

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
July 15, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, July 15, 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 - Absent	Trustee Julie Camp Seifke
Trustee Reba Harrington (telephonically)	Trustee Patrick O'Donnell
Trustee Matthew Davis (telephonically)	

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  
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  
Dr. Jorge Zeballos, Executive Director, KCC CDI

Ten individuals sat in the gallery.

### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held June 17, 2015, were approved as written in a motion by Trustee Byrd and supported by Trustee O'Donnell.

Minutes from the special meeting (Governance Workshop) held June 20, 2015, were approved as written in a motion by Trustee Byrd and supported by Trustee O'Donnell.

Minutes from the special meeting (Governance Workshop) held June 30, 2015, were also approved as written in a motion by Trustee Byrd and supported by Trustee O'Donnell.

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

**Service-Learning Presentation:** Service-learning manager Ms. Kate DeGraaf was joined by Miss Heather Bernard and Mr. Joseph Marah, current KCC students, to provide a presentation for the Board regarding the benefits and growth of service-learning for the students at KCC as well as the community. The program provided 597 student experiences over the last year and continues to build sustainable partnerships within the community while also gaining state and national recognition. Most recently KCC became the only community college to make the Presidential National Honor Roll for community service.

Mr. Marah, an international student from West Africa, was an integral part in the development of the YES-KCC Community Garden when he invested a \$3,000 grant he had received from Istanbul, Turkey into the establishment of the garden at KCC in the spring of 2014.

Miss Heather Bernard told the Board that when she started college she did not know what she wanted to do. Through the guidance and support she has received at KCC she now has a plan and is looking

forward to continuing her education. Ms. DeGraaf and Miss Bernard will be leaving for England and Ireland on August 1, 2015, to research international service.

**Legislative Update:** On June 26, 2015, the Supreme Court of the United States upheld the legality of same-gender marriage. After confirmation by Gov. Rick Snyder that Michigan would comply, an open enrollment period was put in place for Faculty, Administration, Support Staff and Maintenance to allow same-gender spouses to be enrolled in current insurance plans during the month of July. As plans are renewed, same-gender spouses will be part of general spousal eligibility. As of the board meeting, one individual had signed up for benefits.

**21<sup>st</sup> Century Update:** The Davidson Building renovation continues to proceed on schedule. It is still anticipated the building will be ready for the Fall 2015 semester in late August. A re-dedication ceremony is currently being planned for September 24, 2015.

Programming for the Miller Gym continues to be refined. It is anticipated that a final design concept will be presented at an upcoming board meeting.

Progress on an addition to the Regional Manufacturing Technology Center (RMTC) continues as programming needs with stakeholders are finalized. Matching grant funds are being sought to offset the cost of the addition. A final design and budget are expected to be presented to the Board for approval by the October board meeting.

**Early Colleges Update:** Dr. Jan Karazim, Dean, Workforce Development, and Dr. Kevin Rabineau, Dean, Arts, Sciences, and Regional Education, shared a status update on the College's work with regional high schools in the development of early college programs. A partnership with the Marshall Opportunity School was presented at the May 2015 board meeting, an early college program with Quincy Public Schools will begin in Fall 2015 at the Grahl Center, and details are currently being worked out for an agreement with the Calhoun Area Career Center. It is anticipated that requests for an early college will continue to increase.

**Fall Enrollment Update:** Enrollment is still down but the figures have improved over the previous week due, in part, to the nearly 3,000 personal phone calls made to students by staff members. There have also been automated calls regarding registration and the KCC Open House scheduled for July 18, as well as drawings for two tuition incentive grants for students registering for at least one class in the months of June or July. Public Information and Marketing also launched a series of supplemental advertisements, including targeted, program-specific Facebook ads in addition to the print, outdoor, digital and broadcast advertisements already in place.

**Guided Pathways:** Dr. Kay Keck, Vice President, Student and Community Services, provided an update on changes taking place within student support services in preparation for the transition to Guided Pathways. As part of a new proactive advising model, advisors will now be responsible for guiding a co-hort of students through their individual pathways from the beginning of their program to the end. An increase in the hours for the Manager, Student Success Strategies, will allow that individual to work with the College's transitional studies population and assist students having academic difficulties through the Early Academic Alert process. Greater assistance in helping students identify viable career fields will be provided through an increase in hours for the adjunct career advisor. The increase in hours for these two positions, as well as the addition of a new academic advisor, were made possible with the use of existing Perkins funding and funds previously used for adjunct counseling.

