

**ST. CLAIR COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
*Minutes of Regular Meeting Held June 13, 2013***

**CALL TO ORDER:**

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

**AT ROLL CALL:**

Members Present

at Roll Call: Robert Tansky, John Adair, Nicholas DeGrazia, John Ogden,  
James Relken

Members Absent

at Roll Call: Denise Brooks, David Oppliger

Also Present: Dr. Kevin Pollock; presenters: Denise McNeil, Susan Hart

**AGENDA ADOPTION:**

It was moved by Mr. Tansky, seconded by Dr. DeGrazia, to add New Business item J.b. "Cancellation of July Meeting" and to adopt the agenda as amended.

Motion carried: 5-0

**APPROVAL OF MINUTES:**

It was moved Dr. DeGrazia, seconded by Mr. Ogden, to approve the minutes of the Regular Meeting held May 9, 2013 and the minutes of the Special Meeting/Retreat held May 17, 2013 as printed and circulated.

Motion carried: 5-0

**FINANCIAL REPORTS:**

Mr. Adair noted that the May 2013 financial reports had been provided to the Board.

**COMMUNICATIONS & PETITIONS:**

Mr. Adair noted that copies of an email to the Board from Mark Watson of Lexington, MI had been provided to Trustees.

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

**1. INFORMATIONAL ITEMS & PRESENTATIONS**

A. HLC Accreditation Overview – *Denise McNeil, presenter*

*Note: Mr. Adair requested the minutes reflect that in addition to receiving this overview the Board also received copies of the presentation materials and handouts (attached). The Board's Governance Committee will be reviewing the specific HLC criteria further.*

B. Workforce Training Enrollment Strategies – *Susan Hart, presenter*

*Note: Mr. Adair requested the minutes reflect that in addition to receiving this overview the Board also received copies of the presentation materials and handouts (attached).*

**2. ACTION ITEMS:**

**Acceptance of Gifts**

It was moved by Dr. DeGrazia, seconded by Mr. Ogden, to accept the following gifts in order that letters of appreciation may be prepared for the donors.

1. \$200 from Alan and Sara Kuester of Fort Gratiot for athletics – golf;
2. \$500 from the Young Men’s Christian Association of the Blue Water Area-Night of Champions of Port Huron for athletics – baseball

Motion carried: 5-0

**ACCT Faculty Award Nomination**

It was moved by Mr. Relken, seconded by Dr. DeGrazia, to support the nomination of Professor Haddock C. Snyder for the ACCT Faculty Member Award and to authorize the Board Chair to submit a letter outlining this support to be included with the nomination packet.

Motion carried: 5-0

**Teamsters Local 214 Agreement**

It was moved by Dr. DeGrazia, seconded by Mr. Tansky, to approve the 2013-2015 Teamsters Local 214 Agreement as presented.

Motion carried: 5-0

**Naming Rights for the Natural Science Museum**

It was moved by Mr. Relken, seconded by Mr. Ogden, to authorize naming rights to Dr. Bassam Nasr in exchange for a donation of \$76,500 to the SC4 Foundation. This approval would allow for a plaque to be placed at the science museum site henceforth naming it the “Nasr Natural Science Museum”.

Motion carried: 5-0

**Consideration of Resolution Proposing Annexation of Cros-Lex School District**

It was moved by Mr. Ogden, seconded by Dr. DeGrazia, to adopt the attached Resolution which proposes annexation of the Cros-Lex School District.

Roll Call Vote: DeGrazia – yes; Tansky – yes; Ogden – yes; Adair – yes; Relken – yes

Motion carried: 5-0

**Smoke-free Campus Proposal**

No action was taken.

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**Cancellation of July 11, 2013 Regular Meeting**

It was moved by Mr. Relken, seconded by Dr. DeGrazia, to cancel the July 11, 2013 Regular Board Meeting.

Motion carried: 5-0

**STAFF CHANGES:**

**MAHE Appointment – Lecturer Status**

It was moved by Dr. DeGrazia, seconded by Mr. Ogden, to appoint Michelle Kelch to the position of Health Information Technology Instructor – lecturer status, effective August 20, 2013.

Motion carried: 5-0

**Career Plan Appointments (2)**

It was moved by Dr. DeGrazia, seconded by Mr. Ogden, to appoint the following:

- James Neese to the position of Associate Dean of Instruction, effective July 1, 2013
- Sue Tenbrink to the position of Assistant Registrar, effective June 17, 2013.

Motion carried: 5-0

**MAHE Resignation**

It was moved by Mr. Tansky, seconded by Dr. DeGrazia, to accept the resignation of Allan Meno, professor of psychology, for the purpose of retirement, effective on or before July 1, 2013.

