code relating to qualified tuition reduction programs). The individual to whom the Grant applies must be admitted to the College and enrolled in the classes for which they are eligible and for which credit is earned. All fees are

considered separate from tuition and shall be paid in full by the individual registered.

The Educational Grant Fund may also be applied to Schoolcraft College Continuing Education and Professional Development Personal and Professional Learning non-credit course fees not to exceed equivalent resident tuition.

If scholarships, grants, or assistance from other agencies or companies are available, the employee must use the other resources first. If all of the Schoolcraft College tuition charges are not covered by other sources, the balance of the tuition may be charged to the Educational Grant Fund.

Federal loans are not considered other resources.

Adopted—July 25, 2973  
(73-211)  
Revised—December 17, 1975  
(75-311)  
Revised—May 25, 1977  
(77-119)  
Revised—September 24, 1986  
(86-186)  
Reviewed—July 1988  
Revised—June 24, 1996  
Reviewed—JFO  
January 23, 2006  
Revised – September 24, 2008  
(2008-70)  
Revised—HR & Risk Management  
December 15, 2021

**First Reading of  
Policy 4146 –  
Administrators  
Personnel  
Policies**

**First Reading**

**POLICY  
4146**

**SCHOOLCRAFT COLLEGE  
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**~~EXEMPT~~ ADMINISTRATORS PERSONNEL POLICIES**

All employees in this group shall be covered by the following:

**LEAVE OF ABSENCE**

**SICK LEAVE**

Leave for personal or immediate family illness will be granted to administrators as follows:

1. Upon initial employment, an administrator shall be credited with twenty-two (22) sick leave days, prorated to July 1. Additional sick leave will be credited on July 1 each year at

the rate of twenty-two days per fiscal year and may be accumulated up to a total of 120 days.

2. An administrator on sick leave who is utilizing the days in ~~his/her~~ their sick leave bank shall be compensated at ~~his/her normal~~ their normal rate of pay.
3. An administrator on approved sick leave who has no sick leave days in ~~his/her~~ their sick leave bank shall receive compensation at the rate of no less than 70% of ~~his/her~~ their -base annual salary for the interval between the expiration of ~~his/her~~ their sick leave days and 120 calendar days.
4. Persons injured on the job must file for worker's compensation.

### **PERSONAL BUSINESS**

Each administrator will be granted personal business days as deemed necessary by the appropriate Executive Administrator.

### **BEREAVEMENT**

Paid leaves of absence for purposes of bereavement will be granted to administrators as deemed necessary by the appropriate Executive Administrator. Leaves granted will not be deducted from the accumulated sick leave days.

### **JURY DUTY**

An administrator who is summoned and reports for jury duty shall receive ~~his/her~~ their full salary for the duration of jury duty. The administrator is required to provide the jury duty summons to their Executive Administrator and provide satisfactory evidence that the jury duty was performed on the day(s) summoned.

### **OTHER LEAVES**

Leaves of absence for extended periods may be granted to administrators by the College upon the recommendation of the President.

### **VACATION**

Each administrator shall be granted twenty-three (23) days of vacation scheduled with the approval of the President or ~~his/her~~ their designee. Vacation time will be taken within eighteen(18) months after it is credited, (i.e., prior to the last work day of December of the following fiscal year).

Each administrator assigned by the President to work Christmas week to provide uninterrupted, vital and necessary services will be

granted compensatory time added to his/her/their vacation time. Such assignments should normally be made no later than December 1.

### **INSURANCE PROGRAM**

1. The College will provide medical insurance.
2. The College will also provide to the administrator life insurance protection and Accidental Death and Dismemberment insurance.
3. The College will provide, without cost to the administrator, a Long-Term Disability (LTD) benefit commencing on the 121st calendar day of disability.
4. The College will provide dental insurance.
5. The College will provide a Reasonable and Customary vision care plan.
6. Optional life insurance will be available with the premium costs paid by the administrator.
7. The College will provide, without cost to the administrator, a travel/accident life insurance benefit in the amount of \$500,000 for an administrator traveling on College business.
8. The College will provide public liability insurance (broad form) to administrators during the course of their employment.

