

St. Clair County Community College Board of Trustees

*Minutes of Regular Meeting held May 11, 2023
Welcome Center – Room 150*

Call to Order:

Dr. Niver called the Regular Meeting to order at 4:34 pm.

Roll Call:

Members Present

at Roll Call: Karen Niver, Robert Tansky, Marcia Robbins, John Lusk
Kristin Ryan, Mukund Wankhede

Members Absent

at Roll Call: Kim Brown

Also Present: Dr. Deborah Snyder, Kirk Kramer

Adoption of Agenda:

It was moved by Mr. Wankhede, seconded by Ms. Ryan, that the Board take action to adopt the agenda as presented.

Motion carried: 5-1

It was moved by John Lusk, seconded by Mr. Wankhede, that the Board take action to add Fall Climate Survey under New Business.

Motion did not carry: 1-5

It was moved by John Lusk, not supported, that the Board take action to add Placing Items on the Agenda under New Business.

Motion could not proceed without support.

***Trustee Robbins left the meeting at 5:19 p.m.

Approval of Minutes:

It was moved by Mr. Tansky, seconded by Mr. Wankhede, that the Board take action to approve minutes of the Regular Meeting held April 13, 2023.

Motion carried: 5-0

Financial Reports:

Chair Niver acknowledged that the financial report for the month of April 2023 had been provided to Trustees.

Communications and Petitions:

Chair Niver acknowledged that the Communications Report for the month of May 2023 had been provided to Trustees.

***Trustee Robbins returned to the meeting at 5:28 p.m.

Report and Recommendations of the President of the College

1. Informational Items and Presentations:

Department Chair Update

Professors Joe Gibbons, Brent Forsgren and Laurie Lamont provided an update.

2. Action Items:

Acceptance of Gift

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

- \$500 from the Port Huron Musicales for Friends of the Arts

Motion carried: 6-0

Resolution Establishing Millage Rates

It was moved by Mr. Lusk, seconded by Ms. Robbins, to adopt the attached resolution to establish an operating millage and authorize the levy for the fiscal year ending June 30, 2024

A roll call vote was taken:

Dr. Niver – Yes
Ms. Robbins - Yes
Mr. Tansky – Yes
Mr. Lusk – Yes
Ms. Ryan – Yes
Mr. Wankhede – Yes

Motion carried: 6-0

2023-2024 Budget

It was moved by Mr. Tansky, seconded by Mr. Lusk, that the Board take action to adopt the proposed 2023-2024 budget as attached.

Motion carried: 6-0

Staff Changes:

Faculty Appointment – Probationary Status (3)

It was moved by Mr. Lusk, seconded by Mr. Wankhede, to approve the faculty appointments (3) – probationary status, effective August 18, 2023, for the following:

- Christine Yntema – Radiologic Technology Instructor – probationary status
- Eric Manning – Radiologic Technology Instructor – probationary status
- Jacqueline Mahannah – Art/Graphic Design Instructor – probationary status

Motion carried: 6-0

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Adjournment:

It was moved by Ms. Robbins, seconded by Ms. Ryan, that the Board take action to adjourn the meeting at 5:47 p.m.

Motion carried: 6-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Dr. Karen Niver
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, 2024, 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 1.8830 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, 2023, fiscal year, and to certify the tax rate as to the townships in sufficient time to levy such taxes for the December 1, 2023 fiscal year.

Sarah Rutallie
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 the attached 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 11, 2023.

Sarah Rutallie, Secretary

Dated: May 11, 2023

Proposed General Fund Budget 2023-2024

St Clair County Community College

	Original 2022-2023	Revised 2022-2023	Proposed 2023-2024
Revenue			
Tuition and Fees	\$ 16,150,000	\$ 15,875,000	\$ 16,400,000
Property Tax	11,500,000	11,800,000	12,150,000
State Aid	8,000,000	7,903,000	8,100,000
Other Income	450,000	450,000	450,000
Total Revenue	<u>\$ 36,100,000</u>	<u>\$ 36,028,000</u>	<u>\$ 37,100,000</u>
Expenditures			
Salaries and Wages	\$ 16,000,000	\$ 16,050,000	\$ 16,300,000
FICA/Retirement	5,500,000	5,550,000	5,600,000
Fringes	3,000,000	2,900,000	3,000,000
General Insurance	285,000	290,000	290,000
Utilities and Postage	1,400,000	1,445,000	1,500,000
Transfers: Designated Funds	3,300,000	3,300,000	3,600,000
Operational Expenditures	4,465,000	4,593,000	4,610,000
Restricted, Matching and Bond Retirement	1,600,000	1,600,000	1,650,000
Unappropriated	550,000	300,000	550,000
Total Expenditures	<u>\$ 36,100,000</u>	<u>\$ 36,028,000</u>	<u>\$ 37,100,000</u>

Proposed Plant Fund Budget 2023-2024

St. Clair County Community College

	Approved 2022-2023	Proposed 2023-2024
Approved transfer of funds	<u>\$ 3,300,000</u>	<u>\$ 3,600,000</u>
Proposed expenditure of funds		
Code and safety	\$ 200,000	\$ 200,000
Concrete/masonry	300,000	100,000
Electrical	900,000	1,400,000
Furniture/equipment	200,000	250,000
General construction	1,000,000	950,000
HVAC	500,000	500,000
Project planning/contingency	<u>200,000</u>	<u>200,000</u>
Total budget	<u>\$ 3,300,000</u>	<u>\$ 3,600,000</u>

Proposed technology fund budget 2023 - 2024

St. Clair County Community College

	Approved 2022-2023	Proposed 2023-2024
Estimated fund balance	\$ 1,800,000	\$ 1,800,000
Estimated additions to fund	2,600,000	2,700,000
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Total funds available	\$ 4,400,000	\$ 4,500,000
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Proposed Expenditures:

Network infrastructure	\$ 300,000	\$ 150,000
Hardware replacement	400,000	550,000
System upgrades	350,000	400,000
Software and licensing	2,250,000	2,350,000
Servers	-	-
Updates and services	800,000	550,000
Contingency	300,000	500,000
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Total	\$ 4,400,000	\$ 4,500,000
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