

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
August 19, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 19, 2015, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

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

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington - Absent	Trustee Patrick O'Donnell
Trustee Matthew Davis	

Attendance from President's Council included:

Mr. Mark O'Connell, Interim President  
Ms. Jackie Braman, Secretary, EMS and SSA Unit Chairperson  
Ms. Teresa Durham, Executive Director, Kellogg Community College Foundation  
Ms. Becky Gallimore, Executive Assistant to the President  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Catherine Hendler, Vice President, Instruction  
Dr. Jan Karazim, Dean, Workforce Development  
Dr. Kay Keck, Vice President, Student and Community Services  
Mr. Kevin Moody, Maintenance, Utility II and KMA Chapter Chairperson  
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. Terah Zarembo, Dean, Student Services

Eleven individuals sat in the gallery including Battle Creek Enquirer reporter, Ms. Safiya Merchant.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held July 15, 2015, were approved as written in a motion by Trustee Byrd and supported by Trustee Booth.

#### **INTERIM RESIDENT'S REPORT**

**Employee Recognition:** At the recent community volunteer awards held by the Battle Creek Community Foundation for HandsOn Battle Creek, adjunct instructor Mr. Chuck Newman, was named the 2015 Service-Learning Teacher of the Year. Mr. Newman was appreciative of the award and the opportunities that teaching at KCC has provided him.

**Math Faculty State Award:** Ms. Jan Karazim, Dean of Occupational Education, explained how the math faculty worked with occupational education and used the Michigan Transfer Agreement (MTA) to deliver the appropriate math courses necessary for those students to be successful and allow for easy transfer to one of the state universities. Nominated by Ms. Karazim for their work, the math department has been chosen to receive the Outstanding Educator Team Award for 2015. The award will be presented in October at the TRENDS in Occupational Studies Conference in Traverse City.

**Legislative Update:** With the budgets being completed and the legislature focusing on road funding, there was not anything new to report.

**21<sup>st</sup> Century Update:** Mr. John DiPierro, Director of Institutional Facilities, provided an update on the final phases of the Davidson Building renovation. The building is set to open Monday, August 24, with a re-dedication ceremony being scheduled for September 24. Programming for the Miller

Building, the third and final building in the 21<sup>st</sup> century projects, has been going very well. Concepts will be brought to the September board meeting for consideration.

**RMTC Addition Funding:** On August 13, Mr. Mark O'Connell made a very successful presentation for funding to the Battle Creek Tax Increment Finance Authority (TIFA). The \$1.675 million secured from TIFA, along with funding from the College's 21<sup>st</sup> century millage, will provide an 8,400 square foot addition to the Regional Manufacturing Technology Center. Chairman Claywell, who attended the presentation, commented on how this is a direct reflection of how KCC is viewed by entities within the Fort Custer Industrial Park.

**Registration Open House:** On July 18 approximately 200 people attended the second annual registration open house where they could finish their financial aid, talk to an advisor, and register for courses. Faculty were on hand to highlight their programs and representatives were available to help with Legacy Scholars.

**HLC Assurance Report Update:** Ms. Catherine Waugh (formerly Ms. Catherine Hendler), Vice President of Instruction, reported that the first draft of the Higher Learning Commission Assurance Report has been made available to the Board, the faculty, and the staff for their comments. An updated draft will be provided to the Board in September for review with the final copy being submitted for approval in October. The report is due to the HLC the first week of November.

**Foundations of Excellence Initiative with Miller College:** The Foundations of Excellence Initiative Grant was received by Miller College from the Kellogg Foundation. The purpose of the project is the success of Miller College transfer students, particularly those received from KCC. Teams from KCC and Miller College recently traveled to North Carolina to meet with John Gardner from the John N. Gardner Institute to begin the process that is expected to fit together nicely with Guided Pathways.

**Denso Grant Payment:** KCC recently received the final \$50,000 payment of a three-year, \$150,000 grant received from the Denso North America Foundation for the purchase of equipment at the Regional Manufacturing Technology Center (RMTC). Denso continues to be a major supporter of training efforts at the RMTC and their gift is greatly appreciated.

**KAMA at EAC:** Beginning with the Fall 2015 semester, students of the Eastern Calhoun Early College will enroll in the Kellogg Advanced Manufacturing Assembly (KAMA) program along with the general adult student population at the College's Eastern Academic Center (EAC). A cohort of 20 students will start the 15 week program in early September. Training in essential work skills will occur on the EAC campus and the technical hands-on training will take place in the KAMA lab at the RMTC. Mr. Roy Tooke, Career Coach in the Workforce Solutions department, described the processes and follow up that are a necessary part of the TAACCCT grant used for the program. The program is very beneficial to the non-traditional college student and Mr. Tooke's connections with the non-profit sector have been an asset in recruitment of students for the program. Participants receive 8.74 college credits providing them a pathway to earning a certificate or degree at KCC. On behalf of the individuals that have thanked him, Mr. Tooke thanked the administration for bringing the program to the community.

**Dental Hygiene Update:** Significant staffing changes are taking place in the Dental Hygiene program with the retirement of a full-time faculty member and resignation from the Director of Dental Hygiene and of the Clinic. Replacement for the faculty member is expected soon and Ms. Bridget Korpela agreed to assume the position of interim director until it is filled. During this period the dental clinic is also undergoing some major renovation made possible with funding from the CCSTEP grant.

**KCC Foundation Update:** Ms. Teresa Durham reported that the Davidson Building courtyard project is in the final stages and will be completed in time for the re-dedication ceremony scheduled for September 24. She also reported the project would not have been possible if not for the support from many of the vendors working on the Davidson Building who have donated supplies or services to the project, as well as the KCC Arts & Communication staff, the Art on Campus Committee, the Battle Creek Community Foundation DeVries Partners in the Arts Community Project Fund, the Michigan Laborer's District Council, and the Zanetti 21<sup>st</sup> Century Fund.

