

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
April 20, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 20, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:35 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell
Trustee Jill Booth
Trustee Reba Harrington
Trustee Matthew Davis

Trustee Jonathan Byrd
Trustee Julie Camp Seifke
Trustee Patrick O'Donnell

Attendance from President's Council included:

Mr. Mark O'Connell, President
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety
Ms. Teresa Durham, Executive Director, KCC Foundation
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, Dean, Arts, Sciences, and Regional Education
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Catherine Waugh, Vice President, Instruction
Ms. Terah Zaremba, Dean, Student Services

Sixteen individuals sat in the gallery including presenters, guests from the Delta Sigma Theta Sorority, Inc., and Battle Creek Enquirer reporter Safiya Merchant.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held March 16, 2016, were approved as written with a motion by Trustee Byrd, supported by Trustee Booth.

PRESIDENT'S REPORT

Lifelong Learning – Bruin Youth Programming: Mary Green, Director of Lifelong Learning, and Kimberlee Andrews-Bingham, Program Coordinator, presented information on current youth programming at KCC and the planned expansion for Summer 2016. Many of those at the board meeting remembered the early programs such as Kids Consider College, TAG, and ShaZam which were suspended in 2002. Plans for Summer 2016 include a Career Exploration Experience and Study Strategies for Success for high school students. A new partnership with Hip Hop 4 Change for a writing academy, the increasingly popular Bruin Bots program, and camps for youth entrepreneurs, public service career exploration and expanded sports camps in partnership with the Athletic Department.

KCC Foundation Update: Executive Director Teresa Durham provided information regarding recipients of the Gold Key and the Board of Trustee Scholarships. Over the next few weeks, the Board of Trustees will be visiting area schools during their honors programs to personally deliver scholarship certificates to high school seniors that will be attending KCC. Durham was also pleased to report a packed house for speaker Elizabeth Smart held earlier in the day. Smart, kidnapped and held hostage for nine months at age 14, was brought to KCC as a partnership between Sexual Assault Services of Battle Creek for their 20th anniversary and the KCC Foundation. Durham reminded board members that tickets are available through the Foundation for the May 21, 2016, concert by the Brass Band of Battle Creek. KCC

is being honored during the event for its 60th anniversary. Also being honored are the Urban League of Battle Creek and the Battle Creek Historical Society.

Early College Update: Schools submitting early college applications with the Michigan Department of Education by the April 1 deadline included Bellevue, Union City, Battle Creek Central, Lakeview, Harper Creek, Pennfield, Calhoun Area Career Center, Coldwater and Hastings Schools. A few schools had already received notice of their acceptance prior to the board meeting.

Miller College Update: Formal notification was received from Sara Wallace, Interim President of Robert B. Miller College, of their intentions to vacate the Mawby Center by June 30, 2016.

Commencement Activities: The 2016 commencement activities scheduled for May 12 begin with breakfast at 8:00 a.m. and conclude with the 7:00 p.m. ceremony at Kellogg Arena.

21st Century Update: Work is still on schedule and progressing nicely for the RMTTC/TIFA addition. KCC currently remains number one on the list in the State's capital outlay process for community college project funding. The Design Team is scheduled to meet regarding the Miller Physical Education Building with a budget and schedules projected to be brought before the Board in May.

BOARD REPORTS AND REQUESTS

Chairman Claywell recognized Vice President of Instruction Catherine Waugh and thanked her on behalf of the Board for her dedication and commitment to the College. Waugh resigned from KCC and this was her last board meeting.

Trustee Harrington was pleased to introduce her sorority sisters from the Battle Creek Alumnae Chapter of the Delta Sigma Theta Sorority: President Lynn Ward Gray, former Vice Mayor and current Battle Creek City Commissioner; Kyra Wallace, President and CEO of the Urban League; Karen Maye from the VA Medical Center; Annette Rowan, former Assistant Superintendent at Battle Creek Public Schools; and Carla Reynolds, Calhoun County Commissioner. President Lynn Ward Gray thanked the Board for their hospitality and provided information on the history of the sorority and their activities within the communities they serve. The Delta Sigma Theta Sorority was founded in 1913 with the local Battle Creek Alumnae Chapter being chartered in 1980. The sisters came to the board meeting to introduce themselves and let the Board know they are available should there be an opportunity for collaboration in the future. Chairman Claywell appreciated their presence and thanked them for their service to the community.

Trustee O'Donnell provided a shout out to the library for Library Week and commented on the fine job being done by Marty Stilwell and the rest of the staff. It was also noted that Stilwell is set to retire at the end of September.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

With a motion by Trustee Davis, supported by Trustee Harrington, the following action items were considered as part of a consent:

Change of Authorized Bank Signatories and Investment Officers: To continue with reassignment President O'Connell's former vice presidential duties, the Board approved Chief Financial Officer Rick Scott as an authorized signer on the College's bank accounts, along with the Board treasurer, and the authorization of Director of Finance Tracy Beatty to join Rick Scott as a co-authorized investment officer. Trustee Byrd inquired prior to the vote about the College's commitment to investing locally. Rick Scott replied that requests for proposals are sent out periodically within Branch, Barry and Calhoun counties. Trustee Davis, as a member of the Audit & Finance Committee, added that during the last process several local banks were asked to provide information and they did not respond or just did not want the

opportunity. Administration will work on sending out new RFP's since the process has not been done for a few years.

College Policy Addendums: To assure KCC's compliance with recently updated federal grant policies from the Federal Office of Management and Budget (OMB), the Board approved an addendum to the current purchasing policy to include procurement for federal grant transactions, an addendum to the current conflict of interest policy with regards to Federal awards, and the approval of Chief Financial Officer Rick Scott as KCC's authorized official thereby allowing him to certify any draw down requests or financial report that may be submitted.

Compliance with the Community College Act, Sec. 389.141: The Board approved a resolution estimating the amount of property taxes necessary for the 2017 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.

Financial Statements: Financial statements for the month of March 2016 were approved by the Board.

Personnel Items: The following personnel items were also approved as part of the consent agenda:

Resignation

Brad Ward	Professor, Business Management (5.5 Years) (Effective December 31, 2016)
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Upcoming Retirements

Kenneth Weimer	Professor, Business, retiring May 14, 2016
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Randall Kopf	Professor, Computer Aided Drafting, retiring August 12, 2016
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Trustee Byrd added that Brad Ward has been a great asset to the Business Department and he wished to recognize that.

CITIZEN/STAFF COMMENTS

Mary Louise Stefanski asked if the Institution could revisit the smoke-free campus policy and maybe have some action brought forward.

CLOSED SESSION

Trustee Davis supported the motion made by Trustee Byrd to enter into closed session for the purpose of discussing contract negotiations. The closed session was approved by unanimous roll call vote and began at 7:01 p.m.

PUBLIC SESSION

The Board returned to public session at 7:55 p.m.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:57 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair