

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting Held May 10, 2018
Welcome Center - Room 150**

CALL TO ORDER:

Chairman DeGrazia called the Regular Meeting to order at 4:31 pm.

AT ROLL CALL:

Members Present

at Roll Call:

Nicholas DeGrazia, John Ogden, Robert Tansky, Deborah Bourgois,
Fredric Roberts, Karen Niver

Members Absent

at Roll Call:

John Adair

Also Present:

Dr. Deborah Snyder

AGENDA ADOPTION:

It was moved by Dr. Niver, seconded by Mr. Ogden, to adopt the agenda as presented.

Motion carried: 6-0

APPROVAL OF MINUTES:

It was moved by Mr. Tansky, seconded by Ms. Bourgois, to approve minutes of the Regular Meeting held April 12, 2018 as printed and circulated.

Motion carried: 6-0

FINANCIAL REPORTS:

Chairman DeGrazia acknowledged that financial reports for the month of April 2018 had been provided to Trustees.

COMMUNICATIONS & PETITIONS:

Communication topics were highlighted per attached list.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS & PRESENTATIONS

- a. Health Science Building Project Update: *presenter - Tim Casai of TMP Architects*

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Mr. Ogden, seconded by Ms. Bourgois, to accept with appreciation, the following donations:

- 1,500 pounds of miscellaneous steel and 1,500 pounds of welding wire from Utica Steel of Chesterfield;
- \$200 from Presnell Insurance Agency of Peck for women's and men's basketball;
- \$3,000 from the American Legion Post 449 of Marysville for the American Legion Post 449 Scholarship.

Motion carried: 6-0

Resolution Establishing Millage Rates

It was moved by Ms. Bourgois, seconded by Dr. Niver, that the Board take action to adopt the attached resolution establishing an operating millage and authorizing the levy for the fiscal year ending June 30, 2019.

Roll Call Vote: Roberts-yes; Ogden-yes; Tansky-yes; Bourgois-yes; Niver – yes; DeGrazia-yes

Motion carried: 6-0

2018-19 General Fund Budget/2018-19 Technology Fund Budget

It was moved by Dr. Roberts, seconded by Mr. Tansky, that the Board take action to adopt the 2018-19 General Fund Budget and the 2018-19 Technology Budget as attached.

Motion carried: 6-0

Purchase of Document Management System and Equipment

It was moved by Dr. Niver, seconded by Dr. Roberts, that the Board take action to authorize the purchase of professional services, software licensing, and supplies for document management solutions in an amount not to exceed \$150,423 from Title III grant funds.

Motion carried: 6-0

OLD BUSINESS: N/A

NEW BUSINESS:

First Reading of Proposed Board Policy 2.32 – Bullying and Harassment

A first reading was held on proposed policy 2.32 – Bullying and Harassment as attached.

STAFF CHANGES:

Faculty Resignation

It was moved by Ms. Bourgois, seconded by Dr. Roberts, that the Board take action to accept the resignation of Rob Richardson, Professor of Computer Information Systems, effective May 4, 2018.

Motion carried: 6-0

Faculty Appointment – Probationary Status

It was moved by Mr. Ogden, seconded by Ms. Bourgois, that the Board take action to approve the appointment of Steven Gura as Instructor of Practical Nursing - probationary status, effective August 15, 2018.

Motion carried: 6-0

TRUSTEE REPORTS: N/A

ADJOURNMENT:

It was moved by Ms. Bourgois, seconded by Dr. Niver, that the Board take action to adjourn the meeting at 5:17 p.m.

Motion carried: 6-0

Respectfully submitted,

Certified by,

Mary L. Hawtin
Board Secretary

Nicholas DeGrazia
Board Chair

**RESOLUTION BY THE BOARD OF TRUSTEES
ST. CLAIR COUNTY COMMUNITY COLLEGE**

WHEREAS, the Board of Trustees of St. Clair County Community College, pursuant to Section 144 of Act 331, Public Acts of Michigan 1966, is authorized to levy taxes against property within the Community College District; and

WHEREAS, the Board of Trustees pursuant to Act 206, Public Acts of Michigan 1893, as amended, held a hearing on increasing its authorized taxing base to the maximum rate previously authorized; and

WHEREAS, the Board of Trustees, pursuant to such statutes, may levy such taxes on or before September 1st of each year or may provide by resolution of said Board to levy taxes against property within any city, any portion of which lies within the Community College District, in the same manner and at the same time as the city taxes are collected; and

