

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
December 13, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, December 13, 2017, in the Heritage Room at Schuler's, 115 S. Eagle Street, Marshall, Mich.

Chairman Claywell called the meeting to order at 6:21 p.m. Roll was taken and reflected the following:

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

Attendance from President's Council included:

Mr. Mark O'Connell, President
Ms. Tonya Forbes, Dean, Arts and Sciences
Ms. Becky Gallimore, Executive Assistant to the President
Mr. Eric Greene, Director, Public Information and Marketing
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services
Ms. Ali Roberts, Chief, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Cindi Shell, Secretary, Allied Health/Dental
Ms. Terah Zaremba, Dean, Student Services

Ten individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the addition of a Letter of Agreement with the Support Staff Union as action item letter C.

CONSIDERATION OF MINUTES

With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the November 15, 2017, meeting minutes as written.

PRESIDENT'S REPORT

Personal Property Tax Reimbursement: The College received its reimbursement for lost personal property tax revenue from the State. It was \$2.95 million, which was almost \$1 million more than last year and more than we were told to expect. A recommendation for allocation of the funds is expected to be brought before the Board in early 2018 after discussing ideas with the Audit & Finance Committee.

KCC Foundation Update: Foundation staff are working hard to prepare for the annual Bid a Brighter Future Auction and Raffle scheduled for January 4 and two performances by world-renowned magician Stuart MacDonald to be held January 13. Contributions for November brought the fiscal year total to \$429,000.

Student Recognition: Supported by the Sidney DeBoer Memorial Fund, KCC student Michelle Miller was honored by being the only community college student out of a dozen selected to participate in an intensive environmental studies program in the Rocky Mountains.

Interim Activities: President O'Connell provided a personal invitation to the Board to join KCC employees for Interim Session, the Bid a Brighter Future event and various other activities scheduled for the first week of January.

Scholarships and Grants: The College received \$13,525.70 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

None.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Financials: The Board approved the November 2017 financial statements with a motion by Trustee Byrd, supported by Trustee Camp Seifke.

Personnel Items: Ali Robertson noted the recent addition of Pauline Rombaugh who was hired as Manager, President's Office. With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the following personnel items:

New Hire

Pauline Rombaugh Manager, President's Office
(effective December 18, 2017; Administration, Manager 1, 2017-2018 salary \$62,082.00 pro-rated for the remainder of the 2017-2018 fiscal year)

Brett Weiss Manager, Police Academy
(effective January 2, 2018; Administration, Manager 1, 2017-2018 salary \$60,000.00 pro-rated for the remainder of the 2017-2018 fiscal year)

Position Transfer

Cindy Arizmendi Faculty Coordinator, First Year Seminar
(effective January 4, 2018; Faculty, Masters Lane, Step 4, 2017-2018 annual salary \$57,921.00 pro-rated for the remainder of the 2017-2018 fiscal year)

Approaching Retirements

Mark Olmstead Manager, Institutional Facilities, Environmental Health and Safety
(23 Years) (effective December 31, 2017)

Support Staff Letter of Agreement: With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board approved a letter of agreement with the Support Staff Union, Local 1294 providing for the reclassification of certain positions within the support staff unit and the establishment of an ongoing Hay review process. Chairman Claywell thanked everyone for their work in bringing the LOA to fruition.

CITIZEN/STAFF COMMENTS

Becky Gallimore, Executive Assistant to the President, thanked the Board for the opportunity to serve them as she now transitions to her new position as Operations Manager of the RMTC.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 6:30 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair