



BOARD OF TRUSTEES

**Meeting Held
October 10, 2024**

AGENDA

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING
Thursday, October 10, 2024, at 4:30 p.m.
Room 150 Welcome Center

AGENDA

- A. Pledge of Allegiance**
- B. Roll Call**
- C. Adoption of Agenda**
- D. Citizens' Comments** [RE: Article I, Section 6: "...there will be an opportunity for any person to address the Board for up to three (3) minutes on any subject related to the College (*except matters currently in litigation, arbitration or negotiation...when communications through other channels are more appropriate*) without prior placement on the agenda."]
- E. Minutes of Previous Meetings**
 - 1. Regular Meeting held September 12, 2024
 - 2. Special Meeting/Retreat held September 13, 2024
- F. Report of the Treasurer**
 - 1. Financial Reports
- G. Communications and Petitions**
- H. Reports and Recommendations of the President of the College**
 - 1. Informational Items
 - a. Fiscal Year End Audit Report
 - 2. Action Items
 - a. Acceptance of Fiscal Year End Audit Report
 - b. Acceptance of Gifts
 - c. Annual Capital Outlay Report
 - d. Annual Local Strategic Value Resolution
 - e. Property Purchase
 - f. Education Support Personnel (ESP) Tentative Agreement
- I. Old Business**
- J. New Business**
- K. Staff Changes**
- L. Reports**
 - 1. Student
 - 2. Staff
 - 3. Trustee
- M. Adjournment**

MISSION: Maximize student success.

VISION: Create an academic and cultural environment that empowers students to succeed.

In light of the mission and vision, the SC4 Board of Trustees seeks to achieve the following **PRIORITIES:**

GROWTH, SUSTAINABILITY, AND COMMUNITY

VALUES:

Commitment to excellence: Our academic programs and support services provide the best opportunity for students to achieve their goals.

Innovation: We provide state-of-the-art educational experiences by anticipating the needs of our community.

Integrity: Honesty and transparency guide how we treat students, employees and the community.

Leadership: We lead economic and cultural development by remaining accountable to our students, community and stakeholders.

Diversity: We create a healthy learning environment by embracing the differences in others.

MINUTES OF PREVIOUS MEETINGS

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

*Minutes of Regular Meeting Held September 12, 2024
Welcome Center – Room 150*

CALL TO ORDER:

Dr. Niver called the Regular Meeting to order at 4:30 p.m.

ROLL CALL:

Members Present

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

Members Absent

at Roll Call: n/a

Also Present: Kirk Kramer, Becky Gentner

ADOPTION OF AGENDA:

It was moved by Mr. Lusk, seconded by Mr. Tansky, that the Board take action to adopt the agenda as prepared with the removal of Action Item 2.c Blessinger Trust.

Motion carried: 7-0

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 August 8, 2024.

Motion carried: 7-0

FINANCIAL REPORTS:

Chair Niver acknowledged that the financial report had been provided to Trustees.

COMMUNICATIONS AND PETITIONS:

Chair Niver acknowledged that the Communications Report had been provided to Trustees.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS AND PRESENTATIONS:

Enrollment Update

An update was provided by President Kramer and Sarah Rutallie.

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Mr. Wankhede, seconded by Mr. Tansky, that the Board take action to accept the following donations:

Minutes of Regular Meeting September 12, 2024

Page 2.

- \$200 from Cindy Rourke for the Retiree Scholarship Fund
- \$500 from Barbara Dear for the Retiree Scholarship Fund, in memory of Charles Staiger and Isabelle Dewey
- \$500 from Professor Donna Galvan for Skip's Pantry
- \$900 from Elite Feet for the Cross Country Program
- \$3,000 from Kirk and Sheryl Kramer for the Challenger Learning Center/STEM Fest 2025 (\$1,000), Friends of the Arts (\$1,000) and Skip's Pantry (\$1,000)

Motion carried: 7-0

Annual Security and Fire Safety Report

It was moved by Mr. Lusk, seconded by Mr. Wankhede, that the Board take action to accept the attached Annual Security and Fire Safety Report.

Motion carried: 7-0

ADJOURNMENT:

It was moved by Ms. Robbins, seconded by Ms. Ryan, that the Board take action to adjourn the meeting at 5:15 p.m.

Motion carried: 7-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Dr. Karen Niver
Board Chair

2024 – 2025 Academic Year

St. Clair County Community College

Annual Security & Fire Safety Report (ASFSR)

Includes policy statements for the 2024-2025 academic year & crime statistics for calendar years 2021, 2022, & 2023

SC4

St. Clair County Community College Board of Trustees

Board Chair: **Dr. Karen L. Niver**

Board Vice Chair: **Marcia A. Robbins**

Trustee: **Robert E. Tansky**

Trustee: **John S. Lusk**

Trustee: **Kim Brown**

Trustee: **Kristin L. Ryan**

Trustee: **Mukund Wankhede**

Executive Officers

President / Chief Executive Officer: **Kirk A. Kramer**

Chief of Staff / Senior Vice President/ Secretary, Board of Trustees: **Sarah Rutallie**

Chief Financial Officer / Senior Vice President / Treasurer, Board of Trustees: **Becky Gentner**

Chief Partnership Officer / Senior Vice President: **Dr. Pete Lacey**

Chief Academic Officer / Senior Vice President: **Ethan Flick**

Chief Diversity Officer / Senior Advisor: **Jessica Brown**

Chief Technology Officer / Senior Information Security Advisor: **Spencer Hazlewood**

Questions regarding the information contained in this document should be directed to Cori Krohn,
Executive Director of Safety and Compliance / Title IX Coordinator, cmkrohn@sc4.edu or
810.989.5509

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Emergency Notification

The college will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The areas that this emergency notification applies to include the college's main campus, all college housing, public property immediately adjacent to the campus, and in or on non-campus buildings or property that the college owns or controls.

A member of the crisis team is responsible for confirming the existence of a significant emergency or dangerous situation. Emergencies or dangerous incidents may include, in part:

- Disease outbreaks such as meningitis, norovirus, or other serious illnesses
- Approaching tornadoes or other extreme weather conditions
- Gas leaks, explosions, fires, and chemical or hazardous waste spills
- An armed intruder, bomb threat, or civil unrest and riot

Examples of situations that would not necessitate an emergency notification, though the college may elect to notify the campus and campus community, may include:

- Power outage
- Snow closure
- A string of simple larcenies

SC4 Campus Patrol personnel, considering the safety of the students and employees, will immediately notify emergency personnel via **911**, and a member of the crisis team will initiate the notification system when appropriate. The crisis team will determine without delay and taking into account the safety of the community, the content of the notification, what information to release, the relevant portions of the campus and campus community to be notified, and the means for making public the emergency notification based on information known at that time. The college may not immediately issue a notification if doing so would compromise efforts to assist a victim, respond to or contain the emergency, or otherwise mitigate the emergency.

Members of the SC4 Crisis Team include the President, Chief of Staff, Chief Financial Officer, Chief Academic Officer, Chief Partnership Officer, Chief Technology Officer, Executive Director of Safety & Compliance/Title IX Coordinator, and the College Resource Officer as needed.

Methods to Make Public Notifications

The available methods used, as appropriate for the identified crisis situation, to make public and emergency notifications may include, but are not limited to, the following:

- The college portal, email, and its public website
- Social media
- Mobile phone and texting services
- Public address system
- Staff office desktop and web telephones
- Local radio and television
- If necessary, a messenger
- Posting in a readily accessible public area of each building

Follow-up information, such as an “All Clear” message, will be given as deemed appropriate.

Campus patrol personnel are in regular communication with local law enforcement through the on-campus Port Huron Police Department campus resource officer and requests for their cooperation in informing the college of significant emergencies and dangerous situations reported to them that could require an emergency response and /or notification.

Students, faculty, and staff can go to the SC4 portal to sign up to receive emergency text alerts. These alerts allow for notification regarding any emergency and give notice to those on campus or within the campus community. SC4’s text alert system provided by InformaCast allows individuals to opt in to receive urgent notifications from St. Clair County Community College. This can be done at <https://sc4.edu/support-services/tools-and-technology/text-alerts/>

Timely Warnings

In the event of Clery Act reportable crimes reported to campus patrol personnel that have occurred on the college’s campus, in student housing, or on public property within or immediately adjacent to the campus, the college will issue timely warnings regarding any incidents that are considered to represent a serious or continuing threat to students and employees. Timely warnings may be issued for threats to persons or property and may aid in the prevention of similar crimes. In the event that a situation arises, either on or off campus, that in the judgment of the crisis team constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued.

The timely warning will be initiated to students, faculty, and staff from a member of the crisis team or their designee by the methods listed in the “Methods to Make Public Notifications” section on page one of this report as appropriate for the crisis situation. The college regularly communicates with local law enforcement and receives information from the on-campus City of Port Huron police officer, requesting their assistance in informing the college about crimes reported to them that may warrant timely warnings.

Timely warnings may not be issued for non-Clery Act reportable crimes if they do not create a significant emergency or dangerous situation that would require an immediate notification. The college is not required to issue a timely warning for Clery Act reportable crimes reported to pastoral or professional counselors.

Anyone with information warranting a timely warning should report the circumstances to an SC4 campus patrol officer either in person or by telephone at **810.989.5757**.

Campus Crime and Security

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD POLICY 2.12 - CAMPUS CRIME AND SECURITY

Policy

The Board of Trustees of St. Clair County Community College shall comply with all applicable requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and any amendments thereto (hereinafter the “Clery Act”).

The administration is authorized to establish procedures to accomplish the above goal.

Administration

1. *Administration will prepare, publish, and distribute materials which comply with the Clery Act. Such materials shall initiate the procedure for students and employees to report criminal activity, arrange for security at the campus facilities, and develop programs to inform the students and employees about campus security and crime prevention.*
2. *Administration shall report crimes as they occur on the college campus to the local police agencies as required.*
3. *Administration shall develop and periodically review rules and regulations for the implementation of the procedures set forth herein and for carrying out the college's responsibilities and duties under the Clery Act.*
4. *Administration shall report to the Board at least annually concerning the compliance with the Clery Act and the statistical information required.*
5. *Administration shall work and cooperate with the local, state, and federal law enforcement agencies in connection with the prevention of crime and compliance with the Clery Act.*
6. *Administration, in preparing the necessary procedures to comply with the Clery Act, shall take into account other policies of this Board dealing with use of alcohol or illegal drugs on the college campus.*

Approved by Board of Trustees - October 15, 1992, Revised: January 21, 2010

Reporting Criminal Offenses

Crime Reporting

Criminal offenses in progress, medical emergencies, fires, suspicious people, and all serious incidents should be first reported to emergency responders by dialing **911**, then to campus patrol personnel at **810.989.5757** or from any college telephone to extension **5757**. Calls to local law enforcement authorities can also be made utilizing the "blue light" emergency telephones located throughout campus and in parking areas. The college is equipped with a system that will inform **911** of your location or room number when dialed from campus. Individuals with a hearing impairment can call 7-1-1 and Michigan Relay will enact their system that allows hearing persons and deaf, hard of hearing, or speech impaired persons to communicate by telephone. Assistance for handicapped individuals is also available on campus in the disability resources office located in Room A-101 in the library in the College Center or at extension **5759**.

Prompt calls to emergency responders and campus patrol are encouraged. If the victim is unable to report the crime, it is the expectation of the college that anyone aware of the crime should report all known details to campus patrol personnel as soon as possible. A person may also report crimes to the executive director of safety and compliance/Title IX coordinator at **810.989.5509**. These reports will be used, in part, in the

preparation for the annual disclosure of crime statistics while maintaining confidentiality in accordance with federal and state laws.

You will be asked to accurately report your location and the reason for the call. Be prepared to give as much information as possible to the call-taker. Whether the call is placed to campus personnel or to a law enforcement agency, personnel will respond, if necessary, to investigate the complaint. Responding personnel may request additional resources if needed to resolve the incident. Reports may be made to document the situation. A determination will be made by the crisis team to assess the need for a timely warning or emergency notification to be disseminated.

The college will monitor and record through local police agencies any criminal activity by students at non-campus locations of student organizations officially recognized by the college.

Daily Crime Log

The college maintains a written daily crime log which is kept in the campus patrol office. This crime log records the incidents that occurred within the college's Clery geography, as reported to campus patrol. The nature of the incident, date, and time of the occurrence and when reported, case number, the general location, and the disposition of the complaint are included.

The college must make an entry, or an addition to an entry in the log, within two business days of the report of the information to campus patrol, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The college may withhold this information if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

The college must disclose any information withheld once the adverse effect described above is no longer likely to occur.

The crime log is available for student, employee, and public inspection for the most recent 60-day period, upon request during normal business hours. The portion of the crime log that is older than 60 days is available within two business days of a request for public inspection.

Confidential Reporting

The college will protect the confidentiality of victims and other necessary parties in publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. The college will take all reasonable steps to investigate reported crimes while maintaining confidentiality to the extent permitted by law. Crimes must be reported to campus patrol by students, faculty, and staff to ensure inclusion in the college's annual crime statistics and to provide a timely warning notice to the college community when necessary. Campus patrol must report all crimes on the daily crime log and report all Clery crimes in the Annual Security Report. Campus patrol personnel, along with members of the crisis team are responsible for the security and emergency response at the college.

Missing Students Residing in On-Campus Housing

The college offers on-campus housing located at 514 Military Street and 305 Bard Street in Port Huron. Should the college determine that a student who resides in on-campus housing to be missing for a period of 24 hours, the college will initiate specific notification procedures within 24 hours of receiving the information. This does not preclude the college from making a determination that a student residing in on-campus housing is missing before the student has been missing for a full 24 hours or from initiating notification procedures as soon as it determines that the student is missing.

If you as a fellow student, SC4 employee, or any other individual believe that a student who resides in on-campus housing is missing from campus for 24 hours, you can be instrumental in the safe return of the student by immediately notifying any of the following:

- Residence Life & Conduct Manager 810.989.5736
- Executive Director of Safety and Compliance 810.989.5509
- SC4 Campus Patrol 810.989.5757
- Port Huron Police 810.984.8415
- Central Dispatch 810.985.8115

Reporting of a missing student must be referred immediately to campus patrol, or to the Port Huron Police Department during hours when campus patrol is not available.

Students who reside in on-campus housing, regardless of their age, should annually register with the college one or more individuals to be contacted strictly for missing person purposes. The contact person can be anyone. If the student has registered a general emergency contact name with the college, the student can register that same person to be used for both purposes. The college cannot assume that a general emergency contact is also the missing person contact.

To register a missing person, contact with the college, the student may make this information available to the coordinator of college housing during the move-in process.

Names registered as a missing person contact will be confidential and will only be disclosed to authorized campus officials, such as designated college personnel or to law enforcement personnel in the furtherance of a missing person investigation.

For students who reside in on-campus housing who are under the age of 18 and are not emancipated, the college must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The college will notify law enforcement within 24 hours of the determination that the student who resides in on-campus housing is missing unless law enforcement was the entity that made the determination that the student is missing.

Response to a Missing Student in On-Campus Housing

The response by the college of a missing student from on-campus housing may involve varying procedures due to the unique nature of any individual incident. Though the college may handle each occurrence on a case-by-case basis, there are actions that the college will take with all missing on-campus students.

If a student in on-campus housing has been officially determined to be missing, the college will:

- Access the missing student/general emergency contact information, which is secured by the coordinator of college housing when on-duty or on-call. When the coordinator of college housing is off-duty, the information is secured by the college housing on-call staff during weekends.
- Determine the age of the student.
- Report to the executive director of safety and compliance immediately.
- Report to campus patrol immediately.
- Inquire with the student's roommates and/or friends as to the student's whereabouts. Ask the roommate if you may conduct a visual check for missing personal items such as a toothbrush, personal belongings, missing books etc. Consult with academic services and /or faculty to determine if the student has been attending classes.
- In consultation with the executive director of safety and compliance, report to the Port Huron Police Department if the student has not been found within 12 hours of being notified.
- Notify the student's missing person contact person within 24 hours that the student is missing if that student designated a contact person. If the student designated more than one missing person contact person, the college can notify the contacts in an order determined by the college. If a student registers multiple contacts, and the first person confirms that the student is not missing, the college must notify each additional contact in turn, unless the student is contacted by the college or contacts the college. The college will document unsuccessful contacts.
- Notify the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing when the student is under 18 years of age and is not emancipated.
- Inform local law enforcement within 24 hours that the student is missing, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

Security/Access to Campus Facilities, College Residences, and the Maintenance of Facilities

The college operates its own campus patrol department to provide security for the campus whenever possible. In an effort to provide a safe environment, campus patrol personnel routinely check for and observe campus facilities to identify potential safety and security threats or hazards. When necessary, campus patrol notifies the physical plant department or other relevant personnel to have identified hazards corrected or removed.

Campus academic/administrative buildings are normally open to students, instructors, staff, parents, and contractors by 7:00 a.m. and closed at 10:30 p.m. Monday through Thursday and 7:00 a.m. to 8:00 p.m. on Friday. The college is open on Saturdays and Sundays for scheduled events and operates according to the event hours on those days. During non-business hours authorized personnel with issued keys and alarm code accounts may access buildings.

Access to the main campus academic/administrative buildings and facilities is regulated through mechanical access control, monitored alarm control, push button combination door locks, camera systems, and physical surveillance. Access to residence halls is restricted to residents, their approved guests, and other approved members of the college community. Residents are cautioned against

permitting strangers to enter the building and are urged to require individuals seeking entry to use their own access cards or physical keys. College housing operates on the use of electronic swipe cards for entry to the Huron Street building and physical keys for the Bard Street building. Individual dorm rooms are controlled the same, with swipe cards in Huron Street and physical keys in Bard Street. College housing personnel are onsite and present within residence life buildings Monday through Friday 8:00 am – 8:30 pm. A college public safety officer patrols both units Monday through Friday from 10:00 p.m. to 6:00 a.m. A resident assistant and/or a professional staff member are also on call 24/7 in college housing. Individual campus academic and administrative buildings do not have a public safety officer assigned to them. However, the campus patrol team patrols all buildings on an on-going basis consistent with campus patrol scheduled hours.

The campus is well-lit on the exterior and interior of the buildings, within walkways, and in parking areas. This lighting is routinely monitored by campus patrol and facilities staff.

Security Considerations in Maintaining Campus Facilities

The college takes measures to ensure security equipment is working properly. Inspections of the campus' safety features are performed on a regular basis to ensure they are in good working condition. Such inspections include but are not limited to:

- Qualified personnel periodically inspect the fire alarm, sprinkler systems, fire extinguishers, and other alarm systems.
- Emergency phones, the mass notification system, and the camera systems are inspected/tested on a routine basis.
- Lighting for external pathways, hallways, and stairwells are periodically inspected by campus patrol and facilities staff. Work orders are initiated for repairs if an issue is found during inspection or if an issue is reported by a member of the campus community.
- Housing electronic door-locking mechanisms are checked on a periodic basis. Work orders are initiated for repairs if an issue is found during inspection or if an issue is reported by a member of the campus community.

Scope of Campus Law Enforcement

Campus Patrol

SC4 Campus Patrol is a uniformed security detail that responds to many differing calls for service from students, faculty, and staff. Campus patrol is made up of public safety officers. These public safety officers do not possess the power to arrest as state-certified police officers do. Campus patrol staff have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. The college also has a contract with the City of Port Huron for a college resource officer, who is a Port Huron Police officer employee. This officer is a state-certified police officer with arrest authority and is armed. The jurisdiction of the SC4 Campus Patrol staff and college resource officer includes property that is owned, leased, or controlled by the institution. The jurisdiction of the college resource officer additionally includes concurrent jurisdiction on city streets running through or adjacent to the campus. The city police officer is on campus from mid-August through mid-May when the fall and winter semesters are in session.

In the department there are four SC4 public safety officers and one City of Port Huron police officer ready to serve during business hours when students are on campus and one SC4 public safety officer serving overnight in housing units Monday through Friday. This team conducts their patrols on foot or by vehicle (car, golf-cart, or by bicycle as conditions warrant). To enhance safety, all officers receive ongoing training throughout the academic year in areas relevant to their duties.

Campus Patrol Incident Reports

Since the college does not employ its own police department, criminal acts are investigated by local area law enforcement authorities to include the contracted college resource officer. Victims of crimes are strongly encouraged to notify these law enforcement authorities in a timely manner by first dialing **911** and then notifying Campus Patrol. Incidents may result in a campus patrol report being completed. All campus patrol reports are forwarded to the president, chief of staff, Title IX coordinator, chief partnership officer, chief financial officer and to other college administrative staff as appropriate. Campus patrol also includes law enforcement when contacted by victims, bystanders, or when made aware of incidents when appropriate.

Reports will be investigated as deemed necessary. Violations of the law will be referred to law enforcement agencies including the college resource officer, the college's president, chief of staff, Title IX coordinator, chief partnership officer, and when appropriate, to other administrative staff for review. When a potentially dangerous threat to the campus community arises, timely warnings may be issued, as noted previously in this report. Campus patrol maintains a working relationship with local, state, and federal law enforcement agencies in the area through personal meetings and telephone communications. These entities include the Crosswell Police Department, Port Huron Police Department, Marysville Police Department, St. Clair Police Department, Sanilac County Sheriff's Office, and St. Clair County Sheriff's Office.

There are currently no memorandums of understanding between SC4 Campus Patrol and local law enforcement. There is a contract with the Port Huron Police Department for one police officer to work on campus during the fall and winter semesters, Monday through Friday, from 10:00 a.m. to 6:00 p.m.

Monitoring of Criminal Activity at Student Organization Locations

While the college has several recognized student organizations, it does not have any officially recognized student organizations that have housing facilities "off-campus," i.e., non-campus facilities.

Security Awareness Programs for Students and Employees

Students are informed of security and safety services offered by the college in a welcome letter provided to each new student. Students receive information to contact campus patrol personnel for the services provided, which include security escorts, lost & found property, room unlocks, low or dead vehicle battery, low or flat tire, vehicle out of gas, keys locked in vehicle, frozen door locks, disorderly complaints, reports of crime or sexual assault or harassment, fact-finding and documentation of claim, emergency response, provide directions, security of college property, on campus injury or illness reporting, publish crime statistics, suspicious situations/persons reporting, parking enforcement, and vehicle accident reports.

Written materials within the student portal are available that outline ways to maintain personal safety and security while on campus. Similar information is presented to new employees as well, as they progress through the orientation process.

Monthly during the academic year, the college disseminates security information to students and employees through portal announcements, posters, pamphlets, and displays. A common theme of all awareness and crime prevention programs is to encourage students, employees, and the college community to be aware of their responsibility for their own security and the security of others and report any crime or issues they become aware of.

When pressing, information is released to the college community and throughout the campus by the methods listed in the “Methods to Make Public Notifications” section on page one of this report. The college has made available to students, employees, and the college community the ability to sign up for text alert services to be received on their mobile device. To sign up, please visit the SC4 portal page at **SC4 Alerts** <https://sc4.edu/support-services/tools-and-technology/text-alerts/>

Use/Possession of Alcoholic Beverages

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD POLICY 2.4 – USE OF ALCOHOLIC BEVERAGES

Policy

No alcoholic beverages whatsoever will be allowed on the college premises, except as such may be used in direct relation to instructional programs at the college or for college-sponsored events that have received prior approval, in writing, from the Office of the President. The use of alcohol in college instructional programs or college-sponsored events is subject to applicable laws and regulations, including but not limited to age restrictions relating to the possession and consumption of alcoholic beverages. It will be the responsibility of the individual in charge of the instructional program or event where alcohol may be used to ensure compliance with applicable laws and regulations.

Administration

- 1. For instructional programs, authorization to purchase and use alcohol must be secured in writing from the appropriate dean prior to purchase.*
- 2. For college-sponsored events, authorization to serve alcoholic beverages at the event must be secured in writing from the Office of the President prior to scheduling the event.*
- 3. Any purchase of alcoholic beverages for such programs or events shall be purchased through local retail outlets and should not exceed the amount anticipated to be used during the semester of an instructional program or during a sponsored event.*
- 4. It will be the responsibility of the individual in charge of the instructional program or event to ensure the alcoholic beverages are properly stored and secured and that any supplies of such are inventoried and accounted for on a regular basis.*

*Approved by Board of Trustees – December 8, 1977, Revised: October 12, 1978
Revised: July 14, 1988, Revised: December 11, 2008*

Use/Possession Illegal Drugs

ST. CLAIR COUNTY COMMUNITY COLLEGE BOARD POLICY 2.9- DRUG-FREE WORKPLACE

Policy

The Board of Trustees of St. Clair County Community College acknowledges that the illicit use of drugs and the abuse of alcohol by students or by employees is detrimental not only to the health and well-being of the employees and students, but is also detrimental to the discharge of their respective responsibilities. Such use, possession or dispensing of illicit drugs or abuse of alcohol is inconsistent with the college purposes of higher education and the college's attitude toward the use of drugs or alcohol by its students and employees. (A.) It shall be the policy of this college that there shall be no illicit use of drugs or abuse of alcohol allowed by students or employees on the college's property or at or as a part of any institutional activity. (B.) No employee or student shall unlawfully manufacture, distribute, dispense, possess, or use any controlled substance or abuse of alcohol while on the college property or at any institutional activity.

Administration

- 1. Any employee or student who shall violate the policy as set forth above shall be subject to discipline up to and including dismissal from employment or removal from the institution.*
- 2. Any employee who is working in a grant program shall agree to abide by the terms of this policy and shall agree to notify the college of any criminal drug statute conviction or violation occurring on the college premises. Such notification shall be made within five (5) days after such conviction. Employees acknowledge that the college will be notifying the federal funding agency of the grant of any such actual conviction. Employees and students are advised that the college will take appropriate disciplinary action against them for violating this policy including termination of employment or exclusion from school, and may require such employee or student having been so convicted to participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local governmental law enforcement agency or appropriate agency. In addition, employees and students violating this policy will be advised of the counseling and/or treatment and rehabilitation programs available including those operated through the County Mental Health.*
- 3. It is the college's intention by establishing this drug-free and alcohol abuse workplace requirement that all employees and students will be aware of and advised of the dangers and abuses of using illicit drugs or of abusing the use of alcohol and the college's commitment to maintain a drug-free and an abuse of alcohol-free campus.*
- 4. It is the intention of the college to, on an annual basis, make this policy and other information concerning the health risks associated with the use of illicit drugs and abuse of alcohol available to the employees and students.*

Approved by Board of Trustees - July 13, 1989, revised: May 10, 1990, revised: November 19, 2009

Enforcement of Federal and State Law

The college supports the enforcement of federal and state laws concerning the sale of alcoholic beverages or illegal drugs, underage drinking, and use and possession of illicit drugs. Penalties for the violation of these laws and the harm that these substances can cause can be found at <https://sc4.edu/about/consumer-information/>.

Substance Abuse Services

The college can refer its employees and students to services offered by a local substance abuse agency for the purpose of education, prevention, and assistance in rehabilitation. Interested employees can contact human resources in Room 206 of the Main Building, or by calling **810.989.5534**. Interested students can contact the student wellness manager in Room 209 of the Main building, or by calling **810.989.5834**. All inquiries are confidential. The college has a Drug and Alcohol Abuse Prevention Program (DAAPP) as required through the Drug-Free Schools and Campuses Act regulations (34 C.F.R. Part 86). The college disseminates the drug and alcohol policies and information to all students and employees on an annual basis. The DAAPP provides the campus community with details about the standards of conduct, policies, sanctions, legal penalties, and health information relating to drugs and alcohol. To access the full version of the DAAPP can be found at <https://sc4.edu/about/drug-policies>

Emergency Response and Evacuation

The college has taken steps to prepare for varying responses to emergency situations on campus, should they occur. Information on actions that can be taken regarding the safe evacuation from college buildings and facilities has been made available for students, faculty, and employees online and at the campus patrol office located in the College Center, Room C104. These materials provide helpful information for fire safety via “Know Your Route - Get Out!” presentation, active shooter in a “Run Hide Fight” curriculum, and what to do during inclement or severe weather or college closures. Training sessions are offered annually to staff and faculty. Campus patrol suggests that those within the campus community should take the time to familiarize themselves with these materials prior to an emergency or the need to evacuate, to increase their knowledge of actions that can be taken. Please visit <https://sc4.edu/> and click on the “Campus Safety Information and Resource” tab at the bottom of the page.

Should an emergency occur, it will be investigated by emergency first responders and/or campus patrol. Once campus patrol is aware of an emergency, a member of the crisis team or other assigned college administrator will respond to the scene. Once a significant emergency has been confirmed, the following will occur immediately:

- The responding college administrator will ensure that **911** has been called.
- The chief of staff will immediately assemble the crisis team which will determine the appropriate response and the appropriate segment of the campus that should receive notification of the event if needed.
- The crisis team will determine the content of the notification to be sent and how members of the campus should respond to the event unless it is determined that the message would compromise efforts to assist a victim, respond to, or mitigate an emergency.
- A member of the crisis team will direct campus patrol and/or the marketing/IT team to initiate and notify the campus community of the event without delay. Campus patrol may use tools identified in the “Methods to Make Public Notifications” section on page one of this report as appropriate for the emergency situation.

The college will test its emergency communication, response, and evacuation procedures at least once a year or more if deemed necessary, as directed by the crisis team. False alarms may occur and will be recorded as such. A record of testing will be published yearly in this report, along with the emergency response procedures. This report is posted annually to the campus community via the portal. Records of the testing will be maintained by the executive director of safety and compliance or his/her designee. In addition, the college will debrief incidents to evaluate campus response for self-improvement. These tests may be announced or un-announced.

Event Type	Date Time	Location	Announced or Unannounced
Fire Drill	3/9/2023 @ 8:10 AM	Clara E. Mackenzie Bldg.	Unannounced
Fire Drill	3/20/2023 @ 8:55 AM	Student Housing Huron (1)	Unannounced
Fire Drill	4/14/2023 @ 10:13 AM	Fine Arts Building	Unannounced
Fire Drill	5/24/2023 @ 2:21 PM	Student Housing Huron (2)	Unannounced
Fire Drill	5/19/2023 @ 9:34 AM	Health Sciences Building	Unannounced
Fire Drill	6/12/2023 @ 7:00 AM	College Center	Unannounced
Fire Drill	8/28/2023 @ 8:46 PM	Student Housing Huron (3)	Unannounced/After Sunset
Fire Drill	8/28/2023 @ 8:57 PM	Student Housing Bard (1)	Unannounced/After Sunset
Fire Drill	9/22/2023 @ 7:28 AM	Fieldhouse	Unannounced
Fire Drill	10/3/2023 @ 7:55 AM	Applied Technology Center	Unannounced
Fire Drill	10/13/2023 @ 8:00 AM	Main Building	Unannounced
Fire Drill	10/20/2023 @ 8:01 AM	North Building	Unannounced
Fire Drill	11/9/2023 @ 12:49 PM	Student Housing Bard (2)	Unannounced
Fire Drill	11/9/2023 @ 12:59 PM	Student Housing Huron (4)	Unannounced
InformaCast System Test	7/26/23	All Buildings: College Center, CEM, Fine Arts, North, AJT, ATC, Welcome Center, Fieldhouse, Physical Plant, College Housing & Main Building	N/A
Blue Light Emergency Phones Test	7/26/23	All Campus Locations	N/A

Note: Bard Street housing opened for occupancy on August 16, 2023

Sexual Assault Offenses

ST. CLAIR COUNTY COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

Name: *Violence Against Women Act (VAWA) – REPORTING OF SUSPECTED SEXUAL MISCONDUCT*

Effective: *July 1, 2015*

Revision Date: *August 12, 2024*

Initiator / Author: *Administrative Services/Student Services*

Related Board Policy: *2.1, Compliance*

Federal Regulation: *Violence Against Women Act (VAWA) – Campus Sexual Violence Elimination Act (SAVE)*

1.0 PURPOSE & DEFINITIONS

1.1 PURPOSE

The purpose of this guideline is to provide information and direction to staff, faculty and students at St. Clair County Community College (SC4) regarding the mandatory federal requirements related to the Violence Against Women Act amendments to the Clery Act; and to affirm the commitment of SC4 to the protection of the safety and welfare of the SC4 community. SC4 prohibits crimes of:

- *Sexual violence*
- *Dating violence*
- *Domestic violence*
- *Stalking*

1.2 AUTHORITY

The requirements addressed in this procedure implement the mandatory Violence Against Women Reauthorization Act of 2013 (VAWA) ([Pub. L. 113-4](#)), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) which expands rights afforded to campus survivors of sexual assault, domestic violence, dating violence and stalking as they apply to SC4. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S. C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

1.3 DEFINITIONS:

Definitions include but are not limited to the following when addressing sexual misconduct. Sexual misconduct is any action of a sexual nature that occurs without consent. VAWA Terms and Definitions.¹

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sex Offenses:

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

¹ Sources: FBI UCR Program, NIBRS User Manual, SRS FBI User Manual, 2013 Clery Center for Security on Campus; US Dept of Education Handbook for Safety and Security

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

- *A felony or misdemeanor crime of violence committed;*
- *By a current or former spouse or intimate partner of the victim;*
- *By a person with whom the victim shares a child in common;*
- *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or former intimate partner;*
- *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
- *By any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction of which the crime of violence occurred.*

Dating Violence

- *Violence committed by a person who is, or has been in a social relationship, romantic or intimate nature with the victim.*
- *The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- *For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
- *Dating violence does not include acts covered under the definition of domestic violence.*
- *Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.*

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person:

- *To fear for the person's safety or the safety of others;*
- *To suffer substantial emotional distress.*

For the purposes of this definition:

- *Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.*
- *Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*
- *Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.*

- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Hate Crimes

Include incidents of bias such as: race, gender, religion, sexual orientation, sex stereotypes, sex characteristics, ethnicity, disability, gender identity and national origin for the offenses of murder/non-negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, simple assault, intimidation, destruction/damage/vandalism of property.