**Davidson Building Re-dedication:** Re-dedication of the Davidson Building is scheduled for Thursday, September 24, 2015, from 3:00 pm to 7:00 pm. Plans for the ceremony tentatively include a welcome followed by dedications of the Ed Zentera Band Room, the newly updated Eleanor and Robert DeVries Gallery and the newly renovated courtyard. Refreshments will be provided and student guides will be available for tours.

**KCC Foundation Report:** Ms. Teresa Durham provided an update on the Foundation's annual meeting where the Board welcomed newly appointed members Mr. Mark Kolanowski and Ms.

Catherine Yates, and accepted the resignation of Ms. Brenda Hart, a nine-year veteran of the Board. Ms. Durham also reminded everyone of the 18<sup>th</sup> annual Bruin Scholarship Open scheduled for September 11.

Chairman Claywell added that during the Foundation's annual meeting, Ms. Teresa Durham was acknowledged by the Board for her outstanding year one performance and the commitment and dedication she continues to demonstrate.

**Beverage and Vending Services:** A recent request for proposals (RFP) regarding vending and beverage services netted the College a commission increase of 7%, competitive pricing for beverage needs in the Bruin Bistro, annual sideline support for athletic team supplies, the ability to customize the vending machines with KCC logos, and new credit card readers on all machines. Service will be provided by Pepsi and will not involve any cost to the College.

**TRIO Grant:** Ms. Kay Keck, Vice President, Student and Community Services, was pleased to announce the College has once again received federal TRIO grant funding to allow for the continuation of services through the Support Services Department. TRIO grant funding runs on a five year cycle making the current funding good through the year 2020.

**Scholarships and Grants:** This month the College received \$51,673 in scholarships.

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell updated those in attendance on the progress being made with regards to the presidential search. Three search firms responded to the request for proposals (RFP). Information will be distributed to board members for their review. Chairman Claywell added that the process is on schedule and running smoothly as he thanked Ms. Ali Robertson and Mr. Eric Greene for their help.

Chairman Claywell also updated those in attendance on the progress being made regarding the Strategic Governance Planning. He continued by stating the board is very committed and dedicated and will continue to set standards to hold themselves accountable as a board.

Ms. Teresa Durham commended the Board for their work and, in particular, their dialogue during the workshops and their progression through the establishment of governance policies. The next meeting will be scheduled for early August.

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

None.

## **ACTION ITEMS**

Trustee Byrd made the motion to accept the adoption of action items A and B regarding the CCHS (Battle Creek Area Learning Center). The motion was supported by Trustee Camp Seifke with the following results:

**Calhoun Community High School (CCHS) Financial Advisory Services Contract and Budget:** As chartering agent for the CCHS (Battle Creek Area Learning Center), the Board approved the third party contract between the CCHS Board and School and Municipal Advisory Services, PC for the development of a long-range financial projection.

**Calhoun Community High School (CCHS) Budget:** Also as chartering agent for the CCHS (Battle Creek Area Learning Center), the Board approved the 2015-2016 budget for the school.

**Financial Statements:** The Board approved the June 2015 financial statements with a motion made by Trustee Byrd and supported by Trustee Davis.

**Personnel Items:** The following personnel items were approved by the Board with a motion by Trustee Byrd and supported by Trustee Camp Seifke:

**New Hires**

Kerri Langdon	Academic Advisor (effective July 20, 2015; Professional 1, 2015-2016 annual salary \$46,096)
Wraegen Williams	Academic Advisor (effective August 17, 2015; Professional 1, 2015-2016 annual salary \$46,096)

**Position Transfer**

Thomas Longman	Director, Regional Manufacturing and Technology Center (effective July 1, 2015; Chair/Director, 2015-2016 annual salary \$95,058)
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**Position Change**

Donna Malaski	Manager, Academic Advising (changed from Manager 2 to Manager 1, 2015-2016 annual salary \$55,682)
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**Approaching Retirements**

Rob Fracassa	Academic Advisor (19.5 years) (effective August 7, 2015)
John Kellogg	Technician, Computer Lab-Fehsenfeld (7 years) (effective August 14, 2015)
Laura Saye	Professor, Dental Hygiene Program (29 years) (effective August 9, 2015)

**CITIZEN/STAFF COMMENTS**

None.

**CLOSED SESSION**

In a motion by Trustee Byrd, supported by Trustee O'Donnell, and approved unanimously by roll call vote, the Board moved into closed session at 7:29 pm to discuss collective bargaining. No action was anticipated after the closed session.

**PUBLIC SESSION**

The Board returned to public session at 8:38 pm.

**ADJOURNMENT**

Chairman Claywell adjourned the meeting at 8:41 pm after a brief update of upcoming events.