

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

**Board of Trustees Regular Meeting**  
**June 22, 2022**  
**7:00 p.m.**

**MINUTES**

<b>Members Present</b>	Dillon Breen, Brian Broderick, Bill Erwin, Joan Gebhardt, Terry Gilligan, Carol Strom
<b>Members Absent</b>	Brett Gierak
<b>Call to Order for Regular Meeting</b>	Chair Gebhardt called the June Regular Board Meeting to order at 7:00 p.m. All members stood and took part in the Pledge of Allegiance.
<b>Introduction of Guests</b>	15 guests were in attendance including: Patrick Sturdy, Chelsea Willis, Brad Stetson, Jerome Lavis, Stacy Whiddon, Dawn Magretta, Robert Machnee, Kathryn Wenske, Madison Ling, Melissa Schultz, Laurie Kattuah-Snyder, CJ Breen, Sharon Christian, Brenda Leavens, and Michelle Stando.
<b>Comments from the Audience</b>	Brad Stetson addressed the Board of Trustees as the new Faculty Forum President. He stated he has been with the College since 2005 as a part time math instructor and joined full time in 2006. He plans to lead with integrity and collaboratively. In his personal time, he is a Scout Master, and plans to bring those traits through to this role as well. He thanked the Trustees.
<b>Approval of the Minutes from the May 25, 2022 Regular Meeting</b>	Chair Gebhardt stated the minutes from May 25, 2022 Regular Meeting were approved as presented.
<b>Approval of the Minutes from the June 13, 2022 Special Meeting</b>	Chair Gebhardt stated the minutes from June 13, 2022 Special Meeting were approved as presented.
<b>Communication to the Board</b>	Mrs. LaForest read the following email to the Board of Trustees: "For the Consideration of the Schoolcraft Board of Trustees, Professor April Harden is a stellar teacher that makes every class worth coming to. In a time when the days of our lives are uncertain and education is often a difficult path to pursue, she makes her class an engaging and exciting place of learning.

Professor Harden herself teaches with an infectious passion and charisma that makes the topic of English Composition as enjoyable as the finest literature and the best blockbuster movies. Without who she is as an educator and a woman, her students would not leave class every day with a smile on their faces and a skip in their step.

It is for these reasons and more that Professor Harden has earned her Associates Degree in General Studies. Every ounce of work she has put into her own education has paid off in what gives to those she teaches. We as her students are honored to be a part of this special occasion, and offer more congratulations than can ever be counted.

Sincerely,  
Her Appreciative Class (ENG 102)"

**Comments from Trustees**

Chair Gebhardt stated that on June 8<sup>th</sup> she was in a Governance and Policy Committee meeting and she spoke with Jee Hang Lee, President of the Association of Community College Trustees (ACCT), to find out more about the conference in New York. The next day the College received notice that Schoolcraft has been accepted to present the partnership with Trinity and Universal Properties in October at their conference. This will be the first time that the Board will be presenting in this way.

June 18<sup>th</sup> was the Foundation's Donor Reception and it was excellent.

June 22<sup>nd</sup> Chair Gebhardt met with the other Community College Chairs at Kellogg Community College, where Steve Claywell is the Chair. She brought back several ideas that she has shared with the administration.

**Report of the President**

This month's spotlight was highlighting Learning Support Services and Sharon Christian, Director of Learning Support Services, was in attendance.

Michelle Stando, Director of Data Strategy and Effectiveness and member of the Leadership Team, presented SEMCOG data to the Board of Trustees.

Dr. Cerny also introduced Brenda Leavens, Chief Human Resources and Risk Management Officer, as part of the Executive Team to the Board of Trustees.

**Granting a Resolution of Congratulations of Retirement**

**2022-53** Moved by Trustee Broderick, seconded by Trustee Strom, that the Board of Trustees offers congratulations to Cheryl A. Snyder, Bonnita K. Taylor, and Dr. JuJuan Taylor 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.

**Award of PO – 10-  
Year Deferred  
Maintenance**

**2022-54**

Moved by Trustee Gilligan, seconded by Trustee Breen, that the Board of Trustees awards a purchase order for a 10-Year Deferred Maintenance Master Plan to Integrated Design Services, Inc., Troy, Michigan, at a total cost of seventy-eight thousand five hundred and eighteen dollars (\$78,518).

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

Motion carried.