Consent

Inflicting any sexual invasion/assault upon any person without that person's consent is prohibited. "Consent" requires actual words or conduct indicating a freely given agreement to have sexual intercourse, or to participate in sexual activities. The college community should be aware that, depending on the particular circumstances, previous sexual relationships or a current relationship between the persons involved, or silence or lack of protest does not necessarily constitute consent. Further, the degree of impairment of a person's ability to give or withhold consent (including, but not limited to, incapacity or helplessness caused by alcohol or any other drugs) may be introduced as pertinent information at any college disciplinary hearing.

***Employee** is defined as any person, who performs official duties on behalf of SC4, is compensated directly by the college, and is subject to the college's direction and control. It also means, all official volunteers; it does not include any other person or employees of independent contractors.²*

2.0 REPORTING REQUIREMENTS

*A victim of sexual assault may report the assault to the college's Campus Patrol at **810.989.5757**, to the Title IX Coordinator at **810.989.5509**, or Deputy Title IX Coordinator at **810.989.5622**.*

Prompt calls are encouraged. If the victim is unable to report the crime, it is the expectation of the college that anyone aware of the crime should report all known details to one of the individuals noted above as soon as possible.

The college will take all reasonable steps to investigate the reported sexual assault while maintaining confidentiality to the extent permitted by law.

A. Reporting requirements for SC4 employees

- 1. An oral report shall be made as immediately as is practicable, of the event that caused the employee to believe that a person on campus or at a college activity has been subject to sexual violence.

 - a. To the President of the college or to the person designated by the President to receive such reports ("the President's designee"). The President's designee is the Title IX Coordinator.*
 - b. A trained investigator shall be assigned as needed for investigation and shall provide confidentiality to the extent permitted by law.*
 - c. Assistance in reporting to law enforcement as required including but not limited to discussion with victims on reporting options.**

B. Reporting Requirement for All Other Persons

Members of SC4, to include staff, students and contractors on campus, are also required to report suspected sexual violence incidents as follows:

² Source: MCCRMA

1. *Such individuals shall report orally or in writing to:*

The Title IX Coordinator, when the suspected violation;

- *Took place in college facilities or on college property;*
- *Was committed by a current, former employee or volunteer of SC4;*
- *Occurred in connection with a college sponsored, recognized or approved program, visit, activity or camp, regardless of location;*
- *Took place while the victim was a registered student or visitor at the institution*

C. Reporting Victim Rights; Disciplinary Rights³

If a student or employee reports to the college that they have been a victim of sexual assault, domestic violence, dating violence or stalking, the college will provide them with a written explanation of their rights and options. The college can facilitate accommodations to the victim's academic, living, transportation, working situations, as well as with protective measures while maintaining confidentiality to the extent permitted by law after an alleged sexual assault, domestic violence, dating violence or stalking. Accommodations or protective measures can also be facilitated regardless if the victim chooses to report the crime to Campus Patrol, the Title IX Coordinator, Deputy Title IX Coordinator or to local law enforcement. The college will give notice of the options for those changes as necessary.

Procedures for filing, conducting, and/or appealing campus disciplinary actions in cases of alleged sexual assault, domestic violence, dating violence and stalking related offenses can be found at the college's website by visiting <http://www.sc4.edu/student-code-of-conduct/> or in the Student Handbook at <http://www.sc4.edu/catalog/>. The type of disciplinary proceeding deemed necessary, and the anticipated timelines will be determined based on the circumstances of the event from the Student Code of Conduct Violations and Due Process sections. The investigation shall be led by an individual free from any conflicts of interest relating to the allegations brought forth by the complainant. The proceedings will be prompt, fair, impartial, and conducted by contracted or college personnel assigned who have received annual training on investigating issues related to sexual assault, domestic violence, dating violence, and stalking. Whenever possible, efforts shall be made to complete the investigation as quickly as possible. Both the complainant and the accused will be given timely notification of meetings at which one or the other, or both, may be present and will be provided timely and equal access to information to be used during these meetings and/or hearings.

If disciplinary action is pursued for an alleged sexual assault, domestic violence, dating violence or stalking event through the college's procedures, both the victim and the accused are entitled to have others present during the proceeding in accordance with college policies and procedures. During a disciplinary proceeding, the standard of evidence used will be preponderance of the evidence. Both the victim and the accused shall be informed in writing of the outcome of the proceedings. If the alleged victim of the sexual assault, domestic violence, dating violence or stalking event is deceased as a result of the offense, the next of kin of the victim shall be informed of the proceeding. College disciplinary sanctions for offenders include reprimand or censure, probation, restrictions of privileges, loss or dismissal of course credit, denials or revocations of honors or degrees, suspension and expulsion, to include other sanctions which may be imposed in addition to those above. Students may be directed to have no contact with other students and/or may be forbidden to access specified areas of campus.

³ Source: VAWA checklist from Clery Center for Security on Campus

3.0 Prevention, Awareness and Education Program(s)

College shall include sexual assault, domestic violence, dating violence, and stalking policy statements, information in the Annual Security Report as required under the Clery Act.

College shall provide information focused on the prevention of dating violence, domestic violence, sexual assault and stalking in all employee and student orientations and make the information available in key locations throughout campus through communication forms such as printed brochures, online web and portal announcements, posters and digital displays on campus.

College shall conduct annual educational sessions on campus focused on the prevention of dating violence, domestic violence, sexual assault and stalking to include but not limited to guest speakers.

Educational Programs Content Outline:

*The college is committed to its attempt to provide a safe and secure environment. The awareness, prevention and survival of sexual assault, domestic violence, dating violence and stalking are an important aspect of this. Annually, in cooperation with academic departments, Campus Patrol and with other outside community and local government organizations, the college presents the **"Sexual Assault Awareness, Prevention and Survival Program"** in a campaign to increase the knowledge base of its students, employees and the campus community. In addition, the college distributes education brochures and includes information in any student orientations on VAWA-Sexual Misconduct.*

A sample education program outline follows:

Overview:

- *"Consent" definition education through portal announcements and posters.*
- *Current laws regarding sexual assault, domestic violence, dating violence, stalking, victim's rights and how they work in the legal system. Points of interest covered included notification by the victim to law enforcement in a timely manner for evidence retention, the differentiation of sexual assault charges, how they apply and penalties that arise from convictions to these various legal charges.*
- *Methods of risk reduction to avoid becoming a victim of sexual assault by means of "Date Rape Drugs" in public and social gatherings, plus the negative effects of these drugs on their victim's ability to recognize actions that may be leading to an assault, resist the assault or even remember the assault having occurred.*
- *Where and how to find help for sexual assault, domestic violence, dating violence and stalking through various community out-reach based groups and organizations.*
- *Safe and positive options for bystander intervention – actions that may be carried out by an individual or individuals to prevent harm or to intervene in situations of potential harm when there is a risk of sexual assault, domestic violence, dating violence or stalking against an individual. Effective bystander intervention empowers participants to recognize situations of potential harm by overcoming barriers to intervening and by identifying safe and effective intervention options. More information of bystander intervention can also be found online at "Step Up!" by clicking on: <http://stepupprogram.org/topics/sexual-assault/#scenario>.*

Should a Sexual assault, Domestic Violence, Dating Violence or Stalking Occur

In the event that a sexual assault, domestic violence, dating violence or stalking occurs, the victim should follow these steps:

- *Go to a safe place to protect yourself from further assault or injury.*
- *Contact law enforcement, or if necessary, an ambulance, immediately. Local, County and State Law Enforcement Agencies, to include emergency medical care can be summoned by **dialing***

9-1-1 on any phone or at **810.985.8115**. You can also call Campus Patrol **810.989.5757** who will be able to assist you in calling law enforcement and assist responding emergency personnel in arriving at your location.

- Seek medical examination and treatment if needed.
- ***For Sexual Assault Specifically*** preserve evidence by- abstaining from washing, changing your clothes, douching or disturbing any evidence of the assault.
- Refer to law enforcement to learn your rights as a victim and procedures for personal protection orders, or other similar orders issued by criminal or civil courts. The college can provide assistance in contacting the responsible jurisdiction.

Seek Counseling

Referrals for victims of sexual assault are available from the Student Wellness Manager located on second floor of the Main Building (**810.989.5834**) Further resources are on the college's website [Portal Link](#).

On Campus Resources

A victim of sexual assault may report the assault to the college's Campus Patrol at **810.989.5757**, to the Title IX Coordinator at **810.989.5765**, or Deputy Title IX Coordinator at **810.989.5622**.

Title IX Coordinator

Cori Krohn, Executive Director of Safety and Compliance / Title IX Coordinator
College Center Room C103
323 Erie Street, Port Huron, MI 48060
810-989-5509, cmkrohn@sc4.edu

Deputy Title IX Coordinator

Wesley Whetstone, Executive Assistant to the Chief of Staff/ Deputy Title IX Coordinator
Welcome Center Suite 175
323 Erie Street, Port Huron, MI 48060
810-989-5622, Wdwhetstone@sc4.edu

Off Campus Resources

- McLaren Port Huron 810.989.3300 Emergency Services
- Lake Huron Medical Center 810.985.1580 Emergency Services
- Saint Clair County Prosecutor's Office 810.985.2400 Criminal Sexual Conduct Unit
- Community Mental Health 888.225.4447

4.0 RESPONSIBILITIES OF THE INSTITUTION

SC4 shall take the following actions to implement the procedure and support compliance with Law requirements:

A. President's Designee

The President of the institution shall designate the person or persons to receive oral and written reports of suspected sexual violence from employees, students and others at the institution. The President's designee for SC4 is the Title IX Coordinator.

B. Information Dissemination

Employees, students and other members of the campus community shall be informed through employee or student handbooks, institution websites, portal and other appropriate means of communication of:

1. *The requirements of the procedure and this guideline and relevant law requirements;*
2. *Institution policies and procedures for compliance with the Law including but not limited to*
 - a. *Provision of written notice of rights and options to victims;*
 - b. *Notice of possible disciplinary actions;*
 - c. *Protection of victim confidentiality as permitted by law;*
 - d. *Written notice of procedures, appeals and final determinations.*

C. Training

Employees and students shall receive annual training in applicable requirements.

D. Administer Campus Climate Surveys

Upon completion of the Department of Education developed "Online Survey Tool For Campus Safety" the college will administer a campus climate surveys every two years on issues related to dating and domestic violence, sexual assault, sexual harassment, and stalking.

E. Cooperation with Other Agencies

The institution shall cooperate fully and appropriately with any investigation of sexual misconduct by a law enforcement agency. If the individual suspected of an act of sexual violence is an employee, student or contractor of the institution, the institution shall coordinate its own investigation or other activities in response to a report with the appropriate local agency.

F. Disciplinary Action

SC4 shall ensure that its own policies and procedures addressing alleged employee and contractor misconduct include provisions and measures to respond swiftly and appropriately to reports of suspected sexual violence.

G. Reporting to the Board of Trustees

The President shall inform the Board of any serious incident arising at an institution under this guideline, consistent with the confidentiality requirements of Federal and State Law.

Sex Offenders & Michigan Public Sex Offender Registry

The following information about sex offenders is provided in accordance with:

- The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.
- The Clery Act.
- The Adam Walsh Child Protection and Safety Act of 2006.

All sex offenders are required to register in the State of Michigan and to provide notice of each

institution of higher education in Michigan at which the person is employed, carries out a vocation, or is a student. Individuals from the campus community may access the Public Sex Offender Registry database maintained by the Michigan State Police Department. Individuals within the database may be sought by name, city, zip code, or county from which they are registered. The Public Sex Offender Registry can be accessed on the internet by visiting:

- http://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html
- <http://mdocweb.state.mi.us/otis2/otis2.html>

Written Disclosure

The college will, upon written request, simultaneously notify in writing both the accuser and the accused of the results of any institutional disciplinary proceeding that arises from an allegation of sexual misconduct, sexual harassment, or other crimes as required by law. The disclosure will include the outcome as to whether sexual misconduct or harassment occurred, any resulting sanctions and/or discipline imposed, as well as the college's procedures for appeal. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

For victims of dating violence, domestic violence, sexual assault, and stalking, the college will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community.

CLERY Crime Statistics

Annually, based on the calendar year, crime statistics are gathered for Clery reportable crimes as reported by multiple sources. These sources include campus patrol, CSAs through reports and an annual poll, student housing reports, and other various agencies in the law enforcement community. Once compiled, the Clery crime statistics are submitted to the SC4 Board of Trustees, the Department of Education, and ultimately published in this written report and to the college's website. Confidentiality is maintained in compliance with federal and state laws.

Law enforcement entities that were contacted to assemble these Clery crime statistics are listed below.

- Croswell Police: Statistics were provided, reviewed, and included in the totals.
- Brown City Police: Statistics were provided, reviewed, and are included in the totals.
- Sanilac County Sheriff's Office: Statistics were provided, reviewed, and included in the totals.
- Port Huron Police: Statistics were provided, reviewed, and are included in the totals.
- St. Clair County Sheriff's Office: Statistics were provided, reviewed, and included in the totals.
- Marysville: No report provided.

Unfounded Reports

The college may withhold or subsequently remove a reported crime from its crime statistics in the situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and,

based on the results of a full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” The college may not withhold or subsequently remove a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

Data Tables listed on pages 22-23

Criminal Offenses

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Murder and Non-Negligent Manslaughter	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Sex Offense Rape	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Sex Offense Fondling	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	1	1	0	0	0	1
Sex Offense Incest	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Sex Offense Statutory Rape	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Robbery	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Burglary	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Arson	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0

Hate Crimes: 2021: No hate crimes reported
 2022: One on-campus act of stalking with intimidation characterized by race bias will be counted in VAWA Offenses. The crime of intimidation is only counted if hate-driven and therefore added here under Criminal Offenses as one count of intimidation on campus characterized by race.
 2023: No hate crimes reported

College housing statistics reflect the number of reportable instances that occurred at college housing and is a subset of the totals for on-campus property.

The City of Marysville Police Department was non-reporting for 2022 statistics.

VAWA Offenses

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Domestic Violence, including any Dating Violence	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Stalking	2021	1	0	0	0	0	1
	2022	1	0	0	0	0	1
	2023	2	0	0	0	0	2

Hate Crimes: 2021: No hate crimes reported.

2022: One on-campus act of stalking with intimidation characterized by race bias. The crime of intimidation is only counted if hate-driven and therefore added under Criminal Offenses as one count of intimidation on campus characterized by race.

