

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

CALL TO ORDER:

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

ROLL CALL:

Members Present

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

Members Absent

at Roll Call: John Adair

Also Present:

Dr. Deborah Snyder
Presenters: Kirk Kramer, Derek Dinkaloo (TMP), Matt Gunta (TMP)

AGENDA ADOPTION:

It was moved by Dr. Niver, seconded by Dr. Kusch, to add item **J.3. *Welcome Center Naming***, remove item **J.1. *Consideration of SEMCOG Membership Renewal***, and to adopt the agenda as amended.

Motion carried: 6-0

APPROVAL OF MINUTES:

It was moved by Dr. Kusch, seconded by Mr. Tansky, to approve minutes of the Regular Meeting held August 11, 2016 and the Special Meeting/Retreat held August 12, 2016 as printed and circulated.

Motion carried: 6-0

FINANCIAL REPORTS:

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

COMMUNICATIONS & PETITIONS:

Communications topic: *Overview of Fieldhouse calendar of events*

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS & PRESENTATIONS

- A. Master Facility Plan Refresh – *presenters: Kirk Kramer, representatives from TMP*
- B. Overview of Financial Health and Risk Management – *presenter: Kirk Kramer*

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Dr. Kusch, seconded by Dr. Niver, that the Board take action to accept, with appreciation, the following donations:

- \$500 from Suzanne O'Brien of St. Clair Township, MI for the Marilyn K. Moore Scholarship;
- \$1,500 from Woman's Life Chapter 809 for the Velma Jean Kress Scholarship

Motion carried: 6-0

Legal Counsel Contract Extension

It was moved by Mr. Tansky, seconded by Mr. Ogden, that the Board take action to extend the legal services contract with Fletcher, Feako, Shoudy, and Francis through 2018 with no change in the hourly rate for 2017 and a \$5.00 increase in the hourly rate for 2018.

Motion carried: 6-0

Audit Firm Contract Extension

It was moved by Mr. Ogden, seconded by Dr. Kusch, that the Board take action to extend the audit services contract with Rehmann Robson for three (3) years at the following fee schedule: \$44,800 for 2017, \$44,800 for 2018, and \$44,800 for 2019.

Motion carried: 6-0

OLD BUSINESS: N/A

NEW BUSINESS:

Proposed Revisions to Board Policy 2.22 – First Reading

A first reading was held on proposed changes to Board Policy 2.22 as attached.

Welcome Center Naming

It was moved by Mr. Tansky, seconded by Ms. Brooks, that the Board take action to designate the Welcome Center as the “Dr. James C. Acheson Welcome Center.”

Motion carried: 6-0

STAFF CHANGES:

MAHE Resignation

It was moved by Ms. Brooks, seconded by Dr. Kusch, that the Board take action to accept the resignation of Rhiannon Fante-Konwinski, professor of psychology, effective August 15, 2016.

Motion carried: 6-0

TRUSTEE REPORTS: N/A

ADJOURNMENT:

It was moved by Dr. Niver, seconded by Dr. Kusch, to adjourn the meeting at 5:50 pm.

Motion carried: 6-0

Respectfully submitted,

Certified by,

Mary L. Hawtin
Board Secretary

Nicholas DeGrazia
Board Chair

ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD POLICY – TRUSTEE PROFESSIONAL DEVELOPMENT, MEMBER ASSOCIATION SERVICE & CIVIC ENGAGEMENT

Statement of Purpose

It shall be the policy of the St. Clair County Community College Board of Trustees to encourage Trustee participation in national, state, and local meetings, professional conferences, and civic engagement activities which serve to enhance a Trustee's ability to govern effectively and to articulate college services to constituencies. Such participation must clearly benefit the College. This policy reflects the Board's belief that well-informed trustees are better able to make informed decisions on the many issues confronting them.

It is recognized that it is important for members of the Board of Trustees to be engaged and attend civic events on behalf of the College or to attend College events. The purposes of such attendance include:

- a. To provide visibility for the College in situations where the presence and support of the College's leadership is important.
- b. To demonstrate College support for civic efforts which benefit the community as a whole.
- c. To demonstrate board support for College activities.
- d. To establish important contacts with potential significant donors to the College

Cost Reimbursement

Reasonable and necessary professional development, MEMBER ASSOCIATION SERVICE and civic engagement expenses will be reimbursed by the College in accordance with College policies and procedures. Such reimbursement requires that there is prior approval to attend the activity or event approved by a majority of the Board and that there is adequate funding in the Board of Trustees Professional Development & Civic Engagement account. In cases where a decision is necessary prior to the next scheduled monthly Board meeting, the Chairperson (or Vice Chairperson in the Chairperson's absence) may approve the request in advance of any travel.