WHEREAS, the Board of Trustees has determined that it would be in the best interests of the Community College District to levy taxes in July of each year at the same time and in the same manner as the city taxes are collected except that the summer tax levy shall not apply to the City of Memphis, Michigan, where the Community College District taxes will be collected at the same time as the Township taxes;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the St. Clair County Community College that it does hereby adopt this Resolution pursuant to Section 144 of Act 331, Public Acts of Michigan 1966, as amended, and Act 206, Public Acts of Michigan 1893, as amended, determining that the Community College does intend to levy for the fiscal year ending June 30, 2019, an increased millage rate up to .150 mills over the base rate, as defined, so as to allow the levy of the full authorized rate, less the Headlee roll-back, against all property, any portion of which lies within the Community College District boundaries. The tentative millage rate, less the Headlee rollback is 1.8891 mills. The Treasurer of this Board is hereby authorized to revise this figure if the Headlee rollback factor or the taxable value should be modified or adjusted.

RESOLVED, FURTHER, that the above operating levy against all property within any city, any portion of which lies within the Community College District boundaries except within the City of Memphis, Michigan, will be collected at the same time and in the same manner as the city taxes are collected.

RESOLVED, FURTHER, that as to all other property, any portion of which lies within the Community College District boundaries, including within the City of Memphis, Michigan, the above operating levy will be collected at the same time as the Township taxes are collected.

RESOLVED, FURTHER, that the Treasurer of this Board is authorized and directed to certify for levy and collection the above taxes to the respective city and township clerks in which any part or portion of said Community College District is located.

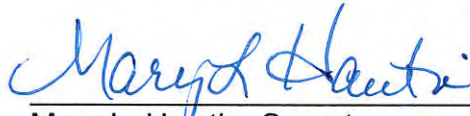
RESOLVED, FURTHER, that the Treasurer of this Board is hereby authorized and directed to proceed with the necessary steps to properly determine and certify the tax rate to said cities in sufficient time to levy such taxes for the July 1, 2018, fiscal year, and to certify the tax rate as to the townships in sufficient time to levy such taxes for the December 1, 2018 fiscal year.



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

CERTIFICATION

I do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of St. Clair County Community College and that this is a true and complete copy of a Resolution duly adopted at a regular meeting of its Board of Trustees, held in accordance with its bylaws, on May 10, 2018.



Mary L. Hawtin, Secretary

Dated: May 10, 2018

Proposed General Fund 2018-2019 Budget

	Proposed 2018-19
Revenue	
Tuition and Fees	\$ 14,400,000
Property Tax	10,200,000
State Aid	7,500,000
Other Income	700,000
Total Revenue/Transfers	\$ 32,800,000
Expenditures	
Salaries and Wages	\$ 15,100,000
FICA/Retirement	5,078,000
Fringes	3,177,400
General Insurance	268,000
Utilities and Postage	1,080,000
Transfers: Designated Funds	2,827,800
Operational Expenditures	4,340,300
Restricted, Matching and Bond Retirement	573,500
Unappropriated	355,000
Total Expenditures	\$ 32,800,000

Proposed Technology Fund 2018-2019 Budget

Estimated Fund Balance		\$ 750,000.00
Estimated Additions to Fund		<u>\$ 1,700,000.00</u>
<u>Total Funds Available</u>		\$ 2,450,000.00
<u>Proposed Expenditures</u>		
Network Infrastructure		\$ 195,000.00
Hardware Replacement		\$ 155,000.00
System upgrades		\$ 75,000.00
Software		\$ 1,100,000.00
Servers - virtual and physical		\$ 75,000.00
Updates and Services Allocation		<u>\$ 800,000.00</u>
Total		\$ 2,400,000.00

DRAFT**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD POLICY- BULLYING AND HARASSMENT**

It shall be the policy of the St. Clair County Community College Board of Trustees that certain rules and regulations regarding employee behavior are necessary for College operations and the benefit and safety of all staff, faculty, students, guests and volunteers. Conduct, as described below, which interferes with College operations, discredits the College, or is offensive to students, employees or guests will not be tolerated.

The College prohibits bullying and harassing behavior. All employees shall have a workplace free of bullying and harassment. Bullying and harassment are defined as conduct which a reasonable person in the circumstances would find sufficiently severe, based on its nature and/or frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work or learning environment, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm. Bullying and harassment are considered misconduct, either as the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect; and can be effectuated through verbal, physical, electronic or other means.

An employee who engages in bullying or harassing behavior as described above will be in violation of this policy and is subject to discipline, up to and including termination.

The President shall establish procedures for administering this policy.

Presented for First Reading: May 10, 2018