

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
April 19, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 19, 2017, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:30 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd (Absent)
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington (telephonically)	Trustee Patrick O'Donnell
Trustee Matthew Davis (Arrived at 6:50 p.m.)	

Attendance from President's Council included:

Mr. Mark O'Connell, President
Ms. Teresa Durham, Executive Director, KCC Foundation
Ms. Tonya Forbes, Dean, Arts and Sciences
Ms. Becky Gallimore, Executive Assistant to the President
Mr. Eric Greene, Director, Public Information and Marketing
Dr. Jan Karazim, Dean, Workforce Development
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Kevin Rabineau, Vice President, Instruction
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Dr. Jorge Zeballos, Executive Director, KCC CDI

Fifteen individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee Camp Seifke, supported by Trustee Booth, the Board approved the addition of a bond resolution as action item F.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held March 15, 2017, were approved as written with a motion by Trustee Booth, supported by Trustee O'Donnell.

PRESIDENT'S REPORT

Michigan Community College Association (MCCA) Update: MCCA President Mike Hansen updated the Board on what has been happening within the State's legislature and what affect a proposed income tax reduction may have on future community college funding. He also provided a 'shout out' to Trustee Byrd for his input on the MCCA legislative committee and noted that the MCCA will be hosting Community College Day at the Capitol on April 20.

Men's and Women's Basketball Postseason Awards: KCC students Taylor Jungel, Mohammed Albagami and Curtis Trigg were introduced to the Board by Tom Shaw and recognized for their postseason basketball awards. Coach Ben Reed was also in attendance. All three students shared how much they have enjoyed their time at KCC and how helpful the staff and teachers have been.

Open Educational Resource (OER) Task Force Presentation: Members of the OER Task Force provided an update on activities they have been working on since the group's planning proposal was approved in March. The Task Force is working hard to raise awareness and encourage the use of OER resources throughout KCC to help reduce the cost of textbooks for our students. It is estimated nationally that 65% of students do not purchase textbooks due to cost. OER not only provides the College with a great opportunity to reduce costs for our students but it also supports more interactive,

problem-based teaching that can significantly improve student learning and assist with persistence and overall completion rates.

Grahl Center: In a recent visit to the Grahl Center, State Representative Eric Leutheuser spent two hours talking with members of KCC's administration, local counselors, superintendents and dual enrolled/early college students. It was very productive meeting with Representative Leutheuser asking many questions.

KCC Homecoming: Eric Greene spoke about the festivities scheduled for the KCC Homecoming to be held April 29 in celebration of the College's 60th anniversary. As a way to give back to the community, the family-friendly event will be free of charge to all students, employees, alumni and community members.

Manufacturing Consortium: Preliminary conversations have been held regarding the establishment of a local manufacturing consortium that would help strengthen the workforce within the community to meet the needs of area manufacturers.

Nursing Capstone & Networking Event: President O'Connell invited the Board to join him April 26 to experience the pride and see first-hand the accomplishments of the senior nursing students as they exhibit and present their capstone projects during the Nursing Capstone & Networking Event.

Home Care Coding Specialist Launched: Dr. Jan Karazim provided an update on the 'soft start' of the new Home Care Coding Specialist course launched in March. The initial cohort of sixteen people are progressing through the 10 credit hour course that will prepare them to take the necessary certification exam. Since this is the inaugural cohort, the College will be assessing their feedback on the course to make any necessary adjustments prior to offering it again. Plans to package the course as a program will allow future students the ability to use federal financial aid so they will not have to pay the cost of tuition for the 10 credits out-of-pocket.

Appreciation from K-12 Schools: The College received a great deal of appreciation from area K-12 superintendents and principals after learning of the new Dual Enrollment/Early College (DE/EC) tuition rate approved by the Board at the March meeting. The new rate will allow KCC to continue building upon the partnerships that have already been established and provide the schools an opportunity to offer dual enrollment and early college to more students due to the increased affordability.

KCC CDI Grant Extension: KCC CDI Executive Director Dr. Jorge Zeballos provided an update to the Board on changes that will be taking place within the CDI due to the recent \$800,000 grant extension received from the W.K. Kellogg Foundation. Four new staff members will be added to allow the CDI to meet the growing demands for long-term institutional training and expand on their current services.