The 18<sup>th</sup> annual Bruin Open is scheduled for Friday, September 11. Sponsorships are on par with the previous year and the event is full with 60 teams participating. Approximately \$800,000 has been raised to help fund student scholarships since the event began in 1997.

On August 7, Ms. Durham and KCC Foundation Board Chair, Ms. Kathy-Sue Dunn, hosted an alumni and friends lunch. The lunch included a diverse group of six women who attended KCC from the 60's through the 90's. The purpose was to gather ideas to jump-start a sustainable KCC Alumni and Friends Program and to gather recommendations for a three-year strategy plan. These women have now become alumni ambassadors and will work to recruit others to the group.

**Organizational Chart:** An organizational chart utilizing Powerpoint has been developed by Human Resources and includes all staff and faculty. A process has been put in place to keep it up to date and it will be available on the website for employees and the public alike.

**Scholarships and Grants:** This month the College received \$54,630 in scholarships.

## **BOARD REPORTS AND REQUESTS**

**Presidential Search Update:** Chairman Claywell announced that the Board was not prepared to make a decision regarding the selection of a vendor for the presidential search. The Board wished to remain very diligent in the process by providing themselves with additional time to go through the vendor proposals very thoroughly and to be sure employees of the College are involved as they move forward. Announcement of a vendor is now expected at the September meeting.

**Strategic Governance Planning:** Chairman Claywell expressed his appreciation to the individuals that have been involved in helping the Board work through the governance process. The policy is expected to be completed this fall and will not only remind the Board of their governance priorities but will also allow others to have a better understanding of those priorities and how they impact and relate to decision making.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

## **ACTION ITEMS**

**Faculty Senate:** With a motion from Trustee Byrd, supported by Trustee Booth, the Board approved the establishment of a Faculty Senate at KCC. The Senate, governed by bylaws and a constitution, evolved as a means of shared governance between the faculty, the College administration, and the Board. Chairman Claywell expressed appreciation on behalf of the Board for the time and effort the faculty committed to process and continued by stating that the Board is looking forward to working with them and will welcome their perspective.

**Voluntary Retirement Incentive Plan:** Due to a significant decline in enrollment and an expected shortfall in the budget, the Board approved a Voluntary Retirement Incentive Plan in an attempt to right-size the organization and achieve long-term savings to the budget. Staffing costs account for approximately 80 percent of the budget. Fifty-nine employees are eligible as determined by MPSERS or the ORP retirement schedule. It is hopeful the incentive will result in several retirements which will then allow for re-evaluation of those positions to determine if they need to be replaced and when. The costs of the program, which will be incorporated into the mid-year budget update, will provide further challenges for the budget and may require the College to dip into the fund balance to pay for it. Results of the incentive will be known by late October or early November as employees need to decide by November 3, 2015.

The motion for this vote was made by Trustee Davis, supported by Trustee Camp Seife, and approved unanimously by the six board members present at the meeting.

**Financial Statements and Personnel Items:** With a single motion from Trustee Byrd, supported by Trustee Davis, the Board approved the July 2015 financial statements and the following personnel items (\*Note: It was quickly determined after the August board meeting that a correction needed to be made to those items identified with an asterisk. Amendments will be included in the report at the September meeting.):

**Position Transfer**

Tonie McMaster                      Director, Nursing  
(effective August 10, 2015; Chair/Director, 2015-2016 annual salary \$85,058)

**Position Change**

Amy Shreve                              Manager, Student Success Strategies  
(changed from Administrative .50 FTE to Administrative 1 FTE, 2015-2016 annual salary \$52,999.20)

**Position Elimination – Staff Placements**

\*Shari Deevers                      Computer Technician, EAC - position eliminated due to EAC restructure  
Employee transferred to: Computer Technician Fehsenheld (effective August 24, 2015; Employee retains current classification, salary and seniority.)

\*Marilyn Hogan                      Secretary, EAC – Part Time - position eliminated due to EAC restructure  
Employee remains in position until effective date.  
(effective January 29, 2015. Employee retiring.)

\*Jean Rice                              Secretary, EAC - position eliminated due to EAC restructure  
Employee transferred to: Temporary, Tool Crib Attendant  
(effective August 24, 2015. This is a temporary assignment only. A regular assignment will be made within the next 90 days. Employee retains current classification status, salary and seniority.)

**Sabbaticals**

Glenda Morling                      Delay of sabbatical granted for Spring 2016 until Fall 2016

\*Robert Mulligan                      Delay of sabbatical granted for Fall 2015 until Spring 2016

**Resignations**

Hilary Anthony                      Secretary, Student Life (1 year)  
(effective August 26, 2015)

Jamie Beale                              Director, Dental Hygiene Education (3.5 years)  
(effective August 7, 2015)

**CITIZEN/STAFF COMMENTS**

Mr. Kevin Moody, KMA Chapter Chairperson, recalling presidential searches done within the last several years, questioned the value of hiring someone to tell the College how to do it in this time of economic crisis. Chairman Claywell stated they would provide a written response to the question after looking into it.

Mr. Rod Price, KFA President, thanked the Board for their consideration of the Faculty Senate concept and approval to move it forward. He added that they will work very hard to turn it into something everyone can be proud of.

#### **CLOSED SESSION**

The closed session scheduled to update the Board regarding collective bargaining taking place with the employee bargaining units was not necessary at this time.

#### **ADJOURNMENT**

Chairman Claywell adjourned the meeting at 7:42 pm after a brief update of upcoming events.

Reba Harrington, Secretary

Steven Claywell, Chair