2023: No hate crimes reported.

College housing statistics reflect the number of reportable instances that occurred at college housing and are a subset of the totals for on-campus property.

The City of Marysville Police Department was non-reporting for 2022 statistics.

Arrest Liquor/Drug/Weapon

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Liquor Law Violation Arrests	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Drug Abuse Violation Arrests	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Weapons Possession Arrests	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0

College housing statistics reflect the number of reportable instances that occurred at college housing and are a subset of the totals for on-campus property.

The City of Marysville Police Department was non-reporting for 2022 statistics.

Referred for Disciplinary Action

Offense	Calendar Year	On-Campus	College Housing	Non-Campus	Public Property	Un-Founded	Total
Liquor Law Violation Referred Disciplinary Action	2021	2	2	0	0	0	2
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Drug Abuse Violation Referred Disciplinary Action	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Weapons Possession Referred Disciplinary Action	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0

College housing statistics reflect the number of reportable instances that occurred at college housing and are a subset of the totals for on-campus property.

Annual Fire and Safety Report

Description of On-campus College Housing Fire Safety Systems.

SC4 College Housing Huron Street	Fire Alarm Make Model	Fire Alarm System	Smoke Alarm Detection	Auto Sprinkler Coverage	Fire Dept. Notification
514 Huron	Simplex, Model 4100ES	Yes	Building and individual rooms hardwired for reporting detectors	Full*	Pull station, sprinkler, smoke activation.
SC4 College Housing Bard Street	Fire Alarm Make Model	Fire Alarm System	Smoke Alarm Detection	Auto Sprinkler Coverage	Fire Dept. Notification
305 Bard	Simplex, Model 4100ES	Yes	Building and individual rooms hardwired for reporting detectors	Full*	Pull station, sprinkler, smoke activation.

*Full sprinkler coverage consists of sprinklers in common areas and individual rooms.

Tampering with any fire system, fire alarm reporting system, or fire suppression system is prohibited. This includes falsely activating fire pull stations, covering or disabling smoke detectors or sprinklers, or silencing individual horns in rooms or hallways. No person should falsely report a fire or interfere in any way with emergency responders, or act in a way that fails to conform to established safety regulations.

Fire Safety Education and Training

It is the responsibility of the coordinator of college housing to train resident assistants (RAs) on emergency procedures and general safety requirements.

RAs receive training for the safety of the housing occupants. RA training covers the duties that require their participation in all scheduled fire drills, the gathering of residents at the evacuation location, and the checking of those residents against a floor plan/roster. RAs are trained to ensure that all passageways, stairwells, hallways, and exits are always kept clear. Procedure for conducting fire watch rounds is also covered. Training is also conducted for the response to a smoke or fire event. Training includes actions to be taken by the RA and the notifications to be made to residents for evacuation, 911 emergency services for response, and the Coordinator of College Housing for follow-up procedure.

Student residents receive their fire safety and evacuation training at orientation. Topics include issues concerning fire prevention, fire pull station locations, fire evacuation procedures, points of egress from the building and meeting locations after safely evacuating the building. Also covered through training or educational materials are exclusions from college housing, such as prohibited heat-generating devices, open flames, etc. to decrease the risk of a smoke or fire event.

Fire Drills

The City of Port Huron has adopted the International Fire Code 2015. For on-campus housing in a dormitory this code requires a fire drill to be conducted:

- Within 10 days of the start of classes.
- One drill conducted while school is in session and held between the hours of sunset and sunrise.
- A total of four drills annually, conducted at varying times and days.

Fire drills are held with sufficient frequency to familiarize the occupants with many types of fire hazards and to establish conduct of the drill as a matter of routine. Drills are conducted during peak occupancy periods and include procedures to ensure that occupants participate. These drills are held in cooperation with the executive director of safety and compliance and the student housing staff. An evaluation is made of each drill in regard to safety and compliance. False alarms, even those that lead to the evacuation of student housing, are not counted as drills.

Event Type	Date Time	Location	Announced or Unannounced
Fire Drill	3/20/2023 @ 8:55 AM	Student Housing Huron (1)	Unannounced
Fire Drill	5/24/2023 @ 2:21 PM	Student Housing Huron (2)	Unannounced
Fire Drill	8/28/2023 @ 8:46 PM	Student Housing Huron (3)	Unannounced- after dark
Fire Drill	11/9/2023 @ 12:59 PM	Student Housing Huron (4)	Unannounced
Fire Drill	8/28/2023 @ 8:57 PM	Student Housing Bard (1)	Unannounced- after dark
Fire Drill	11/9/2023 @ 12:49 PM	Student Housing Bard (2)	Unannounced

Note: Bard Street housing opened for occupancy on August 16, 2023

Evacuation in Case of Fire

KNOW YOUR ROUTE

Before you encounter a fire situation, plan ahead by knowing your housing space and know the best exits available. Evacuation route maps depicting two evacuation routes are on every dormitory room door. Take the time to learn the locations of fire pull stations, and fire extinguishers.

GET OUT

If you see fire; if you hear the fire alarm; if you see or smell smoke; or if you hear someone yelling fire; Get Out! Evacuate the building immediately offering assistance to others if you can. Don't slow your leaving the building by trying to take your belongings. On your way out of the building, pull the fire alarm pull station, if it is safe to do so, to alert others.

Once safely outside, call **911** and then Campus Patrol at **810.989.5757 or extension 5757**. For Huron Street Housing assemble at Andrew Murphy Ave. between Michigan St. and Huron St. if it is safe to do so. For Bard Street Housing assemble in the northwest corner of the city parking lot adjacent to the housing building if safe to do so. If not, assemble in a group if you can away from the fire and smoke. Encourage others who may be endangered to join you if it is safe to do so.

Disabled individuals who cannot use stairs can remain in their room with the door closed. Notify college housing personnel or campus patrol of these individuals as soon as you are safely out of the building. The Coordinator of College Housing, on duty RA staff member, or other responsible staff member will provide information about these individuals to responding emergency personnel.

Never re-enter the building for any reason until receiving an “all clear” from responding fire personnel or a responsible staff member of the College.

Portable Electric Appliances, Open Flames

The cooking of food in on-campus housing is allowed only in the Huron Street commons kitchen area. This area is provided as a convenience for residents as a self-serve area to prepare meals beyond a microwave option, but less than a full-service kitchen. The Huron Street commons kitchen is not designated as a large-scale meal preparation area and is limited in function. The use of portable electrical appliances such as hot coffee makers or rice cookers without an automatic shut-off, popcorn poppers, slow cookers, toasters of any kind, refrigerators over 5.5 cubic feet, or any appliance with an exposed element/flame is prohibited. Other devices such as space heaters, electric blankets, halogen lamps/bulbs, heating pads without an automatic shutoff, and humidifiers are also prohibited.

Open flames such as candles, the burning of incense, or the use and/or storage of grills, charcoal and/or charcoal starting fluid, propane tanks, smokers etc. is prohibited in all college housing and on all college housing grounds.

For the safety and security of housing residents, guests, staff, and housing facilities, the college reserves the right to remove additional items not mentioned on a case-by-case basis. If a resident has a question or concern as to what items are and are not permissible, the resident should contact the coordinator of college Housing or refer to their SC4 Housing Residential Agreement.

Smoking

College policy (2.13) recognizes the dangers created by smoking and prohibits the use of any tobacco products, whether smoking, chewing, vaping, or otherwise anywhere on the college campus. The college’s campus includes all college housing, buildings, building entrances, sidewalks, parking lots, and common areas on campus property.

Residents may be subject to the housing mediation process for smoking inside or on housing property. Additionally, the smell of smoke inside a suite, which indicates smoking in the suite has occurred, also makes residents eligible for the housing mediation process. Any evidence of smoking discovered inside or outside of any suite will result in a substance-free policy violation.

This policy also includes the smoking of marijuana (illegal and legal use) and chewing tobacco spitting containers. Students will be subject to the housing mediation process and legal processes for the smell or detection of marijuana (including for medicinal or other legal purposes) inside any housing suite.

Reporting Extinguished Fires

Should a college employee or student learn of an extinguished fire that had occurred at college housing, that occurrence must be reported promptly to campus patrol, the coordinator of college housing, or the executive director of safety and compliance (this does not include active fires that are addressed in the previous section). Notification of these extinguished fires will help to ensure that they are included in the annual fire report. Reporting also allows the opportunity to apply future preventative action education upon review of the event with appropriate parties. All evidence for any fire not known to be accidental (such as

a cooking fire) must be considered by the Clery Compliance Officer, designated to make such determinations.

Plans to Improve

There are no fire safety improvements scheduled at this time.

CLERY Fire Statistics

Annually, fire statistics are gathered for Clery reportable fires as reported by employees, students, fire alarm monitoring companies, or the greater campus community. Once compiled, the Clery fire statistics are submitted to the SC4 Board of Trustees, the Department of Education, and ultimately published in this written report and to the college’s website.

Fire Statistics

	Residence Facility	Total Fires	Fire Number	Nature/Cause	Injuries Requiring Treatment at a Medical Facility	Fire Related Deaths	Value of Property Damage
2021	514 Huron	0	0	N/A	N/A	N/A	N/A
2021	305 Bard	N/A	N/A	N/A	N/A	N/A	N/A
2022	514 Huron	0	0	N/A	N/A	N/A	N/A
2022	305 Bard	N/A	N/A	N/A	N/A	N/A	N/A
2023	514 Huron	0	0	N/A	N/A	N/A	N/A
2023	305 Bard	0	0	N/A	N/A	N/A	N/A

No statistics reported for Bard Street housing in 2021 and 2022, as it was not opened for occupancy until August 16, 2023

Current Policies

All policy statements contained in this Annual Security Report / Fire Safety Report are current at the time of publishing. For any updates, please contact the executive director of safety and compliance at 810-989-5509 or cmkrohn@sc4.edu.

Sex Offense Definitions

As defined by the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR, The Handbook for Campus Security Reporting 2016 Edition

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Used for determining reportable Clery crime statistics. As defined by 2013 Clery Center for Security on Campus; US Dept. of Education Handbook for Safety and Security.

Crime Definitions

As defined by the Summary Reporting System User Manual from the FBI's UCR Program

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Drug Abuse Violations

Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Hate Crimes

As defined by the US Dept. of Education Handbook for Campus Safety and Security Reporting 2016

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible forms of bias, under the Clery Act, only the following eight categories are reported: race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Hate Crimes include incidents of bias for the offenses of: murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, simple assault, intimidation, destruction/damage/vandalism of property.

Liquor Laws

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Manslaughter by Negligence

The killing of another person through gross negligence.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapons

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

VAWA Definitions

As defined by the Violence Against Women Act (VAWA) of 1994

Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking

Engaging is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, to suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts, including but not limited to acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Clery Definitions

As defined by the Federal Register Vol. 79, No. 202, Part III, Dept. of Education, 34 CFR Part 668
Violence Against Women Act: Final Rule.

Awareness Programs

Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

On-going Prevention and Awareness Campaigns

On-going prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs

Primary prevention programs, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Proceeding

Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Unfounded Reports

A criminal report or internal investigation report excluded from the annual security report, or removed from its previously reported statistics following a complete and thorough investigation of the evidence by a sworn or commissioned law enforcement official or an internal College official that determined the reported crime was not completed or attempted in any manner, failed to meet the elements of the offense, or were improperly classified as a crime.

Clery Geography Definitions

As defined by the 2013 Clery Center for Security on Campus; US Dept. of Education Handbook for Safety and Security.

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, or those frequently used by the students and those that support institutional purposes such as a food vendor or retail vendor.

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

***Minutes of Special Meeting/Retreat Held Friday, September 13, 2024
Welcome Center - Room 150***

CALL TO ORDER:

Chair Niver called the special meeting/retreat to order at 8:30 a.m.

ROLL CALL:

Members Present

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

Members Absent

at Roll Call: n/a

Also Present: Kirk Kramer, Becky Gentner

Adoption of Agenda

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

Motion carried: 7-0

Mission/Vision/Values Feedback

Trustees received an update. Action was not taken.

President's Compensation

Discussion took place. Action was not taken.

Property Update

Trustees received an update. Action was not taken.

DEI and Land Acknowledgement

Discussion took place. Action was not taken.

***Trustee Lusk left the meeting at 11:20 a.m.

Policy and Procedures

Discussion took place. Action was not taken.

Minutes of Special Meeting/Retreat September 13, 2024
Page 2.

Adjournment

It was moved by Ms. Robbins, seconded by Ms. Ryan, that the Board take action to adjourn the special meeting/retreat at 11:30 a.m.

Motion carried: 6-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Dr. Karen Niver
Board Chair

DRAFT

FINANCIAL REPORTS



St. Clair County Community College

FINANCIAL REPORTS

**Board of Trustees Meeting
October 10, 2024**

ST. CLAIR COUNTY COMMUNITY COLLEGE

FINANCIAL REPORTS

- Report A 2024-2025 General Fund Operations
for the period ending September 30, 2024 and 2023
- Report B 2024-2025 General Fund Budget to Actual
for the period ending September 30, 2024
- Report C Current Funds Cash Flow Projection
for October 2024
- Report D Building and Site Fund
for the period ending September 30, 2024
- Report E Maintenance and Replacement Fund
for the period ending September 30, 2024
- Report F Technology Fee Fund
for the period ending September 30, 2024
- Report G Bills Paid
for September 2024
- Report H Quarterly Investment Activity
July 1, 2024 - September 30, 2024

ST. CLAIR COUNTY COMMUNITY COLLEGE

2024-2025 General Funds Operations Report
for the period ending September 30, 2024

	Monthly <u>9/30/2024</u>	Monthly <u>9/30/2023</u>	Year-to-Date <u>9/30/2024</u>	Year-to-Date <u>9/30/2023</u>
<u>Revenue</u>				
Tuition and Fee Payments (current fiscal year)	\$ 4,965,445	\$ 4,139,853	\$ 7,636,461	\$ 7,680,570
Property Tax	604,260	1,263,599	2,467,729	2,491,876
State Aid	-	-	-	-
Other Income	24,563	115,205	155,338	245,408
Total Revenue	<u>\$ 5,594,268</u>	<u>\$ 5,518,657</u>	<u>\$ 10,259,528</u>	<u>\$ 10,417,854</u>
<u>Expenditures</u>				
Salaries and Wages	\$ 1,281,314	\$ 1,227,801	\$ 2,949,430	\$ 2,886,970
FICA/Retirement	430,098	393,640	1,013,551	949,917
Fringe Benefits	224,874	146,341	480,640	567,126
General Insurance	57,967	8,429	180,972	180,248
Utilities and Postage	93,054	97,655	199,163	209,823
Transfers: Designated Funds	-	-	-	-
Operational Expenditures	412,240	447,948	1,276,114	1,257,996
Restricted, Matching and Bond Retirement	27,758	278,534	276,939	292,732
Unappropriated	-	-	-	-
Total Expenditures	<u>\$ 2,527,305</u>	<u>\$ 2,600,348</u>	<u>\$ 6,376,809</u>	<u>\$ 6,344,812</u>

Monthly reports are interim and not inclusive of adjustments made for final year-end results.

