

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

Board of Trustees Regular Meeting
February 23, 2022
7:00p.m.

MINUTES

Members Present	Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Terry Gilligan, Carol Strom
Members Absent	Brett Gierak
Call to Order for Regular Meeting	Chair Gebhardt called the February Regular Board Meeting to order at 7:00 p.m. All members stood and took part in the Pledge of Allegiance.
Introduction of Guests	12 guests were in attendance including: Patrick Sturdy, Brenda Leavens, Chelsea Willis, Van Nguyen, Laurie Kattuah-Snyder, Fred Moss, Paul Beer, Michael Waldyke, Matthew Wilson, Michele Kelly, Jerome Lavis, and Stacy Whiddon.
Approval of Minutes from the January 26, 2022 Regular Meeting	Chair Gebhardt stated that the minutes from January 26, 2022 Regular Meeting were approved as presented.
Comments from Trustees	Chair Gebhardt thanked the Garden City Council for their kind words and support at their recent city council meeting. In addition, she thanked President Cerny and his team for working towards what was best for the people of Garden City and stated that the College will continue to support them as part of the College's school district. Chair Gebhardt congratulated the Schoolcraft Women's Basketball team on being the MCCA Eastern Champions and will be playing in the semifinals of the NJCAA Great Lakes District B tournament. Chair Gebhardt shared that she and Trustee Breen had attended a successful ACCT Legislative Summit in Washington D.C. Chair Gebhardt and Vice Chair Strom attended a focus group for Personal and Professional Learning (PPL) where Dr. Jodie Beckley, Van Nguyen, and Beth LaForest attended as well as around 20 seniors.
Report of the President	This month's spotlight was highlighting Fine Arts Faculty and Paul Beer, Theater, and Dr. Fred Moss, Music.

Dr. Cerny also introduced, Dr. Michele Kelly, Dean of Liberal Arts and Sciences, as part of the Leadership Team and Matthew Wilson, Chief Procurement and Business Officer, as part of the Executive Team to the Board of Trustees.

**Award of
Purchase Order
– Adult Female
Advanced
Simulator**

2022-11

Moved by Trustee Broderick, seconded by Trustee Breen, that the Board of Trustees awards a purchase order for two (2) SUSIE S2000 Universal Patient Simulators as defined in the specifications to Gaumard Scientific Company, Miami, Florida, at a total cost of eighty-three thousand eight hundred and thirty-two dollars (\$83,832).

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

**Award of
Purchase Order
– Breathing
Apparatus Units
and Edraulic
Equipment**

2022-12

Moved by Trustee Gilligan, seconded by Trustee Broderick that the Board of Trustees awards a purchase order to Apollo Fire Equipment Company, Romeo, Michigan for the purchase of ten (10) MSA G1 with Extendair buddy breather and rechargeable batteries and one (1) full set of Hurst edraulic vehicle extrication tools at a total cost of ninety-three thousand five hundred seventy-five dollars (\$93,575).

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

**Granting
Resolution of
Congratulations
of Retirement**

2022-13

Moved by Trustee Strom, seconded by Trustee Erwin, that the Board of Trustees adopts the following resolution: BE IT RESOLVED that the Board of Trustees offers congratulations to Mary Bloedel and Belinda Eleson on their accomplishments and service to the College and extends to them best wishes.

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

**Second Reading
of Policy 1093 –
Animals on
Campus** **2022-14**

Second Reading

**POLICY
1093**

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

ANIMALS ON CAMPUS

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

Moved by Trustee Erwin, seconded by Trustee Breen that the Board of Trustees approves Policy 1093 – Animals on Campus.

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

**Second Reading
of Policy 4050 –
Educational
Grant Fund** **2022-15**

Second Reading

**POLICY
4050**

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

EDUCATIONAL GRANT FUND

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

Moved by Trustee Broderick, seconded by Trustee Strom that the Board of Trustees approves Policy 4050 – Educational Grant Fund.

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

Second Reading 2022-16
of Policy 4146 –
Administrators
Personnel
Policies

Second 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.

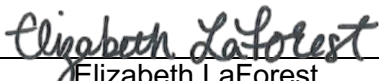
Adopted—August 24, 2016
(2016-51)
Reviewed—HR & Risk Management

December 15, 2021

Moved by Trustee Gilligan, seconded by Trustee Erwin that the Board of Trustees approves Policy 4146 – Administrators Personnel Policies.

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

Adjournment Chair Gebhardt adjourned the meeting at 7:57 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 23rd day of February, 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 23rd day of March, 2022.



Elizabeth LaForest, Associate Secretary
Board of Trustees