**Second Reading  
of Policy 4150**

**2022-55**

**Policy  
4150**

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

**EXEMPT EXECUTIVE 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. An administrator will be credited under his/her initial full-year contract with sixty (60) days. If the first contract offered begins after July 1, the sick days for this contract period shall be a proration of sixty (60) days based on 5 days for each month or major portion of a month in the contract period. Additional sick leave will be credited on July 1 each year at the rate of twenty-two days per contract 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 sick leave bank shall be compensated at his/her normal rate of pay.
3. An administrator on approved sick leave who has no sick leave days in his/her sick leave bank shall receive compensation at the rate of no less than 70% of his/her base annual salary for the interval between the

expiration of his/her 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 President.

#### BEREAVEMENT

Paid leaves of absence for purposes of bereavement will be granted to administrators as deemed necessary by the President. 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 full salary for the duration of jury duty. The administrator is required to provide the jury duty summons to the President or his/her designee 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 vacation scheduled with the approval of the President or his/her 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 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**

Executive administrators can earn \$2,000.00 per year for each year of continuous satisfactory service. Executive administrators who retire after at least five years of satisfactory service as an executive administrator are eligible to receive this severance payment. The payment is calculated using ~~all~~ ~~all~~ the years of full time employment at Schoolcraft ~~regardless of job category~~ ~~regardless of job category~~ in the executive administrator position. In the event of death, the payment shall be made to beneficiary on file in Human Resources or to the estate of the deceased.

### **PERFORMANCE APPRAISAL SYSTEM**

Each administrator shall receive an annual Performance Appraisal System (PAS) evaluation by his/her 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 ability to carry out his/her contractual responsibilities.

### **CONTRACTED EMPLOYEES**

In an effort to ensure proper succession planning for the College, executives may retire through the MPSERS system and be hired through a third party as a contract employee for up to one year after retirement. Extensions for additional months may be granted by the President.

### **TUITION REIMBURSEMENT**

An annual fund of twenty thousand dollars (\$20,000)\* has been established to reimburse executive 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 President.
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. 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.

**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 is acting in his/her capacity as a private citizen.

**DEPENDENT CARE PLAN**

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

**PROVISIONS FOR CHANGE**

This policy will be reviewed periodically.

Revised—June 22, 1988  
June 27, 1990  
August 26, 1992  
September 21, 1992  
October 28, 1998  
(98-103)  
June 27, 2007  
(2007-73)  
November 4, 2008  
January 28, 2009  
(2009-14)  
June 27, 2012  
(2012-73)  
January 22, 2014  
(2014-05)  
August 24, 2016  
(2016-52)  
Reviewed—President/HR & Risk Management  
March 11, 2021

Moved by Trustee Strom, seconded by Trustee Broderick, that the Board of Trustees approves Policy 4150: Exempt Executive Administrators Personnel Policies.

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

Motion carried.

**Going into a Closed Session**      **2022-56**      Moved by Trustee Strom, seconded by Trustee Broderick, that the Board of Trustees moved into a Closed Session under section 8(e) to consult with its attorney regarding Dreyon Wynn v. Schoolcraft College 7:53 p.m.

**(Roll Call Vote)**      Ayes:      Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom  
Nays:      None  
Absent:      Gierak

Motion carried.

**Reconvening into an Open Meeting**      **2022-57**      Moved by Trustee Strom, seconded by Trustee Broderick, to enter back into an Open Meeting at 8:08 p.m.

**(Roll Call Vote)**      Ayes:      Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom  
Nays:      None  
Absent:      Gierak

Motion carried.

**Authorize Legal Counsel to Settle**      **2022-58**      Moved by Trustee Strom, seconded by Trustee Broderick, that the Board of Trustees authorize its Legal Counsel to settle the case of Dreyon Wynn v. Schoolcraft College, Case No. 1:21-CV-10322 before the Honorable Thomas L. Ludington within the specific parameters discussed within Closed Session.

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

Motion carried.

**Comments from Trustees**      Trustee Erwin had questions about the logistics for the MCCA Summer Conference.

**Adjournment**      Chair Gebhardt adjourned the meeting at 8:15 p.m.

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*Elizabeth LaForest*  
Elizabeth LaForest,  
Associate Secretary

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*Joan A. Gebhardt*  
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 22<sup>nd</sup> day of June, 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 25<sup>th</sup> day of May, 2022.

  
Elizabeth LaForest, Associate Secretary  
Board of Trustees