ST. CLAIR COUNTY COMMUNITY COLLEGE

2024-2025 General Fund Budget to Actual Report
for the period ending September 30, 2024

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<u>Revenue</u>			
Tuition and Fee Payments (current fiscal year)	\$ 16,400,000	\$ 7,636,461	46.56%
Property Tax	12,600,000	2,467,729	19.59%
State Aid	8,400,000	-	0.00%
Other Income	500,000	155,338	31.07%
Total Revenue	<u>\$ 37,900,000</u>	<u>\$ 10,259,528</u>	27.07%
<u>Expenditures</u>			
Salaries and Wages	\$ 16,800,000	\$ 2,949,430	17.56%
FICA/Retirement	5,820,000	1,013,551	17.41%
Fringe Benefits	3,170,000	480,640	15.16%
General Insurance	310,000	180,972	58.38%
Utilities and Postage	1,600,000	199,163	12.45%
Transfers: Designated Funds	3,800,000	-	0.00%
Operational Expenditures	4,850,000	1,276,114	26.31%
Restricted, Matching and Bond Retirement	1,000,000	276,939	27.69%
Unappropriated	550,000	-	0.00%
Total Expenditures	<u>\$ 37,900,000</u>	<u>\$ 6,376,809</u>	16.83%

Monthly reports are interim and not inclusive of adjustments made for final year-end results.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Current Funds Cash Flow Projection Report
for October 2024

Cash on Hand and Investments		\$	26,944,915	
<u>Anticipated Receipts</u>				
State Aid	\$	760,555		
Tuition and Fees		2,000,000		
Property Taxes		475,000		
Miscellaneous		<u>70,000</u>	<u>3,305,555</u>	\$ 30,250,470
<u>Anticipated Disbursements</u>				
Payroll FICA 10/04/24	\$	706,000		
Payroll FICA 10/18/24		710,000		
Retirement		354,000		
Fringe Benefits		254,880		
Accounts Payable		<u>400,000</u>		<u>2,424,880</u>
Projected Balance as of October 31, 2024				<u>\$ 27,825,590</u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Building and Site Fund Report
for the period ending September 30, 2024

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
<u>23- 24 Continuing Projects</u>				
Construction Management Services	\$ 148,085	\$ -	\$ 148,085	\$ -
Electrical Maintenance	715,444	-	715,444	-
HVAC Project	40,308	-	40,308	-
Student Housing - Bard Street	5,845	5,845	-	-
 <u>24- 25 Projects</u>				
South Campus Project	103,900	-	103,900	-
Other Projects	5,550	2,700	2,850	-
Dental Clinic Project	198,538	198,538	-	-
Electrical Maintenance	265,000	-	-	265,000
HVAC Project	5,350	-	5,350	-
Student Housing - Bard Street	2,392	-	-	2,392
Total Projects	<u>\$ 1,490,412</u>	<u>\$ 207,083</u>	<u>\$ 1,015,937</u>	<u>\$ 267,392</u>

FUND BALANCE

Fund balance 07/01/24***	\$ 5,879,127
Add: Transfers from General Fund	-
Less: 24/25 Project Budgets	<u>(580,730)</u>
Ending Fund Balance 09/30/24	<u>\$ 5,298,397</u>

***Note:

Carryforward balances before
closing entries for 2023-2024 year.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Maintenance and Replacement Fund Report
for the period ending September 30, 2024

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
<u>23-24 Continuing Projects</u>				
Furniture	41,267	41,267	-	-
Painting	17,355	10,625	-	6,730
Plumbing	4,800	4,800	-	-
HVAC	208,375	20,575	187,800	-
Code Requirements	19,350	19,350	-	-
Signage	2,040	2,040	-	-
Roofing	11,900	11,900	-	-
Doors	1,294	1,294	-	-
Engineering Services	64,800	-	-	64,800
Other Operating Projects	18,600	18,600	-	-
<u>24-25 Projects</u>				
Furniture	38,151	33,395	3,123	1,633
Painting	21,625	14,545	7,080	-
Plumbing	21,313	6,379	13,621	1,313
HVAC	237,026	69,151	114,945	52,930
Code Requirements	32,720	-	32,720	-
Signage	13,786	375	6,164	7,247
Flooring	8,770	8,769	-	1
Electrical Maintenance	52,252	52,252	-	-
Doors	5,898	267	5,630	1
Equipment	332	-	332	-
Engineering Services	64,800	22,680	42,120	-
Other Operating Projects	44,043	8,495	35,548	-
Total Projects	\$ 930,497	\$ 346,759	\$ 449,083	\$ 134,655

FUND BALANCE

Fund balance 07/01/24***	\$ 2,271,432
Add: Transfers from General Fund	-
Less: 24/25 Project Budgets	(540,716)
Ending Fund Balance 09/30/24	<u>1,730,716</u>

***Note:

Carryforward balances before
closing entries for 2023-2024 year.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Technology Fee Fund Report
for the period ending September 30, 2024

	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered</u>	<u>Balance</u>
<u>Projects</u>				
<u>23-24 Continuing Projects</u>				
Software Licenses/Services	\$ 9,049	\$ 9,049	\$ -	\$ -
Other Projects	80,518	76,623	3,895	-
Technology Contracts	2,118	2,118	-	-
Hardware	119,246	119,246	-	-
Internet Services	5,000	5,000	-	-
 <u>24-25 Projects</u>				
Software Licenses/Services	646,049	508,090	119,537	18,422
Other Projects	57,984	33,896	23,831	257
Technology Contracts	9,600	-	9,600	-
Hardware	22,725	4,424	18,301	-
Internet Services	62,000	16,847	45,153	-
Network Infrastructure	67,200	16,800	50,400	-
 Total Projects	 <u>\$ 1,081,489</u>	 <u>\$ 792,093</u>	 <u>\$ 270,717</u>	 <u>\$ 18,679</u>

- -

FUND BALANCE

Fund balance 07/01/24***	\$ 2,730,792
Add: Transfers from General Fund	-
Less: 24/25 Project Budgets	<u>(865,558)</u>
Ending Fund Balance 09/30/24	<u>\$ 1,865,234</u>

***Note:

Carryforward balances before
closing entries for 2023-2024 year.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Bills Paid Report
for September 2024

Total Amount for Bills Paid	\$ 1,532,579
Payroll and Associated Taxes:	
for September 6, 2024	621,463
for September 20, 2024	<u>707,228</u>
Total Expenditures for September 2024	<u><u>\$ 2,861,270</u></u>

ST. CLAIR COUNTY COMMUNITY COLLEGE

Quarterly Investment Activity Report
July 1, 2024 - September 30, 2024

Current

<u>Descripton</u>	<u>Institution</u>	<u>Purchase</u>	<u>Maturity</u>	<u>Amount</u>	<u>Rate</u>	<u>Interest Earned</u>
None						

Endowment

<u>Descripton</u>	<u>Institution</u>	<u>Purchase</u>	<u>Maturity</u>	<u>Amount</u>	<u>Rate</u>	<u>Interest Earned</u>
None						

COMMUNICATIONS AND PETITIONS



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE: October 3, 2024
TO: Board of Trustees
FROM: Kirk A. Kramer
SUBJECT: October 2024 Communications

NEWS

- Kirk, Pete, and an SC4 student, Acer Campbell, attended an Aerospace Industry Association of Michigan Event's AEROOne conference on September 4 in Rochester, Michigan. Kirk spoke as part of an aerospace education panel titled "A Much Needed Discussion Between Industry and Academia" and Acer, the only community college student on the student panel, spoke as part of a panel titled "Discussion between Industry and Students."
- Based on the campus climate survey group discussion and recommendation in Winter 2024, a survey tool from PACE was open September 9-27.
- A welcome back event for TRIO students was held on September 10.
- Instructor Platzer discussed [SC4's criminal justice program](#) in his interview with Thumbcoast TV's Terry Harrington on September 11.
- Skippers Wheelchair Basketball hosted free Try-it Clinics.
- A voter registration drive was held in SC4's library as part of SC4's observance of Constitution Day on September 16 and 17.
- [SC4 Faculty Spotlight—Colleen Forsgren](#)
- SC4 was awarded Gold Status as a Veteran-Friendly School (VFS) for its dedication in supporting military-connected learners. This is the highest honor awarded by the Michigan Veterans Affairs Agency (MVAA).



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

- Professor Becky Lubbers discussed the [Naturalization Ceremony](#) with WPHM's Paul Miller on September 11.
- In collaboration with the U.S. Citizenship and Immigration Services team, SC4 hosted a [Naturalization Ceremony](#) in the SC4 Fieldhouse on September 17 with 150 people from 42 countries becoming U.S. citizens.
- Faculty, staff, and students had an opportunity to meet SC4's international students on September 12 in the Welcome Center. A new international club was formed and events are being planned.
- The Lexington Bach Quartet performed on September 12 in the SC4 Fine Arts Theatre.
- SC4 was awarded \$300,000 from the Ralph C. Wilson Jr. Foundation through the Detroit Drives Degrees Community College Collaborative (D3C3) to support intentional work with Port Huron and Yale School Districts.
- The Accreditation Commission for Education in Nursing (ACEN) was on campus for a site visit the week of September 16.
- A tailgate party for all faculty, staff, and their families/guests was held on September 18 at Skippers Soccer Field.
- TRIO kicked off the semester with its first cultural event on September 19 at Mirepoix Cooking School in Royal Oak, Michigan, and enjoyed a hands-on culinary techniques experience with professional chefs.
- In preparation for SC4's MLK Celebration on January 20, 2025, New Beginnings Theatre held a casting call on September 20.
- The Radiologic Technology Program received full accreditation for the next five years through the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program Director Laura Sonntag led the reaccreditation effort with faculty members Christine Yntema and Linda Ziolkowski.
- A birthday celebration for faculty and staff with birthdays in July, August, and September was held September 24.



ST. CLAIR COUNTY COMMUNITY COLLEGE

Office of the President

- The SC4 InterVarsity Club sponsored a See You at the Pole™ gathering, an annual community and worldwide event of student prayer for our college, family, friends, and community on September 25 at the flagpole in front of the SC4 College Center.
- Instructor Jacob Vinson was awarded Best of Artist Category: Educator at the Michigan Ceramics Biennial Exhibition and Competition on September 28 for his piece *Post-Brick IV*.
- An opportunity for faculty and staff to provide [feedback](#) on the mission, vision and values of SC4 was posted.
- SC4's representatives in the MCCA Leadership Academy for the 2024-2025 school year are Jessica Brown and Jessica Smith.
- SC4 sports [rosters, schedules, and results](#) are posted on SC4's website.
- [Fall registration](#) is open.

UPCOMING EVENTS

- The Collectively Independent Faculty Art Exhibition is currently displayed through October 25 in SC4's Fine Arts Building. Faculty members participating in the exhibition are Jen Barker, Sarah Flatter, Jacqueline Mahannah, Jason Palmer, Mark Rummel, Elizabeth Sevick, Danny VanZandt, and Jacob Vinson.
- SC4, in collaboration with the Hispanic Alliance of Southeast Michigan, is hosting the Hispanic Heritage Month Celebration on Thursday, October 3 at 6 p.m. in the College Center Atrium. The theme is "Juntos Podemos" Together We Can!
- The 4th annual Wolverine Invitational will be held in the SC4 Fieldhouse on October 4, 5, and 6. The 8 p.m. game on Friday, October 4 will feature SC4 versus the University of Michigan.
- Student Government is sponsoring Pizza and Pups for students, faculty and staff on Wednesday, October 9 on SC4's Greenway.
- Folk/Acoustic Guitarist Maria Rose will perform on Thursday, October 10 at noon and again at 7 p.m. in the SC4 Fine Arts Theatre.



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

- The SC4 Symphonic Band will perform its “Sitting Too Close to the T.V.” concert on Saturday, October 19 at 7 p.m. in the SC4 Fine Arts Theatre.
- SC4 Student Government is sponsoring Fall Kick Back for students, faculty and staff on Wednesday, October 30 on SC4’s Greenway.
- SC4’s theatrical production of *Fantastic Mr. Fox* will be held Friday, November 1 at 7 p.m. and Saturday, November 2 at 1 p.m. in the SC4 Fine Arts Theatre.
- SC4 is hosting a Native Indigenous American Celebration on Thursday, November 7 at 6 p.m. in the SC4 Fine Arts Theatre.
- SC4 sports [schedules](#) are posted on SC4’s website.
- Information sessions for SC4’s health care programs are currently scheduled for each month.

Additional SC4 news and photos available: [Facebook](#) [Twitter](#) [Instagram](#) [Flickr](#) [YouTube](#)

**REPORTS AND
RECOMMENDATIONS
OF THE PRESIDENT**



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; October 3, 2024

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Acceptance of Fiscal Year End Audit Report

It is the recommendation of administration that the Board take action to accept the 2023-2024 audit report as presented by Rehmann.



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE: October 3, 2024
TO: Board of Trustees
FROM: Kirk A. Kramer
SUBJECT: Acceptance of Gifts

It is the recommendation of administration that the Board take action to approve the following donations:

- \$400 from Brian and Carrie Bearss for the Challenger Learning Center/STEM Fest 2025
- \$500 from Becky Gentner for the Challenger Learning Center/STEM Fest 2025
- \$500 from Spencer Hazlewood for the Challenger Learning Center/STEM Fest 2025
- \$500 from Chris and Anne Hilton for the Challenger Learning Center/STEM Fest 2025
- \$500 from Pete and Deb Lacey for the Challenger Learning Center/STEM Fest 2025
- \$500 from Sarah Rutallie for the Challenger Learning Center/STEM Fest 2025
- \$2,000 from the SC4 Foundation for Athletics



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; October 3, 2024

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Annual Capital Outlay Report

It is the recommendation of administration that the Board take action to accept the Annual Capital Outlay Report.

SC4

St. Clair County Community College



Five-Year Capital Outlay Report 2026-2030 October 2024

Table of Contents

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I. Mission Statement

<https://sc4.edu/office-of-the-president/strategic-vision/>

Mission: Maximize student success.

Vision: Create an academic and cultural environment that empowers students to succeed.

Value Statements:

- **Commitment to Excellence**

Our academic programs and support services provide the best opportunity for students to achieve their goals.

- **Innovation**

We provide state-of-the-art educational experiences by anticipating the needs of our community.

- **Integrity**

Honesty and transparency guide how we treat students, employees and the community.

- **Leadership**

We lead economic and cultural development by remaining accountable to our students, community and stakeholders.

- **Diversity**

We create a healthy learning environment by embracing the differences in others.

In support of the mission, the following Strategic Priorities have been identified:

- **Growth**

The College will meet demand with relevant programs for current and future needs.

- **Sustainability**

The College will ensure it will remain relevant and are recognized for adding value in our community and the educational landscape.

- **Community**

The College recognizes that, as an educational institution, it has an obligation to its constituencies and opportunities for significant impact.

The mission, vision, values, and priorities of St. Clair County Community College guides the college when selecting specific objectives and when evaluating recommendations through planning processes.

II. Instructional Programming

St. Clair County Community College has been helping students succeed for over 100 years. SC4 is committed to maximizing the success of our students and is focused on helping students achieve their educational goals. Student success is measured by more than just a graduation rate. The College's purpose is an educational experience that leads to success at SC4 and beyond. Providing students with the necessary tools to succeed on their journey to an educational career achievement is a core function of SC4.

St. Clair County Community College offers approximately 46 associate degree and certificate programs and 28 transfer options. Programs are reviewed by faculty on a scheduled, annual basis to ascertain applicability and appropriateness for the local economy. Advisory committees, comprised of local community leaders, meet regularly to guide and fine-tune occupational programming to ensure relation to employer needs. Monitoring and assessment of transfer success gives feedback to academic programs as to university requirements for student preparation. Assessment of student learning in courses is a key component to maintaining high-quality education programs.

Staff and training for online courses are included in the budget to accommodate the need for online courses. The College offers 15 fully online degree and certificate programs. Courses, certificate programs, and degree programs are continually reviewed for additional online opportunities. Technology is reviewed on an ongoing basis to ensure hardware and software are appropriate to meet the needs of the online learning environment. SC4 has staff dedicated to instructional support for online courses. A resource room is available to support faculty development in the use of technology in teaching.

Classes are offered weekdays, evenings, and online. Having appropriate laboratory, multimedia, and flexible classrooms is an objective to move the College toward mission fulfillment. Space allocation for programs is an ongoing assessment.

To meet facility needs in the region, SC4 completed renovation to a building dedicated to support Health Science programs by creating a simulated medical facility with active learning spaces that replicate real-life medical scenarios and environments. By expanding on this change to create additional health science practice and teaching labs, diagnostic equipment training labs, simulation labs and state-of-the-art classrooms, SC4 continues the renaissance of campus spaces to match current and relevant community needs.

a. Describe existing academic programs and projected programming changes during the next five years, in so far as academic programs are affected by specific structural considerations (i.e. laboratories, classrooms, current and future distance learning initiative, etc.).

Upgrading and maintaining skills labs will continue to be a need and priority for academic infrastructure. For example, SC4's Skilled Trades programs currently include Electronics, Engineering, Graphics/CAD, Mechatronics, Precision Machining, and Welding and Fabricating. These programs produce skilled workers in occupations such as CNC machinists, welders, engineering technicians, industrial machinery mechanics, mechanical drafters, and millwrights, which are included on the State of Michigan's list of high-demand, high-wage

occupations through 2026. Reviewing program needs against maintenance needs in an aging facility allows the college to maximize resources available for improvements.

