

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
December 16, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, December 16, 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 – arrived 6:35pm	Trustee Patrick O'Donnell
Trustee Matthew Davis — <del>Absent</del> (present)	

Attendance from President's Council included:

Mr. Mark O'Connell, Interim President  
Ms. Jackie Braman, Secretary EMS and SSA Unit Chairperson  
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety  
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  
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

Nine individuals sat in the gallery.

#### **MOMENT OF SILENCE**

Immediately after the meeting was called to order and roll was taken, Chairman Claywell asked everyone to rise and join him in a moment of silence for two Pennfield High School teens recently killed in an auto accident.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held November 18, 2015, were approved as written in a motion by Trustee Booth, supported by Trustee Byrd.

#### **INTERIM PRESIDENT'S REPORT**

**KCC Foundation Board:** Special guests from the KCC Foundation Board of Directors were introduced by Executive Director Ms. Teresa Durham and included: Ms. Kathy-Sue Dunn, Chair; Mr. Steve Claywell, Secretary; Mr. Rick Scott, Treasurer; and members Mr. Matt Davis, Ms. Jill Booth, Mr. Eric Greene, Mr. John Dilworth, Mr. Mike Beckwith, and Ms. Vivian Davis.

**21<sup>st</sup> Century Update:** Contractors for the RMTC/TIFA addition have taken full advantage of the mild weather by completing footings, foundation walls and underground utilities. The final budget for the Davidson Building close-out will be brought before the Board in January. A concept for the Miller Building will be presented to the Design Team in February and brought before the Board once it is approved.

Funds for an emergency replacement of the failed vacuum pump in the dental clinic will be taken out of the special millage fund for capital improvements. The new pump will be installed over the holiday break at a cost of \$16,000.

**HLC Assurance Report Update:** Over six hundred pieces of information were collected and vetted within one week when the HLC requested additional information to complete their analysis of the KCC assurance report. Information received so far indicates things are going well and the request was simply to gather more evidence for the process. Ms. Catherine Waugh, Ms. Marcia Campbell and Ms. Martha Stilwell were complimented for the incredible amount of work they did to prepare the items needed for evidence. The College is currently awaiting feedback regarding the next steps.

**HLC Faculty Qualification Requirements:** Recent information received from the HLC regarding faculty qualifications require all faculty teaching transfer courses to have a Master's degree in that discipline. The College has received notice that some flexibility will be allowed on a case-by-case basis when using a combination of experience and credentials to evaluate faculty. The requirements may be most problematic for the College's adjunct faculty who may already be retired and do not wish to go back to further their education. The next HLC evaluation is in 2021 allowing faculty time to achieve the outcome. It will not be necessary for faculty members retiring before that date to meet the requirement.

**Enrollment Report:** Current enrollment figures for the Spring 2016 semester still reflect a 15% decrease in contact hours and a 10% decrease in headcount compared to the same time one year ago.

**Miller College Update:** On December 8, 2015 it was announced that Robert B. Miller College would be closing its doors for good at the end of the 2016 semester. KCC is working with Miller College and Western Michigan University on a teach-out plan that will allow those students close to graduation to get their Bachelor's degrees by taking WMU courses. Work is currently being done to identify the students involved and assist them in mapping out their next steps. The Mawby Center has been identified as a possible teach-out location. Chairman Claywell expressed his appreciation to the faculty and staff at KCC that have helped Miller College throughout this process.

**Foundation Report:** Executive Director Ms. Teresa Durham provided an update for the Board regarding changes to the Board of Trustees Scholarship, the newly established Sid DeBoer Scholarship and Science Fund, and events taking place in January for the annual Bid a Brighter Future fund raiser.

**Guided Pathways Initiative Update:** Dr. Kevin Rabineau reported on the Guided Pathways Institute recently attended by seven members of the College's GPI team. The training, sponsored by the Michigan Community College Association, was very informative and allowed team members the opportunity to ask members from the first cohort what did and did not work for them as they progressed through Guided Pathways over the past year.

**Holiday Closure Information:** Mr. Mark O'Connell reminded everyone present that the temperature throughout KCC's facilities will be set at 55 degrees during the holiday break from December 23 through January 3. For their own personal safety, employees are also required to contact campus Public Safety when entering and leaving college facilities.

**Interim Activities:** Board members were invited by Mr. O'Connell to join the staff for Interim Session as well as various other activities scheduled for the first two weeks in January.

**Scholarships and Grants:** This month, the College received \$7,550 in scholarships.

## **BOARD REPORTS AND REQUESTS**

Trustee O'Donnell thanked Chairman Claywell for the moment of silence at the beginning of the meeting and then wished all of the faculty, staff and fellow board members a Merry Christmas.

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

None.

## **ACTION ITEMS**

**Support Staff Contract Renewal:** With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved a 2015-2016 contract with the KCC Support Staff Union. The one-year contract includes a change in paid holidays, an adjustment to summer hours and a freeze in wages.

**Consent Agenda:** In a single motion by Trustee Byrd, supported by Trustee Davis, the Board agreed to a consent agenda and approved the following items:

1. **Financial Statements:** The November financial statements were approved as written
2. **Personnel Items:** The following personnel items were also approved as part of the consent agenda:

### **Retirement Notice**

Doug Adams                      Professor, Industrial Trades (29 years)  
(effective December 31, 2015)

### **Approaching Retirements**

Ron Ivey                              Director, Criminal Justice (12 years)  
(effective December 31, 2015)

Rod Kosmick                      Professor, Computer Engineering (23 years)  
(effective December 31, 2015)

Natala (TJ) Mohl                      Counselor (14 years)  
(effective December 31, 2015)

### **Delayed Retirement**

Ken Weimer                      Professor, CIS/Co-Op Coordinator (30 years)  
(effective May 13, 2016, delayed from December 31, 2015)

## **CITIZEN/STAFF COMMENTS**

None.

## **ADJOURNMENT**

Mr. O'Connell provided the Board with a brief update of upcoming events and expressed to the members that he was going to offer to administration the same paid holidays recently approved for the Support Staff and Maintenance bargaining units.

Chairman Claywell wished everyone a happy and safe holiday before adjourning the meeting at 6:57pm.

Reba Harrington, Secretary

Steven Claywell, Chair