Motion carried: 5-0

**TRUSTEE REPORTS:**

Mr. Adair noted that he was in the process of moving to another law firm.

**ADJOURNMENT:**

It was moved by Mr. Relken, seconded by Dr. DeGrazia, to adjourn the meeting at 5:26 pm.

Motion carried: 5-0

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Respectfully submitted,

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Mary L. Hawtin  
Board Secretary

Certified by,

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Nicholas DeGrazia  
Vice Chair

## HLC Accreditation Overview

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DENISE MCNEIL  
VICE PRESIDENT OF ACADEMIC SERVICES  
JUNE 13, 2013

### What is accreditation?

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Accreditation is a status.

- Recognition
- Acceptance
- Official approval

Accreditation is a process.

- External quality review
- Continuous improvement

### Three Core Components

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- Set of specific criteria, requirements, and standards
- A trusted authoritative body to provide external verification that an institution meets these criteria and standards
- A formal system designed to assess or evaluate the institution

### New Accreditation Criteria

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- February 24, 2012: HLC Board of Trustees adopted new criteria.
- September 2012: HLC began transition to new criteria.
- January 1, 2013: New criteria effective for all institutions.
- 2016-2017: Next HLC site visit.

### Old vs. New Criteria

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Program to Evaluate and Advance Quality (PEAQ)	Standard Pathway
<ul style="list-style-type: none"> <li>• Ten-Year Cycle</li> <li>• Site visit in year 10</li> <li>• No word limit on report</li> <li>• Resource room</li> </ul>	<ul style="list-style-type: none"> <li>• Ten-Year Cycle</li> <li>• Site visit in year 4 AND in year 10</li> <li>• 40,000 word limit</li> <li>• Electronic evidence file</li> </ul>

### 5 Criteria

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<b>Mission</b>	<ul style="list-style-type: none"> <li>• The institution's mission is clear and articulated publicly.</li> <li>• It guides the institution's operations.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• The institution acts with integrity.</li> <li>• Its conduct is ethical and responsible.</li> </ul>
<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• The institution provides high quality education, wherever and however its offerings are delivered.</li> </ul>

### 5 Criteria (continued)

**Teaching & Learning**

- The institution demonstrates responsibility for the quality of its education programs, learning environments, and support services.
- It evaluates their effectiveness through processes designed to promote continuous improvement.

**Resources, Planning, and Institutional Effectiveness**

- The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future opportunities.
- The institution plans for the future.

### The Anatomy of a Criterion

### Sample Criterion

**Integrity: Ethical and Responsible Conduct**

The governing board is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

The governing board delegates day-to-day management of the institution to the administration and expects faculty to oversee academic matters.

### Divide and Conquer Approach

### Pathway to Reaffirmation

**2012-2013**

- Determine data to be collected.
- Begin collecting data.

**2013-2014**

- Identify any gaps in data.
- Align data to each criteria.

### Pathway to Reaffirmation (continued)

**2014-2015**

- Continue collecting data.
- Upload data to Evidence File.

**2015-2016**

- Write Assurance Argument.
- Continue uploading data to Evidence File.

Pathway to Reaffirmation (continued)

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**2016-2017** • HLC Site visit

Possible Next Steps

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- Form an HLC sub-committee to work on identifying evidence for 7 Core Components related to the Board of Trustees.
- Sub-committee has access to college staff as needed.
- HLC criteria and core components on monthly Board of Trustees agenda.

Questions?

# Higher Learning Commission Criteria

## Board of Trustees

The accreditation process is governed by the Higher Learning Commission (HLC) Criteria for Accreditation. Within the Criteria there are Criterion Statements and Core Components that ensure institutional effectiveness. In preparation for the reaffirmation of our accreditation, the college must provide evidence that it meets all the Criteria and all the Core Components are being met.

The Core Components that directly involves the Board of Trustees state:

***The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.***

Sub-components of this core component include:

- The governing board's deliberations reflect priorities to preserve and enhance the institutions.
- The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
- The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.
- The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters

***The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.***

Sub-component of this core component includes:

- The institution has and employs policies and procedures to engage its internal constituencies – including its governing board, administration, faculty, staff, and students – in the institution's governance.
- The governing board is knowledgeable about the institution; it provides oversight for the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.

The Board of Trustees must identify and provide written "evidence" to the HLC that each of the components listed above are being met. Examples of written "evidence" include board policy, meeting minutes, or other similar documentation that demonstrates support of these criteria.

