

**ST. CLAIR COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**  
*Minutes of Regular Meeting Held April 9, 2015*

**CALL TO ORDER:**

Chairman DeGrazia called the Regular Meeting to order at 4:30 pm.

**AT ROLL CALL:**

Members Present

at Roll Call: Nicholas DeGrazia, John Ogden, Robert Tansky, Denise Brooks, Geoffry Kusch

Members Absent

at Roll Call: David Oppliger John Adair

Also Present:

Dr. Kevin Pollock; Denise McNeil - presenter, Kirk Kramer - presenter

**AGENDA ADOPTION:**

It was moved by Mr. Tansky, seconded by Ms. Brooks, to adopt the agenda as presented.

Motion carried: 5-0

**APPROVAL OF MINUTES:**

It was moved by Mr. Ogden, seconded by Dr. Kusch, to approve minutes of the regular meeting held March 12, 2015 as printed and circulated.

Motion carried: 5-0

**FINANCIAL REPORTS:**

Chairman DeGrazia noted that the March 2015 financial reports had been provided to the Board.

**COMMUNICATIONS & PETITIONS: N/A**

**REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE**

**1. INFORMATIONAL ITEMS & PRESENTATIONS:**

- a. Overview of Structured Pathways Project – *presenter: Denise McNeil*
- b. Overview of April Budget Revision and Proposed 2015-16 Budget – *presenter: Kirk Kramer*

**\*\*\* Trustee Brooks temporarily left the meeting. \*\*\***

**2. ACTION ITEMS:**

**Acceptance of Gift**

It was moved by Dr. Kusch, seconded by Mr. Ogden, to accept the following gifts with appreciation:

- \$500 from SEMCO Energy of Port Huron for Friends of the Arts
- \$500 from Marshall & Debra Campbell of Port Huron for Alumni Relations

Motion carried: 4-0.

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**April General Fund Budget Revision**

It was moved by Mr. Tansky, seconded by Mr. Ogden, to revise the 2014-2015 General Fund Budget to reflect a revised 2014-15 revenue forecast of \$30,480,000 and net expenditures and transfers of \$30,480,000 (as noted in the attached table) and to establish \$30,600,000 as the estimated 2015-16 revenue for budgeting purposes.

Motion carried: 4-0

**\*\*\* Trustee Brooks returned to the meeting. \*\*\***

**Set Date for Public Hearing on 2015-16 Budget**

It was moved by Dr. Kusch, seconded by Ms. Brooks, to schedule a public hearing on May 14, 2015 at 4:30 p.m. in M-TEC 150 on the proposed 2015-2016 budget for the purpose of meeting the requirements of a public hearing on the budget and for a full levy of operating millage.

Motion carried: 5-0

**Approval of Veterans Administration Policy Language**

It was moved by Mr. Tansky, seconded by Dr. Kusch, to approve the following in-state residency statement specific to individuals covered under the Choice Act:

*The following individuals shall be charged in-state tuition: any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® - Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending St. Clair County Community College (regardless of his/her formal state of residence).*

Motion carried: 5-0.

**OLD BUSINESS: N/A**

**NEW BUSINESS:**

**Appointment of SEMCOG Delegate**

It was moved by Mr. Tansky, seconded by Dr. Kusch, to appoint Trustee Tansky as the Board's SEMCOG delegate.

Motion carried: 5-0

**Appointment of SEMCOG Alternate**

It was moved by Mr. Ogden, seconded by Ms. Brooks, to appoint Trustee Kusch as the Board's SEMCOG alternate.

Motion carried: 5-0

**Trustee Professional Development Request**

It was moved by Mr. Ogden, seconded by Mr. Tansky, to approve Trustee Oppliger's request to attend the ACCT Leadership Congress to be held October 14-17, 2015 in San Diego, CA.

Motion carried: 5-0

**Letter of Support for Conference Proposal**

It was moved by Ms. Brooks, seconded by Mr. Tansky, to allow Chairman DeGrazia to sign a letter indicating the Board's support for the submission of a presentation session by Trustee Oppliger and Dr. Pollock at the ACCT Leadership Congress.

Motion carried: 5-0

**STAFF CHANGES:**

**MAHE Continuing Status Appointments (7)**

It was moved by Dr. Kusch, seconded by Ms. Brooks, to approve the following continuing status faculty appointments effective with the beginning of the fall semester 2015:

- Heidi Browne, Sociology
- Rhiannon Fante-Konwinski, Psychology
- Sarah Flatter, Fine Arts
- Ethan Flick, Political Science
- Eric Heinemann, Mechatronics/Alternative Energy
- Moira Isaacson, Associate Degree Nursing
- Kimberly Murphy, Associate Degree Nursing

Motion carried: 5-0

**TRUSTEE REPORTS:**

Dr. Kusch submitted the attached report regarding his recent attendance at the Higher Learning Commission's Annual Conference.