Updated labs closely replicating real-world work environments provide learning environments that increase student engagement and foster collaboration. The ongoing technology improvements and redesign of learning spaces will address changes in the industry.

Simulation or active learning is based on creating scenarios that are most like real-world experiences. By forming spaces that range from relative replication to complete facsimile, St. Clair County Community College is able to appropriately tailor learning to the experience level and aptitude of the learner.

Overall, incorporating a simulation instructional component and advanced technology into learning spaces has a direct influence on the reduction of errors, increases competency, and boosts engagement while in the classroom.

b. Identify the other unique characteristics of each institution's academic mission. For Community Colleges: Two-year degree and certificated technical/vocational training; workforce development activities, adult education focus, continuing or lifelong educational programming, partnerships with intermediate school district(s), community activities; geographic service delivery area(s); articulation agreements or partnerships with four-year institutions, etc.

Michigan New Jobs Training Program (MNJTP)

The Michigan New Jobs Training Program, which allows community colleges to provide training for employers that are creating new jobs and/or expanding in Michigan, is providing opportunities for area employers to provide training through SC4. The training is paid for by capturing the state income tax associated with the employee's wages.

Student Success

SC4 provides students with academic assistance to help them succeed. Support includes academic advising, disability services, library services and resources, veterans support, tutoring and TRIO Student Support Services. SC4's Academic Achievement Center helps students with free tutoring (drop-in, scheduled, and online), career information, Internet research, and computer-aided tutorials. The College operates a Writing Center and Math Center with the express purpose of providing support for students in critical basic academic skills.

Veterans Support

SC4 provides dedicated staff to provide U.S. active-duty personnel, military veterans, select reservists and their dependents with assistance and information about available education benefits, including local, state, and federal veteran resources and programs.

Tutoring

Students and faculty offer free tutoring on every SC4 subject. The Math Center offers specialized tutoring for all math classes. The Writing Center offers tutoring and assistance with every step of the writing process.

TRIO Student Support Services

SC4's TRIO Student Support Services provides personalized support to help students succeed in college. The program is focused on increasing student retention, graduation, and transfer to four-year institutions. Students who qualify for TRIO are first-generation college students or eligible for federal funding such as the Pell Grant or have a documented disability. TRIO is funded by a grant from The US Department of Education. SC4 was awarded this highly competitive grant for the first time in 2010 and received a second five-year grant in July 2015, and more recently renewed for a third time in 2020.

Partnerships with Intermediate School Districts and K-12s

The Blue Water Middle College Academy and the Career and Technical Middle College programs are initiatives to help high school students transition successfully into college. Providing affordable college access is an outcome of the programs.

The Blue Water Middle College Academy (BWMC) is a program with the local intermediate school district to help students earn an associate degree while still in high school. BWMC is a partnership with St. Clair County Regional Educational Service Agency, SC4, and five county school districts: Algonac, Capac, Memphis, Port Huron, and Yale. The BWMC partnership with the local school districts allows middle college students to play sports and participate in extracurricular activities at the local high school while participating in the program.

The Career & Technical Middle College (CTMC) is a program with the local intermediate school district to help students pursue an associate's degree while still in high school. The CTMC started in Fall 2018 and makes the following programs available to area high school students: Computer Programming, Digital Media Technology, Engineering & Robotics, Metal Machining, and Welding. CTMC is a partnership with St. Clair County Regional Educational Service Agency, SC4, and five county school districts: Algonac, Capac, Memphis, Port Huron, and Yale. The CTMC partnership with the local school districts allows middle college students to play sports and participate in extracurricular activities at the local high school while participating in the program. Goals of the program include increasing post-secondary training in technical careers, increasing attainment of college credit by high school students, increasing the number of first-generation college graduates and positively impacting at-risk and economically disadvantaged students.

Community Activities

In meeting the needs of the area, the College offers numerous community events. Concerts, plays, and art exhibits are offered to both students and the community.

The College sponsors a wide range of other excellent programs and activities for the

community, including Martin Luther King Jr. Day celebration, global awareness lectures, concerts, plays, and athletic activities.

The College's Office of Diversity, Equity, and Inclusion (DEI) serves as a hub to advance access and support for all members of the community. Efforts of the DEI office work to actively build a critical mass of inclusiveness both individually and as an institution; to act against racism, discrimination, and hatred with a goal of creating a vibrant climate by constructively leveraging resources for real change at SC4 and our community.

The College has expanded the Experience Center, a hands-on learning center located on the lower level and first floor of the Clara E. Mackenzie Building (CEM). The area houses natural science exhibits and spaces filled with STEM experiential learning exhibits and activities. The newest space, The Challenger Learning Center at St. Clair County Community College, opened in Spring 2022. This area showcases a fully immersive space-themed simulation center, expanding the understanding of STEM concepts and career paths. The Experience Center offers educational programming opportunities for learners of all ages using displays, programs and activities to enhance the understanding of STEM knowledge and skills and promote STEM education activities and programs to prepare students to enter or advance in high-demand STEM-related careers.

Public Service Training

The college has collaborated with local law enforcement to provide space for advanced technical and career training for law enforcement officers utilizing the MILO system, a simulator focused on enhancing critical decision-making skills among law enforcement officers. This space can also be scheduled by the College's criminal justice program to provide advanced simulated skills training opportunities to students.

Transfer & Articulation

Many SC4 students transfer to four-year colleges and universities to complete a bachelor's degree. We work closely with the four-year schools to ensure the smooth transfer of courses, and our advisors meet with students to help them plan their transfer program so they earn the maximum transfer credits.

SC4 has formal agreements with Chamberlain College, Eastern Michigan University, Ferris State University, Kettering University, Michigan State University, Northwestern Michigan College's Great Lakes Maritime Academy, Northwood University, Oakland University, Rochester University, Saginaw Valley State University, Siena Heights University, University of Michigan – Flint, University of Phoenix, and Walsh College to provide convenient online bachelor's and master's degree completion programs. SC4 has also acquired a strategic partner in Wayne State University to offer several Engineering degree programs.

c. Identify other initiatives which may impact facilities usage.

Recruitment

The College has launched a focus on student recruitment which is a multifaceted approach that

includes a focus on providing competitive educational facilities, technology, and a deliberate approach to encourage students to enroll. Facility renovations were recently completed to meet health sciences program needs and expand on simulation opportunities to meet student interest and engagement in health sciences.

Housing

Access to college is a key purpose of SC4. College housing on community college campuses is an opportunity being pursued by many community colleges. The addition of housing to our program offerings is a benefit to SC4 by providing an option to students when choosing a college. Housing enhances the ability to provide access to students desiring a quality college education and in need of housing in order to attend. The housing program started in 2018 with the acquisition and renovation of the Huron Street building, which has a capacity of 76 students. SC4 purchased and renovated a second facility that was first used in the fall 2023 semester has an occupancy of 36 students. These facilities are exclusively for SC4 students and provide an essential barrier-reducing service. Research indicates that student success and retention strategies include engaging students on the college campus. Student housing is one approach to improving engagement, a connection to campus, and boosts overall student satisfaction, retention, and persistence toward their degree. SC4 believes that housing will also provide an opportunity to expand the geographic reach beyond the immediate Blue Water area.

d. Demonstrate economic development impact of current/future programs (i.e. technical training centers, life science corridor initiatives, etc.).

The College enables the area to maximize economic potential through providing workforce training to meet the requirements of local employers. The region attracts and retains jobs by having a responsive higher education asset in SC4. According to a May 2022 socioeconomic study completed by Economic Modeling Specialists, Intl. "The value of SC4 influences both the lives of students and the county economy. The college serves a range of industries in St. Clair County, supports local businesses, and benefits society as a whole in Michigan from an expanded economy and improved quality of life." SC4 contributes to the local economy, with the college and its students adding up to \$137.7 million in income, which is approximately 2.3% of the county's Gross Regional Product.

Other impacts highlighted in the report:

- Every \$1 spent by a taxpayer yields a return of \$2.00 in benefits which is an annual return on investment of 4.3%
- Every \$1 invested by students in their education will produce a cumulative \$3.80 in higher future income, which is an annual return on investment of 14.5%
- Every dollar society as a whole in Michigan spent on SC4 education will yield a value of \$8.80

New programs are added based on job growth projections for the State. Matching programs to job needs maximizes public investment in higher education by addressing the job skills

required by employers.

III. Staffing and Enrollment

Staffing and enrollment at St. Clair County Community College is a dynamic that is tracked to facilitate planning and coordinate resources. An increased emphasis by the institution on measurement and analysis is creating a synergy which will result in responsive programs to maintain enrollment.

Colleges and universities must include staffing and enrollment trends in the annual Five-Year Capital Outlay Plan. This component should:

a. Describe current full and part-time student enrollment levels by academic program and define how the programs are accessed by the student (i.e. main or satellite campus instruction, collaboration efforts with other institutions, internet or distance learning, etc.).

In 2023-2024, 78.8% of students took at least one course in general education areas; 33.5% of students enrolled in at least one Business/Human Services course; 5.7% took at least one course in Technical/Industrial Occupations; and 25.8% enrolled in at least one Health Occupations course. For degree programs, 53.8% of students were in a general studies program, 25.6% of students were in a Business/Human Services related program, 6.5% were enrolled in a technical/industrial occupation program, 10.3% were in a health occupation program, and 6.7% were in a personal interest/human development.

In 2023, the student population was 65% female and 35% male. Students ranged in age from 11 to 88 years old. In the 2023-2024 academic year, approximately 76% of our students are under the age of 25, with an average age of 23 and a median age of 19. The largest group of students is under 20 (59.8%). Students from 20-24 (21.6%); 25-29 (7.9%); 30-39 (10.3%); 40-49 (5.1%); 50-59 (2.1%); and 60 and older (0.5%) make up the balance of the student population.

In Fall 2023, approximately 34% of enrolled students attended full-time. In that same semester, 28.6% of students attended exclusively on-campus, 46.6% of students were exclusively online, and 24.7% of students attended both online and on-campus courses.

b. Evaluate enrollment patterns over the last five years.

The ten-year history of fall enrollments at Michigan community colleges shows a general increase from fall 2005 through fall 2010. The total fall enrollments began a decline in fall 2011 with an average decrease of 4.95% (ranging from 3.9% to 5.6%). St. Clair County Community College fall enrollment followed this same general trend with an average decrease of 3.43% (ranging from 0.1% to 5.1%) (source: ACS). The decline in fall enrollment follows high enrollment that was driven primarily by an economic recession. The recent improvements in the regional job markets, along with declining K-12 enrollment, appear to have impacted enrollment, causing the recent declines. Enrollment increased in Fall 2019 as a result of campus and program improvements. Fall 2020 and 2021 enrollment was impacted by the COVID 19 pandemic.

c. Project enrollment patterns over the next five years (including distance learning initiative).

Enrollment is projected to be flat or declining over the next five years. Declines will be primarily as a result of decline in K-12 enrollment and a declining interest in higher education. Efforts to offset the decline are evident in updates to facilities, extracurricular offerings, and addition to services such as housing. The College continues to review course offerings to provide course availability and smooth transition opportunities for students.

d. Provide instructional staff/student and administrative staff/student ratios for major academic programs or colleges.

In 2023-2024, SC4 had 71 full-time and 117 part-time faculty teaching credit courses. The faculty-to-student ratio was 1:16. SC4 had 66 administrators, 40 full-time staff, and four part-time staff.

e. Project future staffing needs based on five-year enrollment estimates and future programming changes.

Flat revenue streams from year to year have created an evolution in staffing levels in order to stretch resources. Vacancies in positions add duties to remaining staff members. A priority has been placed on faculty staffing to ensure quality in the classroom. Faculty staffing levels are discussed with faculty. Staffing is analyzed frequently between budget periods to determine optimum staffing levels, plan for the future, and adjust to changes.

f. Identify current average class size and projected average class size based on institution's mission and planned programming changes.

The average class size is approximately 13. Class size is dependent on several variables including, but not limited to: Type of class, industry-based standards for health science and skilled trades instructional settings. Class sizes are developed to fit the specific requirements of each course.

IV. Facility Assessment

The College uses data to support recommendations and decisions regarding facility repairs, renovations, and construction. College staff maintains a deferred maintenance report which lists requirements and assists in determining physical plant needs. The College has developed a critical list for maintenance requirements, which identifies immediate campus-wide problems. Secondly, a comprehensive campus-wide facility audit was performed by a professional firm specializing in higher education deferred maintenance in the fall of 2023. A report was developed, including a summary of the assessment of the campus buildings and infrastructure that will assist the College in the further development of the long-term facility plan. Additional professional assessments for key infrastructure elements will be used to validate and supplement reports. Since College staff is an integral part of the process, additional commitment to projects and planning will be realized. The plan has been to utilize

staff to identify obvious needs, catalog components, and gather information; but hire professionals, as required, for review on a component basis. A summary for each building is maintained which identifies immediate and future concerns.

Professional appraisals are completed each year to determine the replacement value of all buildings. Appraisal summaries are included in this report.

A professionally developed comprehensive facility assessment is required. The assessment must identify and evaluate the overall condition of capital facilities under college or university control. The description must include facility age, use patterns, and an assessment of general physical conditions. The assessment must specifically identify:

a. Summary description of each facility (administrative, classroom, biology, hospital, etc.) according to categories outlined in “net-to-gross” ratio guidelines for various building types”, DTMB-Office of Design and Construction Capital Outlay Design Manual, appendix 8. If facility is of more than one “type”, please identify the percentage of each type within a given facility.

Assignable square footage is not in line with actual need. Inefficiency is due to older existing buildings' configurations. To support programs, spaces need to be redesigned or added to campus to meet needs. Total space on campus is adequate for current and foreseeable enrollment, but location, organization and size of individual spaces is not always ideal.

Square footage data from French Assoc takeoffs														
Building	Level	Classroom 100	Lab 200	Computer Lab 225	Office 300	Library 400	Physical Ed 500-520	General Use 600	Child Care	Support 700	Total ASF	Unassigned	Gross SF	Bldg total GSF
AJT	1	3,167	-	4,467	1,055	-	-	-	-	11,151	19,620	8,277	28,007	
	2	1,602	-	6,697	1,528	-	-	-	-	200	10,027	2,912	12,939	41,036
ATC	1	2,847	35,734	-	8,542	-	-	-	-	549	47,692	15,159	62,850	62,850
CC	1	-	6,044	-	4,431	19,194	-	11,042	-	535	40,246	5,618	45,864	45,864
CEM	0	-	-	-	-	-	-	-	-	1,684	1,684	17,590	19,274	
	1	1,887	-	-	2,984	-	-	3,932	-	142	8,945	6,525	15,470	
	2	-	7,918	-	816	-	-	3,489	-	215	12,438	4,220	16,658	
	3	6,842	2,270	-	522	-	-	280	-	-	9,914	4,012	13,926	
	4	3,416	5,713	-	836	-	-	-	-	67	10,062	3,557	13,609	78,927
FAB	1	2,105	8,692	-	2,889	-	-	9,205	-	227	23,108	8,442	31,550	31,550
MB	1	2,557	3,103	-	3,857	-	-	1,485	-	1,618	12,620	10,157	22,777	
	2	1,518	-	-	13,006	-	-	-	-	-	14,524	6,576	21,100	
	3	8,605	-	-	5,182	-	-	590	-	174	14,551	6,123	20,674	
	4	4,193	-	-	426	-	-	-	-	-	4,619	2,606	7,225	71,776
MAINT.	1	-	-	-	-	-	-	-	-	9,600	9,600	-	9,600	9,600
NB	0	-	-	-	-	-	9,016	-	-	1,369	10,405	5,728	16,133	
	1	2,613	2,922	951	3,656	-	10,085	-	-	-	20,427	7,630	28,057	
	2	6,646	-	905	2,973	-	-	-	-	-	10,524	4,018	14,542	58,732
Subtotal		48,198	71,408	13,000	52,703	19,194	19,101	30,023	-	27,571	281,196	119,139	400,335	400,335
											70.2%	29.8%		
														40,902
MTEC	1	-	2,930	-	5,474	-	-	2,801	4,332	516	16,053	6,707	22,760	
	2	3,202	-	5,053	143	-	-	-	-	-	8,398	9,744	18,142	

b. Building and/or classroom utilization rates (percentage of rooms used, and percent capacity). Identify building/classroom usage rates for peak (M-F, 10- 3), off-peak (M-F, 8-10 am, 3-5 pm), evening, and weekend periods.