KCC Foundation Update: Teresa Durham reported on the recommended Gold Key and Trustee Scholars and various grants she has been working on with the president's office in support of the KAMA/iACT initiative and the Agricultural Operations program. Durham also invited everyone to the 60th anniversary Gala Celebration scheduled for June 3. One hundred percent of ticket sales for the event will go to the Beyond Tuition Fund for student emergency needs.

Commencement Activities: The 2017 KCC commencement breakfast and ceremony are scheduled for May 11 at Kellogg Arena.

21st Century Update: The Miller Building demolition was completed 4 weeks early. Asbestos located beneath the foundation was abated and a structural engineer will be evaluating how the College should proceed with compacting the soil on the south side due to a high water table. Contingency funds will be used to offset the additional cost. Bids were received for the project and a recommendation was approved as an action item later in the meeting with the exception of the batting cage in which the College has asked for a redesign, and the metal panels which were over budget and will be rebid. Construction will begin in May. Efforts are being made to get the final submission

for the RMTC renovation in to the State by early August to be approved for funding appropriations. State required RFP's for construction estimating and construction management services are out now and will be brought before the Board in May.

The College will be issuing bonds to assist with payment of invoices for the Miller Building and RMTC projects. The firm of Miller Canfield has been retained as bond counsel and Bendzinski & Company as financial advisor. There is a combined project cost of \$14.3 million. With additional funding sources available, the bond issue request will be set at \$10 million, which is a threshold that makes the bond issue more attractive to financial institutions.

On April 18, President O'Connell provided a second presentation to the BC TIFA Board with the result being unanimous approval of \$1.075 million to support the College's matching funds for the RMTC Capital Outlay Project. Several other meetings have also taken place in an attempt to garner support for the match requirement.

Scholarships and Grants: The College received \$250.00 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Chairman Claywell gave credit for the recent support from the BC TIFA Board to all employees at KCC for their hard work, adding that "manufacturers at Fort Custer view KCC as a gem of the community and a resource that is continually willing to change and modify general practices to meet their needs."

CITIZEN/STAFF REQUESTS AND COMMENTS

Anna Cox invited everyone to attend the musical, Zombie Prom, and to show their support of our athletes by attending the softball and baseball games. Cox also noted that the new KCC book club was mentioned at the recent Battle Creek Reads at Willard Library.

ACTION ITEMS

Compliance with the Community College Act, Sec. 389.141: With a motion from Trustee Davis, supported by Trustee Booth, the Board approved a resolution estimating the amount of property taxes necessary for the 2018 fiscal year. The resolution was based on the assumption that it will be necessary for the Board to levy the full, voted millage next year.

Board of Trustees Bylaw Amendment: With a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved an amendment to the Board of Trustee bylaws thereby removing the Trustee's names, offices and term expirations. The information is available on the KCC website.

Miller Building Bids: With a motion by Trustee Davis, supported by Trustee Camp Seifke, the Board approved the Miller Building bid recommendations from construction manager Walbridge. The total adjusted project cost is \$9,673,917, approximately \$326,000 under budget. As noted earlier in the meeting, the recommendation did not include the batting cage or metal panels.

Financial Statements: The Board approved the March 2017 financial statements with a motion by Trustee Booth, supported by Trustee O'Donnell.

Personnel Items: With a motion by Trustee Booth, supported by Trustee Davis, the Board approved the following personnel items:

Position Transfer

Scott Seppala

Secretary, LRC/Library Services-PT
(effective April 10, 2017; Support Staff, O&C II, Step 5, 2016-2017
hourly rate \$18.91)

Approaching Retirements

Cathy Slaughter Secretary, Athletics and Physical Education-PT (12 years) (effective April 30, 2017)

Resignation

Amy Shreve *Manager, Student Success Strategies (5 years) (effective April 28, 2017)

**Fully or partially grant funded*

Bond Resolution: With a motion by Trustee Booth, supported by Trustee O'Donnell, the Board approved a resolution authorizing KCC to proceed with the sale of \$10 million worth of bonds for the purpose of providing funds to pay for costs associated with the Miller Building Construction and RMTC Renovation projects.

CITIZEN/STAFF COMMENTS

Anna Cox spoke about the recent robotics competition at Gull Lake in which she and fellow faculty member Rod Price were judges.

ADJOURNMENT

After a brief update of upcoming events, Chairman Claywell adjourned the meeting at 7:58 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair