

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
*Minutes of Regular Meeting Held December 8, 2016***

CALL TO ORDER:

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

ROLL CALL:

Members Present

at Roll Call: Nicholas DeGrazia, Geoffry Kusch, Denise Brooks, John Ogden, John Adair,
Karen Niver

Members Absent

at Roll Call: Robert Tansky

Also Present: Dr. Deborah Snyder

AGENDA ADOPTION:

It was moved by Mr. Adair, seconded by Dr. Niver, that the Board take action to adopt the agenda as presented.

Motion carried: 6-0

APPROVAL OF MINUTES:

It was moved by Mr. Ogden, seconded by Dr. Kusch, to approve minutes of the Regular Meeting held November 10, 2016 and minutes of the Special Meeting/Retreat held November 11, 2016 as printed and circulated.

Motion carried: 6-0

FINANCIAL REPORTS:

Chairman DeGrazia acknowledged that financial reports for the month of November 2016 had been provided to Trustees.

COMMUNICATIONS & PETITIONS:

Communication Reports included:

- a. *Identification Badges for Staff and Students*
- b. *Fieldhouse Hosts High School Basketball Scrimmage*
- c. *Inclusivity Efforts on Campus***

***Chairman DeGrazia requested that Board endorsement and support for campus inclusivity efforts be acknowledged for the record.*

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS & PRESENTATIONS

- A. **Marketing Update** – *Tom Kephart/Jose Mallabo - presenters*

2. ACTION ITEMS:

Acceptance of Gift

It was moved by Ms. Brooks, seconded by Dr. Kusch, to accept, with appreciation, a donation of \$8,000 from the Renee Tunison Foundation of East China, MI for the Renee Tunison Foundation scholarship fund.

Motion carried: 6-0

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Fieldhouse Elevated Track and Support Spaces

It was moved by Dr. Niver, seconded by Ms. Brooks, that the Board take action to:

1) award Fieldhouse construction contracts as listed below pending final review and confirmation by construction manager, Barton Malow, and administration,

<u>Bid Category</u>	<u>Contractor</u>	<u>Location</u>	<u>Base Bid</u>
Concrete	Brenca	Warren MI	\$162,000
Masonry	Tollis	Richmond MI	\$159,400
Steel	Davis Iron Works	Walled Lake MI	\$342,000
Carpentry	Titan	Macomb MI	\$133,900
Painting	Seven Brothers	Shelby Township MI	\$ 40,082
Fire Protection	Absolute	Mount Clemens MI	\$ 48,600
Plumbing	Contrast Mechanical	Macomb Township MI	\$ 84,000
Mechanical	Ecker	Burton MI	\$176,700
<u>Electrical</u>	<u>Stephenson</u>	<u>Port Huron MI</u>	<u>\$174,250</u>
Total Base Award			\$1,320,932

2) request \$500,000 from the SC4 Foundation for Fieldhouse construction.

Motion carried: 6-0

Fieldhouse Mural Award

It was moved by Dr. Kusch, seconded by Ms. Brooks, that the Board take action to award the Fieldhouse mural project to artist Steve Nordgren in the amount of \$35,000 and to approve a request to the SC4 Foundation for funds to support the project.

Motion carried: 6-0

OLD BUSINESS: N/A

NEW BUSINES:

Proposed 2017 Annual Meeting Schedule

It was moved by Mr. Adair, seconded by Mr. Ogden, that the Board take action to approve the **2017 Annual Meeting Schedule** as listed below. Regular meetings will be held at 4:30 pm in Welcome Center Room 150 except for the November 9, 2017 meeting which will be held in College Center Room 100, Retreats will be held at 8:30 am in College Center Room 100.

Biennial organizational meeting and January regular business meeting - Jan. 12

February regular business meeting - Feb. 9
Retreat I - Feb. 10

March regular business meeting - March 9

April regular business meeting - April 13

May regular business meeting - May 11
Retreat II - May 12

June regular business meeting - June 8

July regular business meeting - July 13

August regular business meeting - Aug. 10
Retreat III - Aug. 11

September regular business meeting - Sept. 14

October regular business meeting - Oct. 12

November regular business meeting - Nov. 9

(Meeting to be held in Room 100 of the College Center due to conflict with annual Potters' Market)

Retreat IV - Nov. 10

December regular business meeting - Dec. 14

Motion carried: 6-0

Proposed Revision to Board Policy 3.1 – second reading

It was moved by Mr. Adair, seconded by Dr. Niver, that the Board take action to hold a second reading on the proposed revision to Board Policy 3.1 and to adopt Board Policy 3.1 as attached.

Motion carried: 6-0.

STAFF CHANGES: N/A

TRUSTEE REPORTS:

On behalf of the Governance Committee, Ms. Brooks distributed a list of outstanding work items for review when newly-appointed committee members begin in January 2017.

Dr. DeGrazia acknowledged and thanked Ms. Brooks and Dr. Kusch for their service on the Governance Committee and as Board members whose terms would be ending on December 31, 2016.

ADJOURNMENT:

It was moved by Dr. Kusch, seconded by Mr. Adair, to adjourn the meeting at 5:45 p.m.

Motion carried: 6-0.

Respectfully submitted,

Certified by,

Mary L. Hawtin
Board Secretary

Nicholas DeGrazia
Board Chair

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD POLICY - COLLEGE EXPENDITURES**

Policy

Responsibility for issuing checks in payment of financial obligations of the College shall rest with the Treasurer of the College.

Administration

The following guidelines shall be observed:

1. To expedite the payment of all proper charges, checks shall be processed and distributed according to established schedule of payment. Proper charges shall be those previously budgeted or encumbered in accord with the policies of the Board regarding general purchases. The payment schedule shall be established so as to maximize the advantages of discounts and other vendor concessions.
2. A monthly check register will be made available to the Board of all payments made during the preceding month (except payroll checks).
3. Where the amount of a check is \$7,000 or more, the additional signature of the President shall appear on the check.
4. The Treasurer of the College shall report to the Board on a monthly basis the available budget balances in the major expenditure categories.
5. The Treasurer or the Controller of the College shall have the authority to implement wire transfers of funds. The Treasurer shall also have the authority to designate other personnel to implement wire transfers.

Approved by Board of Trustees - October 9, 1975

Revised: April 14, 1983

Revised: July 11, 1985

Revised: October 9, 1986

Revised: January, 1997

Revised: May 14, 2009

Revised: December 9, 2010

Revised: December 8, 2016