Building and classroom usage is monitored on an ongoing basis. Occupancy planning to create efficiencies and save energy is implemented when possible. Utilization is at capacity in classrooms and teaching spaces such as laboratories and computer labs, where the spaces are designed appropriately. Under-utilized spaces are those that require renovation or upgrades to make them suitable for effective teaching and learning.

c. Mandated facility standards for specific programs, where applicable (i.e. federal/industry standards for laboratory, animal, or agricultural research facilities, hospitals, use of industrial machinery, etc.)

At SC4, all programs and departments comply with all applicable laws and standards. Facilities are inspected and monitored on a regular basis to ensure compliance and identify any areas that will require any future action required to maintain compliance.

d. Functionality of existing structures and space allocation to program areas served.

The functionality of teaching spaces is continually reviewed with the goal of optimizing the learning atmosphere for students. Outdated spaces should be improved and are considered individually through facility review and requests brought forward by faculty through the Project and Equipment request form.

e. Replacement value of existing facilities (insured value of structure to the extent available)

f. Utility system condition (i.e. heating, ventilation, and air conditioning (HVAC), water and sewage, electrical, etc.)

The current utility system is adequate for providing the HVAC, water, sewage, and electrical services needed. Improvements to HVAC systems have been completed in two buildings over the last few years. The College is currently updating automated HVAC controls campus-wide. Aging facilities continue to be a challenge in maintaining sufficient/efficient utility systems and are addressed through the deferred maintenance plan.

g. Facility infrastructure condition (i.e. roads, bridges, parking structures, lots, etc.).

Sidewalks and plazas are repaired on an as-need basis to maintain safe conditions, but extensive work is required in several areas.

h. Adequacy of existing utilities and infrastructure systems to current and 5-year projected programmatic needs.

Existing utilities and infrastructure systems support the five-year projected plan. An update to electrical infrastructure is in process.

i. Does the institution have an enterprise-wide energy plan? What are its goals? Have energy audits been completed on all facilities? If not, what is the plan/timetable for completing such audits?

Part of the SC4 commitment to energy efficiency can be seen in the installation of green roofs on campus. SC4 was the first community college in the state to use the technology. Four buildings currently have green roofs installed, which reduce water runoff, add natural vegetation to campus, soak up carbon dioxide, and reduce energy use. According to the United States Environmental Protection Agency (EPA), green roofs absorb heat and act as insulators, reducing the energy required to provide heating and cooling. A live retaining wall that combines bricks and live materials was installed, replacing a failing brick retaining wall. The live wall reduces water runoff, provides natural insulation, filters pollutants from the water and air, and adds natural vegetation to the campus. This equipment also provides power for a computer lab on campus. A geothermal heating/cooling system was installed in the North Building, allowing energy conservation and replacing a failing heating/cooling system. The installation of LED lighting in various locations and new efficient HVAC equipment supplemented by improved equipment scheduling has reduced overall energy consumption. A new HVAC control system is being installed campus-wide to help improve the scheduling of HVAC units, which is expected to result in further energy savings. The College is committed to green initiatives to improve campus and educate the community. The current focus is on campus energy conservation.

Source: <http://www.epa.gov/heatisland/mitigation/greenroofs.htm>

j. Land owned by the institution, including a determination of whether capacity exists for future development, additional acquisitions are needed to meet future demands, or surplus land can be conveyed for a different purpose.

The College has adequate buildable spaces for the near-term anticipated requirements.

k. What portions of existing building, if any, are currently obligated to the State Building Authority and when these State Building Authority leases are set to expire.

The General Campus Renovation project completed in 2006 for the major renovation and upgrade of the Clara E. Mackenzie Building and a new addition to the College Center Building in the original State Building Authority's Cost of Facility amount of \$4,499,800. The lease expires in 2046.

The Health Sciences – AJT Renovation project completed in 2019 for the major renovation of the Health Sciences Building in the original State Building Authority's (SBA) Cost of Facility amount of \$9,800,000. The lease expires in 2055.

V. Implementation Plan

The College uses a methodical approach to address facility requirements. The use of data and an emphasis on integration in planning continues to maximize resource use on campus.

Planning is a dynamic process at SC4. Cross-functional discussion and analysis creates documents integrated with goals and objectives. Planning activities are a continuous improvement strategy for master planning. The College solicits staff input during the budget process, which garners renovation requirements for current and future departmental programming needs. Facilities reports, staff input, the Strategic Plan and the 2012 Facilities Master Plan are the basis for facilities planning for the Port Huron campus of St. Clair County Community College. Plans focus on continuous improvement, considering smart growth where warranted, with an emphasis on reconfiguration and repurposing existing spaces to cost-effectively meet the needs of a 21st century education. Flexibility is built into longer range plans to accommodate both expected and unforeseen changes beyond the planning horizon. The College has completed two major construction/renovation projects, the Clara E. McKenzie and College Center Buildings, renovated with SBA resources in 2007, and the Health Sciences – AJT Renovation, renovated with SBA resources in 2019. SC4 continues to address deferred maintenance issues and has begun implementing additional recommendations in the updated Facilities Master Plan.

Long range planning of the College continues to match strategic plans with facility requirements. Emerging goals of student success, education level completion in the county, economic development, developmental education strategies, quality community partnerships, and curriculum alignment are primary as the college assists with the renaissance of the region.

The Facilities Master Plan proposes multiple projects to be completed in a phased manner to accommodate change and growth on campus, including those to be funded through a

combination of College funds and grants, as well as those to be submitted for consideration by the Department of Technology, Management and Budget for funding.

The plan has been updated to reflect current phasing priorities and to reassess planning assumptions. A copy of the Master Facility Plan can be viewed at

<https://sc4.edu/wp-content/uploads/2019/02/sc4-master-plan.pdf>

The Five-Year Capital Outlay Plan should identify the schedule by which the institution proposes to address major capital deficiencies, and

a. Prioritize major capital projects requested from the State, including a brief project description and estimated cost, in the format provided. (Adjust previously developed or prior years' figures utilizing industry standard CPI indexes where appropriate).

The College is not submitting a major capital project for consideration.

b. If applicable, provide an estimate relative to the institution's current deferred maintenance backlog. Define the impact of addressing deferred maintenance and structural repairs, including programmatic impact, immediately versus over the next five years.

The estimate of deferred maintenance backlog for the current year is almost \$6,900,000.

St. Clair County Community College is transitioning to stewardship of facilities with a funding-centered philosophy that supports long-term vision, prepares for future funding, and is a more stable and sustainable approach to facilities.

A funding-centered approach to facility planning will incorporate a facility assessment to determine the "catch-up" maintenance required and an estimate for the continued renewal and adaptation of facilities that will be necessary to match facilities to programs. This approach focuses on the need to continually provide dollars for facility upkeep rather than periodic maintenance.

St. Clair County Community College, through the maintenance and replacement fund, designates dollars in a budget each year to address facility requirements. However, using formulas from national data, the funding of facilities is below that which is required to maintain stewardship of the buildings and grounds.

The institution is borrowing from the future needs of the College by deferring facility requirements today. It is difficult to transform the funding required for facilities in a time of budget constraints. However, it is also always difficult to fund facilities when competing against more publicly attractive programs and services. Under a funding-centered approach to facilities, buildings and grounds will be considered a vital part of the programs and services. In addition, the institution will move from a reactionary funding mode to a planning funding mode.

The image of the College is impacted by the appearance, comfort, and equipment standards maintained by the budget process. Programs and services are made more relevant and vital with proper facilities and equipment.

c. Include the status of on-going projects financed with State Building Authority resources and explain how completion coincides with the overall Five-Year Capital Outlay Plan.

The College completed a renovation project for the Health Sciences– AJT Renovation. The construction phase was initiated, and the project was completed on schedule. The newly renovated Health Sciences Building opened for classes as scheduled for fall 2019. The project was completed on time and on budget.

No new projects are pending.

d. Identify to the extent possible, a rate of return on planned expenditures. This could be expressed as operational “savings” that a planned capital expenditure would yield in future years.

Addressing deferred maintenance will reduce operating costs by conserving energy for HVAC items and on maintenance service calls for non-HVAC items. Focusing on renovating spaces to meet programming needs will provide revenue growth. Previous projects have reduced energy by 20% through energy efficiencies such as LED lighting and updated HVAC units.

e. Where applicable, consider alternatives to new infrastructure, such as distance learning.

Although distance learning is embraced at SC4 where possible, the skilled trades and health sciences programs require on-campus instruction. Instruction for some of these courses and programs require specialized classrooms, equipment, technology, and teaching environments where students can carry out procedures under supervision and experience the training in a controlled environment.

f. Identify a maintenance schedule for major maintenance items in excess of \$1,000,000 for fiscal year 2022 through fiscal year 2026.

Project, Update, and Maintenance Plan Summary

Six-Year Grand Total **40,575,000.00**

2024-2025

ATC building improvements	500,000
Elevators	650,000
Sidewalks	250,000
Parking lot repairs	100,000
Fire safety	650,000
Electrical infrastructure and upgrades	800,000
Engineering	400,000
Classroom/lab upgrades	300,000
Equipment	150,000
Technology	500,000
Main Building improvements	550,000
Housing repairs and improvements	50,000
MB HVAC units	1,000,000
College center furniture upgrades	250,000
Contingency reserve	750,000
Total	6,900,000

2025-2026

Greenhouse - ATC	500,000
Various HVAC room units	400,000
Roof repair/replacement	500,000
Various exhaust systems	200,000
College center atrium finishes	200,000
Roofing repairs/maintenance	100,000
North Building exterior doors/stairways	500,000
Sidewalk repairs	250,000
Parking lot improvements	100,000
Classroom/lab upgrades	150,000
Equipment	200,000
Contingency reserves	1,000,000
Engineering	500,000
Technology	500,000
Electrical infrastructure and upgrades	400,000
Safety and security upgrades	200,000
Housing repairs/improvements	100,000
Total	5,800,000

2026-2027

Lighting controls/sensors/LED	100,000
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Welcome Center finishes	100,000
Side walks	200,000
Electrical infrastructure and upgrades	400,000
FAB Window/Exterior	800,000
Classroom/lab upgrades	150,000
Equipment	225,000
Contingency reserves	1,000,000
Engineering	500,000
Technology	500,000
Welcome Center HVAC	1,500,000
Engineering	500,000
Housing repairs/improvements	100,000
Total	6,075,000

2027-2028

Roof replacements	800,000
Safety and security upgrades	200,000
HVAC equipment replacements	2,000,000
Interior finishes	750,000
Asphalt/concrete replacement	225,000
Lighting replacement	1,000,000
Technology	500,000
Engineering	500,000
Housing repairs/improvements	200,000
Contingency reserves	1,000,000
Total	7,175,000

2028-2029

Roof replacements	900,000
Classroom/lab upgrades	200,000
Safety and security upgrades	200,000
HVAC equipment replacements	2,000,000
Interior finishes	750,000
Asphalt/concrete replacement	225,000
Lighting replacement	1,000,000
Technology	500,000
Engineering	500,000
Housing repairs/improvements	200,000
Contingency reserves	1,000,000
Total	7,475,000

2029-2030

Roof repair/replacement	500,000
Electrical upgrades	1,000,000

Building finishes	1,500,000
Classroom/lab upgrades	250,000
Campus signage	250,000
Sidewalks	250,000
Equipment	300,000
Technology	500,000
Housing upgrades	100,000
Contingency reserve	1,000,000
Various HVAC units	1,000,000
Engineering	500,000
Total	7,150,000

g. Identify the amount of non-routine maintenance the institution has budgeted for in its current fiscal year and relevant sources of funding.

The College has approximately one-third of the funding needed to address non-routine maintenance on campus. Consequently, priorities for projects are life/safety and extending the life of facilities.



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; October 3, 2024

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Annual Local Strategic Value Resolution

It is the recommendation of administration that the Board take action to accept the Annual Local Strategic Value Resolution which serves to certify to the state budget director that the college has met all the designated best practices in each strategic value category.

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

At a regular meeting of the Board of Trustees of St. Clair County Community College held on **Thursday, October 10, 2024**:

TRUSTEES PRESENT:

TRUSTEES ABSENT:

The following preamble and resolution were offered by **TRUSTEE** _____ and supported by **TRUSTEE** _____:

WHEREAS, Section 165 of Michigan Public Act 230 (2-3) designates that an appropriation for local strategic value shall be allocated to each community college that certifies to the state budget director, through a Board of Trustees resolution on or before October 15, 2024, that the college has met 4 out of 5 best practices listed in each category, the **Board of Trustees of St. Clair County Community College** does hereby certify that the college meets the designated best practices as identified in the table below:

Best Practices by Category	Examples of Adherence
Category A: Economic Development and Business or Industry Partnerships	
(i) The community college has active partnerships with local employers including hospitals and health care providers.	<p>SC4 partners with a number of local agencies to provide students with impactful, high-quality education and experiences. Local hospitals and healthcare providers provide real experience for students in health science and ensure program accreditation requirements.</p> <ul style="list-style-type: none"> • Nursing program clinical agreements • Radiologic technology clinical agreements • Respiratory therapy clinical agreements • Partnership with Lakewood School of Therapeutic Massage • Partnership with McLaren Port Huron for athletic trainers • Health clinic on campus with St. Clair County Health Department <p>First responders receive essential training and valuable experience on our campus.</p> <ul style="list-style-type: none"> • Port Huron Fire Department for firefighter training • The Port Huron Police Department <ul style="list-style-type: none"> ○ Conducts the MILO simulation training center and defensive tactics training for local law enforcement and students ○ Conducts active shooter response training on-campus for first responder agencies county-wide. ○ Provides a Campus Resource Officer ○ Provides field experience opportunities for students in the SC4 criminal justice program • SC4 partners with local employers to connect students with future employers and ensure market-aligned instruction. • Apprenticeship agreements that connect students with on-the-job training • Intern opportunities that connect students with hands-on experience and training • Employee Assistance Program and Workers' Compensation with McLaren Industrial Health System • Partnership with Community Action Agency for Student

Best Practices by Category	Examples of Adherence
	<p>Resources</p> <ul style="list-style-type: none"> • Regular in-class visits and campus tours with local employer representatives • Academic coursework/capstone projects in collaboration with local employers • Developing partnerships with employers across the region thanks to alumni connections and advocacy • Advisory committees
<p>(ii) The community college provides customized on-site training for area companies, employees, or both.</p>	<p>SC4 is an active institution in the Port Huron Community and has a long history and supporting local businesses. The college provides assistance through various programs and supports that are designed to help local employers succeed and foster relationships between students and future employers.</p> <ul style="list-style-type: none"> • Provides multi-year Michigan New Jobs Training Program Agreements for customized training with area employers • Ensures customized training is available to local employers in allied health, industrial manufacturing, information technology, management and public safety • Provides apprenticeship programs • Provides assistance to employers seeking grant funds to support employee training • Provides internships in occupational programs • Engineering Technology department works with companies to align training for employees • Works with local employers to provide sponsorship opportunities for employers seeking specific skills and training • MI Works

Best Practices by Category	Examples of Adherence
<p>(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.</p>	<p>SC4 values local small businesses and entrepreneurship and works in partnership with many organizations to support them.</p> <ul style="list-style-type: none"> • Partnership with the Economic Development Alliance of St. Clair County • Customized training available for small business employees • Member of Blue Water Area, St. Clair, Yale, Anchor Bay and Marine City Chambers of Commerce • Provides companies with access to <i>Career Coach</i> online software to advertise job postings for on-campus recruiting • Member or participant in Port Huron Rotary, Fort Gratiot Business Association, Save Our Neighborhoods and Streets, National Association of Career Women and St. Clair County Community Services Coordinating Body Committee • Job fairs offered to support the labor needs of area small businesses
<p>(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.</p>	<p>Students are able to access two major technical centers on campus. The first is the Port Huron Police Department development center on campus featuring MILO simulation training, which prepares SC4 criminal justice students for real-life situations they will encounter in their field. Second, SC4 has an Applied Technology Center and MDOT Certified Welding Center. This large space includes the equipment and space needed for SC4 welding students to practice and perfect specific welds before testing for certification.</p> <p>Additionally, SC4 works in collaboration with</p> <ul style="list-style-type: none"> • Eastern Michigan Manufacturing Association • MIOSHA training partner/provider • Aerospace Industry Association of Michigan • CTMC