A Trustee who desires to attend a professional conference OR WHO EXPECTS TO INCUR REIMBURSABLE EXPENSE AS A RESULT OF MEMBER ASSOCIATION SERVICE OR CIVIC ENGAGEMENT NOT CONSIDERED PREAPPROVED BY BOARD POLICY BELOW shall submit a request with sufficient advanced notice of the proposed conference to the Board Secretary to be considered by the Board at the Board's next scheduled meeting.

If the Board does not approve the request, the Trustee may attend the conference at his or her own expense.

Meetings of Member Associations

The College, as a member of Michigan Community College Association, Association of Community College Trustees, and St. Clair County Association of School Boards (herein, "Associations"), elects primary delegates and alternate delegates to represent the College at meetings of the Associations.

- a) Duly elected delegates may attend duly called meetings of Associations at the College's expense in accordance with the College's policy on employee travel limited to the lesser of the actual cost or the College-designated per diem amount.
- b) Any non-delegate Trustee may attend meetings of Associations, at the Trustee's own expense.

c) Notwithstanding subsections a) and b) above, any Trustee may attend the Michigan Community College Association's annual summer conference at the College's expense in accordance with the College's policy on employee travel limited to the lesser of the actual cost or the College-designated per diem amount.

TRUSTEES SERVING ON MEMBER ASSOCIATION BOARDS, EXECUTIVE COMMITTEES AND SIMILAR PANELS

TRUSTEES MAY, UPON OCCASION, SERVE AS MEMBERS OF THE BOARDS, EXECUTIVE COMMITTEES AND SIMILAR PANELS FOR VARIOUS MEMBER ASSOCIATIONS, INCLUDING, BUT NOT LIMITED TO, THE MICHIGAN COMMUNITY COLLEGE ASSOCIATION (MCCA), THE SOUTHEASTERN MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG) AND OTHER SIMILAR ORGANIZATIONS. IF SUCH SERVICE REQUIRES TRAVEL OUT OF THE AREA, BUT WITHIN THE STATE OF MICHIGAN, TO ATTEND MEETINGS, TRAVEL MILEAGE SHALL BE CONSIDERED TO HAVE BEEN APPROVED BY THE BOARD. ADDITIONAL TRAVEL EXPENSES, INCLUDING LODGING, SHALL BE SUBJECT TO THE COST REIMBURSEMENT POLICIES DESCRIBED ABOVE.

THIS POLICY SHALL BE REVIEWED ON AN ANNUAL BASIS AND ADDITIONS AND DELETIONS MAY BE PROPOSED BY ANY MEMBER OF THE BOARD.

Civic Engagement and Civic Activities

When a Trustee's attendance at a civic event entails a fee, the cost shall be paid by the College (or reimbursed to the Trustee). The following civic activities shall be considered to have been approved by the Board:

- a. Chamber of Commerce – State of the County Luncheon
- b. Economic Development Alliance – Annual and Semi-Annual Luncheons
- c. Community Foundation – Annual Meeting
- d. NAACP Annual Freedom Fund Dinner

These activities shall be reviewed on an annual basis and additions and deletions may be proposed by any member of the Board.

Per Diem Reimbursement

If a conference registration package is purchased which includes conference meals, additional reimbursement for meals already included within that registration package will not be made. For registration fees that do not include meals, Trustees may request reimbursement for actual meal expenses but limited to the maximum per diem amount, as supported by receipts.

Non-Trustee Travel Companions

A Trustee who travels in accordance with this policy may be accompanied by non-trustee travel companions, provided that the College shall not pay for any additional expense incurred by that companion.

Reporting Requirement

The public and other Trustees shall be kept informed about Board professional development activities and the benefits of these activities to the College by way of reports which shall be provided by the attending Board member at the subsequent monthly Board meeting.

Budget Considerations

By February of each year, generally during the February Board Retreat, the Board of Trustees will develop and approve a Professional Development & Civic Engagement budget for the upcoming fiscal year. The budget will include known expenses for the fiscal year and a fixed amount for additional opportunities not known at the beginning of the fiscal year. Further, the Board shall prioritize such professional development and other expenses in the event that budgetary considerations may impact spending during the upcoming fiscal year.

Amendment or modification

By majority vote, the Board reserves the right to modify its policies, or its annual budget, as to priorities, requirements, expenditures or any other related activity, at any time.

Approved by Board of Trustees – August 13, 2009

Revised: June 10, 2010

Revised: June 14, 2012

Revised: December 12, 2013

Revised: December 11, 2014

Proposed Revision for First Reading: September 8, 2016

DRAFT