## Workforce Training - Enrollment Strategies

Susan M. Hart, Ph.D.  
June 13, 2013

### Two Markets

- Entry-level or Displaced Workers
- Incumbent Workers

### Entry-level or Displaced Workers

### Philosophy

SC4's entry-level programs have two purposes:

- To position students to successfully enter the workforce at an entry-level
- To position students to successfully transition to for-credit work toward either a certificate or associate degree

### Marketing Strategies

- Prepare to Work webpage
  - Informational fliers – electronic download
  - Information request link
- Public Information sessions
- Newspaper ads
- Electronic billboard announcements
- SC4 home page announcements
- Information table
- Marketing fliers – campus, MichiganWorks!
- Close communication with Advisors, Enrollment Services, and MichiganWorks!

### Programs

- Certified Nurse Aide
- Medical Coding and Billing
- Pharmacy Technician
- Computer Skills for the Office Clerk

All classes position students to successfully pass a National or State certification examination.



## Future Realignment

- Public funding has diminished
  - Non-credit → Credit → Financial Aid eligibility
- Stackable credentials
  - Skill set (12 - 20 credits) → state and national credentials
  - Certificate (32 credits)
  - Associates degree (64 credits)
- Programs transitioning
  - Fire Science Academy
  - IT – Computer Fundamentals, Computer Repair
  - Medical Coding and Billing

## Incumbent Workers

## Philosophy

- On-demand training
  - Explored with ~25 companies
  - No grant funding currently available
- Michigan New Jobs Training Program
  - SMR Automotive Systems USA
    - SC4 Board approved
    - Training Agreement in effect
  - Marysville – two companies invited
    - SC4 board had approved one agreement
    - Unable due to internal issues; timing not right
- ~Four months, another \$500,000

## Marketing Strategy

- Workforce webpage
- Strategic partners
  - Economic Development Alliance
  - MichiganWorks!
  - Workforce Intelligence Network
- Future
  - Focus groups with local businesses
  - Enhanced webpage
  - Marketing pamphlet
  - Chamber of Commerce and EDA presentations

## Programs

- MiOSHA
- Public safety and fire training
- Allied health (CPR, ICD-10)
- Industrial manufacturing
- Information technology
- Professional soft skills

## Continual Networking

## Local

- Michigan Works
  - Hosted Macomb/St. Clair Case Workers and Managers on campus (April 19 and 26)
  - Send marketing flyers as classes are opened for registration
  - Attend board meetings – Macomb/St. Clair and ThumbWorks
- Workforce Development Committee
  - Partnership with RESA, MichiganWorks!, SC4, community representatives
  - Know How2Go
  - Career Fair – lunch at local schools
    - Expose students to careers; understanding of current job market; necessary education

## Regional

- Economic Development Alliance
  - Close communication to learn what companies are creating new jobs; need training
- Workforce Intelligence Network
  - Current Labor Market Information
  - Curriculum refinement
    - Using data to design market-driven skillset educational offerings
  - Grant opportunities
- SMC3
  - Nine community colleges in S.E. Michigan; share information; collaborate on grants

Thank you



## St. Clair County Community College

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*Board of Trustees*

### RESOLUTION OF THE ST. CLAIR COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

At a regular meeting of the Board of Trustees of the St. Clair County Community College District ("Community College District") held on **June 13, 2013**, at 4:30 p.m.

**PRESENT: John Adair, Nicholas DeGrazia, Robert Tansky, John Ogden, James Relken**

**ABSENT: David Oppliger, Denise Brooks**

The following preamble and resolution was offered by **Trustee Ogden** and supported by **Trustee DeGrazia**:

**WHEREAS**, the Community College Act of 1966, as amended, sets forth a specific procedure by which the St. Clair County Community College District Board of Trustees (the "Board of Trustees") may propose to seek the annexation of a contiguous local school district;

**WHEREAS**, the Croswell Lexington Community Schools District is a local school district located in Sanilac County and contiguous to the St. Clair County Community College District; and

**WHEREAS**, the Board of Trustees has determined that it wishes to annex the Croswell Lexington Community Schools District into the St. Clair County Community College District.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the St. Clair County Community College District hereby proposes to annex the contiguous local school district of Croswell-Lexington Community School District into the St. Clair County Community College District.

**BE IT FURTHER RESOLVED** that the Board of Trustees authorizes the administration to take further steps as set forth in the Community College Act of 1966, as amended, necessary to pursue the annexation of the Croswell-Lexington Community School District, including but not limited to seeking approval of the superintendent of public instruction or other designee and filing a certified copy of this Resolution with the appropriate entities.

All resolution and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

AYES: **Trustees Adair, Ogden, Relken, DeGrazia, Tansky**

NAYS: n/a

**Resolution declared adopted by a vote of 5 - 0.**

Mary Hawtin, Secretary  
Board of Trustees,  
St. Clair County  
Community College District,  
St. Clair County, Michigan