**CLOSED SESSION:**

It was moved by Mr. Tansky, seconded by Dr. Kusch, to enter into closed session at 5:39 pm for the purpose of discussing MAHE negotiations.

Motion carried: 5-0

**RETURN TO OPEN SESSION:**

It was moved by Dr. Kusch, seconded by Mr. Ogden, to return to open session at 5:56 pm.

Motion carried: 5-0

**ADJOURNMENT:**

It was moved by Mr. Tansky, seconded by Ms. Brooks, to adjourn the regular meeting at 5:56 pm.

Motion carried: 5-0

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Respectfully submitted,



Mary L. Hawtin  
Board Secretary

Certified by,



Nicholas DeGrazia  
Board Chair

ST. CLAIR COUNTY COMMUNITY COLLEGE  
2014-2015 BUDGET REVISION RECOMMENDATION  
APRIL 2015

	<b>2014-2015</b>	<b>2014-2015</b>
	<b>Original</b>	<b>Revised</b>
<b><u>Revenue</u></b>		
Tuition and Fees	13,300,000	12,900,000
Property Tax	9,700,000	9,500,000
State Aid	7,000,000	7,060,000
Other Income	800,000	1,020,000
Total Revenue	<u>30,800,000</u>	<u>30,480,000</u>
<b><u>Expenditures</u></b>		
Salaries and Wages	14,385,000	13,885,000
FICA/Retirement	4,910,000	4,510,000
Fringes	2,935,000	2,635,000
General Insurance	263,000	263,000
Utilities and Postage	1,000,000	910,000
Transfers: Designated Funds	2,530,000	3,413,000
Operational Expenditures	3,885,000	4,005,000
Restricted, Matching and Bond Retirement	520,000	547,000
Unappropriated	372,000	312,000
Total Expenditures	<u>30,800,000</u>	<u>30,480,000</u>

## Higher Learning Commission Annual Conference

Chicago March 28-31, 2015

This conference was a significant learning opportunity on a broad number of levels including: What is the HLC? What is its accreditation process? How has the process changed since the last time SC4 was accredited? What is the current landscape for higher education? What is the role of the BOT in accreditation? What are the implications of losing accreditation?

Attendance at the various sessions raised many questions for me as a new Trustee including:

- What is the structure of our accreditation team? Who is the ALO (Assurance Liaison Officer)?
- Where are we in the process of developing our arguments to address the five HLC criteria and their components?
- What individual or team is responsible for each criterion?
- How familiar are the members of the BOT with HLC? The accreditation process? The changes that have taken place in the process? The particular criteria that apply to the BOT?
- Are administrative staff and faculty currently engaged in preparing for our visit in October 2016?
- Does the BOT have a thorough understanding of its fiduciary responsibilities? Do we have evidence documenting Trustees have been educated on fiduciary responsibilities?
- How familiar is the BOT with the Governance Manual and the degree to which we are complying with the policies and procedures contained in the manual? For example, are we doing regular Board self evaluations and taking action on the results?
- How recently has the Strategic Plan been reviewed and/or updated?

I am not certain where we stand in addressing these issues and questions. Below are some of my thoughts and takeaways from the conference.

What is the HLC ? What is its accreditation process and how has that process changed?

- I was not aware that HLC is only one of several accrediting organizations based on geography across the US. It is the largest, including more than 1,000 colleges, universities, and community colleges of all sizes.
- There have been significant changes in the accreditation process since our last formal evaluation. The criteria and components have been updated and revised. The accreditation pathways have been restructured, and there is now much more rigorous emphasis on evidence based compliance with the criteria. It is no longer acceptable to describe the quality and content of policies and procedures. Clear and documented

evidence is required at all levels. It was clear that the peer evaluators will be more focused on documentation and evidence than in the past. It is also clear that the HLC is moving toward a model that will require evidence of continuing improvement throughout the accreditation cycle. The Standard Pathway that applies to us will continue to be a 10 year cycle, but there will now be a comprehensive evaluation with a site visit in year four. In addition, it will be expected that interim reports are submitted in years 1-3 and 5-9. It appears the HLC wants the accreditation process to be a continuous area of focus for the members.

- I think the only members of our current Board who have been involved with the process are John and Nicholas who contributed to some of the responses to our visit in 2007 and the subsequent focused visits in 2009 and 2011.
- While there may have been some degree of pro-forma approach in the past, this is no longer the case. Many of the speakers emphasized the increased rigor that is now part of the process and the high level of expectations of the peer reviewers

What is the current landscape for higher education?

- Several speakers discussed the difficult times currently for higher education and the fact that in many arenas we have more foes and critics than friends. State and national legislators are increasingly concerned about rising tuitions and perceived lack of accountability for the outcomes of our higher education system. In addition, the Department of Education is apparently taking a more adversarial relationship according to HLC personnel who have close contact and have been asked to testify. Lastly, funding at all levels is under attack, and in a number of states, community college funding has dried up completely. Accreditation is a requirement to be eligible for Title IV funding from the federal government, and the DOE is putting increasing pressure on accrediting organizations.

What is the role of the Board of Trustees in the accreditation process?

- The repeated mantra in answer to this question was governance, governance and governance. There was emphasis on the need for Trustees to have a thorough and documented understanding of their fiduciary responsibilities and that fiduciary responsibilities go far beyond just financial issues. This was emphasized particularly in light of the fact that many Trustees are elected and may have no prior experience regarding these responsibilities. An additional area of focus was the need for Trustees to understand the requirement for them to be independent and free of any outside influence.
- While the administration and faculty are responsible for developing the curricula and evaluating the academic programs, the ultimate responsibility for the integrity of the institution rests with the Trustees. Criterion 1 (Mission), Criterion 2 (Integrity: Ethical and Responsible Conduct), and Criterion 5 (Resources, Planning and Institutional Effectiveness) require involvement of the BOT; while Criterion 3 (Teaching and Learning:

Quality, Resources and Support) and Criterion 4 (Teaching and Learning: Evaluation and Improvement) are primarily in the purview of the faculty and administration.

- It was clear that Trustees will be expected to have a thorough understanding and familiarity with the governance manual and that there is evidence we are consistently complying with all its policies and procedures.
- The AGB (Association of Governing Boards) was referenced several times as an excellent resource for Trustees. They apparently have numerous highly regarded publications that are available to assist Trustees in understanding their roles and responsibilities.
- Review of the last HLC visit in 2007 and subsequent focused visits in 2009 and 2011 shows that a significant area of focus at that time was internal Board relationships and Board to Administration relationships. There has clearly been significant emphasis on these issues since that time, but I believe we can anticipate close scrutiny on them at the next visit in 2016.

As I said earlier, I am the new kid on the block, and my level of concern may be higher than necessary, but I think we need, as a Board, to make certain we are comfortable with where we are in the process and have a clear understanding of the timeline for the next 18 months.

Below is list of the sessions I attended. I have slides and notes from many of them that I would be happy share. I also have the HLC 2015 Resource Manual, and it is also available on line.

#### SATURDAY

Sat, Mar 28 7:00 am - 8:00 am Accreditation 101 for First-time Attendees

Sat, Mar 28 8:00 am - 9:30 am Criteria for Accreditation and Pathways Overview

Sat, Mar 28 9:45 am - 10:45 am The Federal Compliance Program: Overview

Sat, Mar 28 11:00 am - 12:00 pm The Role of HLC Staff in the Accreditation Relationship - Rosen

Sat, Mar 28 12:00 pm - 12:45 pm Group Box Lunch

Sat, Mar 28 1:00 pm - 1:45 pm Making the Argument

Sat, Mar 28 2:00 pm - 2:45 pm Exploring Criteria 1, 2, & 5

Sat, Mar 28 3:00 pm - 3:45 pm Exploring Criteria 3 & 4

Sat, Mar 28 4:00 pm - 4:45 pm Standard Pathway Institutional Presentations

#### SUNDAY Presidents and Trustees Track

Sun, Mar 29 7:30 am – 8:30 am Breakfast with the HLC Board of Trustees

Sun, Mar 29 8:30 am – 9:00 am Welcome: State of the Higher Learning Commission

Sun, Mar 29 9:15 am – 10:45 am What Presidents and Trustees Need to Know about Finance in Higher Education

Sun, Mar 29 11:00 am - 11:45 What Presidents and Trustees Need to Know about Governance

Sun, Mar 29 12:00 pm – 1:00 pm Luncheon Presentation

Sun, Mar 29 1:30- 3:30 pm Strategic Visioning Group 3

Sun, Mar 29 4:00 pm - 5:15 pm Keynote Presentation: Higher Education Matters

#### MONDAY

Mon, Mar 30 8:30 am - 9:30 am Keynote Presentation: Innovation and Accreditation

Mon, Mar 30 10:00 am - 10:45 am Demystifying Persistence and Retention Data

Mon, Mar 30 11:00 am - 11:45 am Institutional Governance: What Campus Leaders and Trustees Need to Know about Accreditation

Mon, Mar 30 12:00 pm – 1:00 pm Lunch

Mon, Mar 30 1:00 pm – 1:45 pm Hassles to Tassels: Potential Inhibitors to Student Persistence and Completion

Mon, Mar 30 2:00 pm – 2:45 pm The Standard Pathway

Mon, Mar 30 3:00 pm – 3:45 pm Increasing Student Retention Using a Three-Pronged Approach

Mon, Mar 30 4:00 pm – 4:45 pm Evidence Based Decision Making and Changing Institutional Culture

#### TUESDAY

Tue, Mar 31 8:00 am – 8:45 am HLC Student Opinion Survey

Tue, Mar 31 9:00 am – 9:45 am All Hands on Deck: Breaking Down Silos, Engaging Faculty, Implementing Strategy (Lansing Community College facilitator)