Best Practices by Category	Examples of Adherence
<p>(v) The community college has active partnerships with local or regional workforce and economic development agencies.</p>	<p>The college has representatives on boards and committees of many local organizations, including, but not limited to:</p> <ul style="list-style-type: none"> • Economic Development Alliance (EDA) of St. Clair County • Senior staff member on EDA Board • Macomb/St. Clair Michigan Works, Workforce Development Board • Local Blue Meets Green initiative • Blue Water Chamber, Business/Education Committee and Governance Committee • Workforce Taskforce Initiative through EDA • Member of the Learning Resources Network and Blue Water Human Resources Association • Member of the MiSTEM Region 6 Network • Macomb/St. Clair Michigan Works Offender Success Initiative • Regional Prosperity (Region 6) committee
<p>Category B: Educational Partnerships</p>	
<p>(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.</p>	<p>A portion of SC4 students are high school students who are interested in taking college-level courses. Through dual enrollment and middle college, SC4 is able to give these students access to courses that will further their educational goals. Additionally, SC4 aligns coursework to support students in counties across Michigan with the completion of the Michigan Transfer Agreement.</p> <ul style="list-style-type: none"> • Partnership with UP Lift Michigan Online, which is authorized by the Stephenson Area Public Schools in the upper peninsula, to offer dual enrollment to students • Partnership with the Career and Technical Middle College allows students to pursue career-oriented studies in high school and college settings while earning college credit • Partnership with the Blue Water Middle College Academy allows students from six St. Clair County high schools to graduate after five years with both a high school diploma and an associate degree at no cost • Partnership with the St. Clair County and Sanilac County Local College Access Network (CAN)/Blue Water CAN, which assists students and parents in preparing for college • SC4 recruiters are present in local high schools • Emphasis on recruiting students through Detroit Promise • Yale High School pilot project- English • Grant to work with Port Huron and Yale schools for student success. <p>SC4 strives to provide enrichment and educational opportunities that encourage personal growth in students.</p> <ul style="list-style-type: none"> • Partnerships with the Sanilac Career Center and SC4 student Baja Club, allowing students to compete in races nationally against other colleges and universities; engineering graphics, mechatronics and precision machine classes taught at Sanilac Career Center as part of this partnership.

Best Practices by Category	Examples of Adherence
	<ul style="list-style-type: none"> • College Access Network (MCAN) advising team on campus to showcase community college opportunities for students • Partnership with the Michigan Space Grant Consortium, expanding opportunities for Americans to understand and participate in NASA's aeronautics and space projects
<p>(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.</p>	<p>SC4 offers academic and enrichment programs for K-12 students and partners with and hosts events for community organizations.</p> <ul style="list-style-type: none"> • Participates in after-school programming for local community organizations • Host site for local eighth-grade tours of campus each spring through Blue Water CAN 8th Grade Decision Day • Offers campus tours for individuals and K-12 groups • Informal STEM programming to Blue Water Area • Partnered with Michigan Tech University to host STEM Fest, a comprehensive hands-on STEM experience. During this event, families and students of all ages are invited to participate in interactive activities and learn more about STEM fields. • Partnership with area employers such as McLaren and school districts to bring K-12 students interested in health careers to the college's innovative Health Sciences Building • Host site for numerous financial aid nights on campus, virtually and at local high schools each year • Host site for Congressional Art Show <p>The SC4 Experience Center has proved an invaluable resource for engaging young minds in STEM fields.</p> <ul style="list-style-type: none"> • Expanded Experience Center to include the Challenger Learning Center at St. Clair County Community College, a fully immersive space-themed simulation experience focused on STEM concepts and career opportunities. • Offers field trips and tours through the Experience Center and Challenger Learning Center at SC4 • Located with the Experience Center, the Dr. Bassam H. Nasr Natural Science Museum displays more than 200 authentic replica and fossil artifacts and is open to the public and available for school tours <p>Additional opportunities for K-12 students, either provided by or hosted by SC4, include:</p> <ul style="list-style-type: none"> • Host site for high school sports tournaments • Host site for middle school basketball, volleyball, cheer, and wrestling tournaments are held on campus • Host site for the Beatrice Thornton Student Art Exhibition annual event showcasing work from local K-12 students • Provides science, technology, engineering, arts, math and sports camp for K-12 students

Best Practices by Category	Examples of Adherence
<p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p>	<ul style="list-style-type: none"> • Planetarium visits • Host for Destination Imagination competition <p>To support students in the transition from high school to college, SC4 offers programs to assist students with the academic, financial and social transition to college.</p> <ul style="list-style-type: none"> • Provides free college Mathematics and English readiness preparation utilizing EdReady software • Coordinates SC4 Strive Mentorship program matching students in search of mentorship with SC4 staff mentors • Presenter at Blue Water CAN Ask-an-Expert events for high school students about financial aid, college admissions and athletics • Host site for Health Education Systems Incorporated (HESI) exam preparation workshops to assist health sciences applicants with entry to SC4 programs • Host site for FosterConnect event on campus to support more than 40 foster youth from 6 Michigan counties with the college enrollment process • Host site for the St. Clair County RESA Next Transition program for young adults age 18-26 with disabilities to learn life skills and gain work experiences • Offer an adaptive sports wheelchair basketball team to provide access and opportunity to students with a variety of physical disabilities • PTK • Hosted high school counselors on campus • Grant with Port Huron and Yale • FAFSA Workshops • TRIO • Member of the Detroit Promise scholarship program • Member of the Detroit Regional Talent Compact • Member of the Detroit Drives Degrees Community College Collaborative (D3C3)
<p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation, GED testing, or recruiting, advising, or orientation activities specific to adults.</p>	<p>SC4 actively works to understand and meet the needs of non-traditional students. The college offers all students academic support through various services.</p> <ul style="list-style-type: none"> • Provides free college Mathematics and English readiness preparation utilizing EdReady software • Collaborates with local GED prep center • Provide tutoring in numerous subjects • Writing Center/Math Center – students can access these centers virtually for one-on-one assistance with writing and math • Study Skills/Student Success Seminars are open to students, alumni and community residents and are designed to support student success • Partnership with Literacy and Beyond and the 2 GEN program, providing support to help adult students succeed in college. • Coordinates SC4 Strive Mentorship program matching students in search of mentorship with SC4 staff mentors at SC4 (separate by relevant department)

Best Practices by Category	Examples of Adherence
	<ul style="list-style-type: none"> • Michigan Reconnect compliant realignment of Mathematics and English developmental ed courses into 100-level gateway courses that count toward graduation requirements • PTK Non-academic support is available for all students and is promoted through the appropriate channels at SC4. • Advising and new student orientation appointments offered • Assessment test prep workshops help students improve their college placement scores • TRIO – Student Support Services offers personalized support services to help qualified students stay in college, graduate and transfer • College success course provides students with insight into their strengths, weaknesses and preferred style of learning • MI Reconnect • Student Veterans Office
<p>(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p>	<p>Many SC4 students seek to continue their education at four-year colleges and universities. To help make this process seamless for the student, SC4 works actively through partnerships with other institutions.</p> <ul style="list-style-type: none"> • Reverse transfer agreements with Saginaw Valley State University, Oakland University, Grand Valley State University Ferris State University, University of Michigan-Flint, Central Michigan University, Eastern Michigan University, Walsh College, Wayne State University, and Western Michigan University • Articulation agreements and 3+1 transfer programs in place with 15 four-year institutions, including Chamberlain University in Nursing, Northwood University in Management, Marketing and Computer Information Management; Walsh College in Business Administration, Accounting and Computer Information Systems; Eastern Michigan University in Technology Management, Nursing and Public Administration; Siena Heights University in Nursing, Applied Science and Business; Ferris State University in Health Information Management and Criminal Justice, and Oakland University in Business Administration, Nursing, and Applied Health Science. • Ferris State University offers a Master’s of Science in Criminal Justice Administration degree • Participates in the MiTransfer Pathways • Participates in MiWorkfoce Pathways for occupational degrees • Agreement with Wayne State University providing SC4 students with a seamless transfer pathway to Wayne State’s College of Engineering • Agreement with Western Michigan University to create a smoother process for SC4 graduates who transfer to WMU to pursue a bachelor’s degree in public health

Best Practices by Category	Examples of Adherence
Category C: Community Services	
<p>(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.</p>	<p>The college provides many activities.</p> <ul style="list-style-type: none"> • Professional development opportunities offered for faculty and staff • Educational events are hosted by faculty and staff members, departments and student clubs, including Constitution Day, sexual assault awareness and prevention program, STEM events and more • Partnered with the University of Michigan to host the Wolverine Invitational wheelchair basketball tournament, including an opportunity for the campus and community to participate in adaptive sports clinics • Host site for the MHSAA state quarterfinals in volleyball, basketball, baseball and softball <p>SC4 offers physical and emotional wellness opportunities.</p> <ul style="list-style-type: none"> • Partnered with the City of Marysville and Priority Health to provide an outdoor Fitness Court for campus and community use • Physical education classes offered • Free Koru mindfulness classes offered to students to address student anxiety and stress • Bettermynd online therapy platform available to students • On-campus Health Clinic • Mental Health First Aid training, offered in partnership with Community Mental Health • Provides free YMCA pass for housing students and student athletes
<p>(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.</p>	<p>The college provides many activities for community members and students to enjoy leisure, wellness, cultural and personal enrichment.</p> <p>SC4 offers opportunities for the community to engage in the arts.</p> <ul style="list-style-type: none"> • Symphonic band and community choir membership is open to community members; free public concerts and theatrical productions are held each year • Arts and cultural events offered throughout year, including free concert and art exhibits • Annual art/literary publication <i>Patterns</i> includes student work to promote student engagement • Art sculptures on campus • Free Noon/Night Concert Series held monthly during fall and winter semesters <ul style="list-style-type: none"> • Community members and students can enjoy various athletic events either hosted or provided by SC4. • Sports and arts camps held for K-12 students • Walking track, fitness center, and 188-step Tower climb available for students/community
Best Practices by Category	Examples of Adherence

	<ul style="list-style-type: none"> • Hosts annual Alumni golf outing for the campus and community • Host site for events by outside groups including Port Huron Sports Hall of Fame and Community Resource Fair • Arts and athletics events bring in more than 40,000 visitors to campus annually • YMCA Night of Champions Event • Wheelchair basketball • Additional community events are also available at SC4. • Student clubs offer blood donation drives • Participated in the Lake Huron Medical Center Health Fair • Host a Naturalization Ceremony in collaboration with the US Citizenship and Immigration Services, which was open to the campus and community, welcoming new US Citizens from across the globe • Hosted community missions for all ages in the Challenger Learning Center • SC4 STEM Fest • Eclipse day
<p>(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums and art galleries.</p>	<p>SC4 is home to many cultural, educational, and personal enrichment opportunities.</p> <ul style="list-style-type: none"> • Fine Arts Theatre and art galleries • Art archives online for viewing/locating all art on campus • Experience Center, Challenger Learning Center, and Natural Science Museum • Little Free Library on campus • Port Huron Sports Hall of Fame induction plaques on display in Fieldhouse • SC4 Skippers Hall of Fame plaques displayed in the Fieldhouse • House SC4 Seed Library in partnership with Friends of the St. Clair River • Outdoor campus art sculptures • Informational signage for SC4 bio swales and Rain gardens • Natural Science Museum
<p>(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.</p>	<p>The college campus and outside facilities are conducive to physical wellness activities.</p> <ul style="list-style-type: none"> • Fieldhouse use available to students/employees/community groups/K-12 • Fitness center available to students/employees/community • Walkable campus • Baseball diamond available for student and community use • Softball diamond in Marysville available for student and community use • Skippers Athletic complex with turf soccer field and four-lane workout track available for campus and community use • Outdoor Fitness Court available for campus and community use at the Skippers Athletic Complex in Marysville
<p>Best Practices by Category</p>	<p>Examples of Adherence</p>

(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.

SC4 community services include:

- Provides service activities by student clubs, including blood drive, hat/coat drive and food drive
- Food pantry available for students including perishables, non-perishables and personal use items.
- Participant in annual Rotary Parade
- Host site for lectures and educational events
- Host site for annual Community Resource Fair which provides services for families experiencing homelessness
- Partnership with the Blue Water Chamber, EDA and Michigan Works! to host annual career fair
- Hosted and organized the Martin Luther King Jr. Day Celebration for the campus and community
- Host DEI Book Discussions
- Host a Juneteenth Celebration
- Host a Black History Month Read-In Event
- United Way Cabinet Campaign Team and Fund Drive participant
- Host site for "Next Program" which assists students with high school completion certificates and provides the tools to learn social and job skills
- Allow all employees to participate in volunteer day of service
- Annual Sexual Assault Awareness and Prevention presentation
- Cancer Awareness Pink games to raise funds

NOW, THEREFORE, BE IT RESOLVED that the **Board of Trustees of St. Clair County Community College** does hereby certify that the College has met the required best practice measures within each local strategic value category.

AYES:

NAYS:

ABSTENTIONS:

Resolution declared adopted on: **October 10, 2024**

Sarah L. Rutallie
Secretary, Board of Trustees
St. Clair County Community College



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; October 3, 2024

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Property Purchase

It is the recommendation to authorize administration to enter into a property purchase agreement for 522 Michigan Street and 527 Fort Street, Port Huron for the purchase price of \$1,000,000 from the Building and Site Fund.



ST. CLAIR COUNTY COMMUNITY COLLEGE
Office of the President

MEMORANDUM

DATE; October 3, 2024

TO: Board of Trustees

FROM: Kirk A. Kramer

SUBJECT: Education Support Personnel (ESP) Tentative Agreement

It is the recommendation of administration that the Board take action to approve the employment agreement with the Education Support Personnel (ESP), as presented.

ESP 2024 TA SUMMARY

- Updates to Appendix A to include:
 - Current position titles of members covered by the agreement as of the inception of the 2024-2027 contract.
 - Clarification the College will notify the union in writing of changes to Appendix A.
- Updates to Appendix B to include:
 - For the 2024-2025 college year, the higher of a one-time wage adjustment or a 2% increase will be made to better align wages within the salary structure (19 employees to receive a one-time wage adjustment).
 - A 2% pay adjustment on base salary for 2025-2026 and 2026-2027 with an annual reopening of the contract for the limited purpose of wage bargaining; no less than a 2% increase will be negotiated.
 - A one-time stipend for all non-probationary current/actively working members (\$1,000 for employees with nineteen years of service or less as of July 1, 2024; \$1,250 for employees with 20 or more years of service as of July 1, 2024).
 - An increase in the salary floor from \$16.00 per hour to \$16.25 per hour.
- Language was added:
 - To allow for a \$0.20 premium in addition to the current hourly rate during temporary job reassignment.
 - To allow employees to work up to 40 hours per week for a stated duration of time upon mutual agreement between the supervisor and employee.
 - To provide a premium on an employee's current hourly rate for earned degree levels (\$0.20 for associate's; \$0.30 for bachelor's; \$0.40 for master's). Premiums are not cumulative upon each degree earned but will be paid at the rate noted for the highest degree earned.
- Language was updated to:
 - Clarify that job classifications listed in Appendix A shall remain part of the unit for the life of the contract but shall not negate or diminish the employer or union's rights under the agreement.
 - Clarify that the College will notify the union president at least thirty days before layoff implementation.
- The College will continue to provide the State of Michigan legislated hard cap amounts toward the cost of health care. State hard cap amounts will increase by 4.1% in 2024.
- Very minor clean-up.
 - Title updates as necessary.
 - Removed references to "pay band".
 - Update holidays and days closed over Christmas/New Year's.