### **HOLIDAYS**

The following holidays shall be observed: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

Should any of the above holidays fall on a Saturday, the first preceding work day shall be a compensatory day. Should any of the above holidays fall on a Sunday, the first succeeding work day shall be a compensatory day.

### **SEVERANCE PAY**

After ten (10) years of service, each employee, upon severance due to retirement or death, shall receive a severance benefit in the amount of five thousand dollars (\$5,000). Additional severance credit may be earned at the rate of five hundred dollars - (\$500) for each additional year of employment after the tenth year, to a maximum payment of ten thousand dollars (\$10,000). Payment in the case of a deceased employee shall be made to the beneficiary or to the estate of the deceased.

## **PERFORMANCE APPRAISALS**

Each administrator shall serve a two-year probationary period from the date in position. During that period, ~~two~~one performance appraisals shall be conducted each year. Employees who previously served a successful probationary period for the College may have this requirement reduced to one year, when, in the opinion of the Executive Administrator, such action is warranted.

Following the probationary period, each administrator shall receive an annual Performance Appraisal System (PAS) evaluation by ~~his/her~~their immediate supervisor.

## **OUTSIDE EMPLOYMENT**

An administrator of the College shall not engage in any employment which, in the judgment of the President, interferes with ~~his/her~~their ability to carry out ~~his/her~~their contractual responsibilities.

## **TUITION REIMBURSEMENT**

An annual fund of thirty thousand dollars (\$30,000)\* has been established to reimburse administrative employees for charges for non-Schoolcraft College courses. Reimbursement will be made in accord with the following conditions:

1. Only graduate level or specialist classes are eligible for reimbursement from this fund.
2. The courses are related to the individual's employment at the College or are related to career transition.
3. Prior approval was obtained by the executive approver.
4. The employee receives a grade or credit or certification indicating satisfactory completion.
5. The course was taken at a college, university, or professional organization that meets the accreditation standards designated by Schoolcraft College.

Requests will be processed by the end of each fiscal year. If the amounts requested exceed the fund amount, each individual will receive a pro-rata share, based on their tuition expenditures, up to the cap of the fund. At the sole discretion of the President, unused tuition funds may be pooled between the various employee groups. If there are funds remaining after tuition costs are paid, employees may submit requests for course related fees and books. All reimbursement requests will be subject to applicable ~~I.R.S~~IRS guidelines.



- \* This fund may be modified to meet changing tuition costs or to maintain parity with other employee groups.

**EDUCATIONAL GRANT**

The College shall provide administrators an educational grant in accordance with Board Policy 4050 – Educational Grant Fund.

**CIVIL RIGHTS**

The College recognizes the right of any administrator of the College to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on the administrator's own time and off the premises of the College. The administrator will exercise reasonable care to show that ~~he/she~~they is-are acting in ~~his/her~~their capacity as a private citizen.

**DEPENDENT CARE PLAN**

Administrators are entitled to participate in the College's Dependent Care Plan.

**PROVISIONS FOR CHANGE**

This policy will be reviewed periodically.

Adopted—August 24, 2016  
(2016-51)  
Reviewed—HR & Risk Management  
December 15, 2021

**Entering into a Closed Session 2022-09**

Moved by Trustee Broderick, seconded by Trustee Breen, that the Board of Trustees move into a closed session under Section 8(d) of the Open Meetings Act at 8:23 p.m.

**(Roll Call Vote)**

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

**Reconvening into an Open Meeting 2022-10**


Moved by Trustee Broderick, seconded by Trustee Breen, that th Board of Trustees reconvene into an open meeting at 8:35 p.m.

**(Roll Call Vote)**

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

**Comments from Audience** Dr. Robert Leadley wanted to acknowledge Chef Chris Misiak and his work on the program changes.

**Adjournment** Chair Gebhardt adjourned the meeting at 8:39 p.m.

  
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Elizabeth LaForest,  
Associate Secretary

  
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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 26th day of January, 2022, 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 23<sup>rd</sup> day of February, 2022.



Elizabeth LaForest, Associate Secretary  
Board of Trustees