

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

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

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

Chairman Steve Claywell	Trustee Jonathan Byrd - Absent
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, 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, 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, Vice President, Instruction
Mr. Bob Reynolds, Chief of Administrative Services
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zaremba, Dean, Student Services

Seventeen visitors and special guests sat in the gallery, including Battle Creek Enquirer reporter Safiya Merchant.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held June 15, 2016, were approved as written with a motion by Trustee Booth, supported by Trustee Davis.

Minutes from the special meeting held June 30, 2016, were approved as written with a motion by Trustee Davis, supported by Trustee Booth.

PRESIDENT'S REPORT

New Ad Campaign Presentation: Eric Greene provided a presentation for the Board of the new ad campaign created over the winter. Greene also introduced members of his staff Rachel Roelof, Simon Thalmann and Kristen Stolz, along with current dual enrolled student Jermaine Williams, transfer student Adela Leonard, and former KCC graduate and employee Dr. Amy Lee. Williams, Leonard, and Lee were selected as spokespeople for the new campaign due to the personal stories they were able to bring to the target audiences. A recent merge with Print and Document Services has also taken place allowing for even greater collaboration on ad campaigns in the future.

Home Healthcare Coding and Billing: Dr. Jan Karazim spoke about the new Home Healthcare Coding and Billing program slated to start in January of 2017. The program was developed upon the request of Quality in Real Time (QIRT), a company out of New York with ties to Battle Creek. The self-paced, online program offered over one semester is a certificate program qualifying individuals to take the national certification exam. Students passing the exam are then employable at any organization doing home healthcare billing and coding. Partners in the endeavor have been QIRT CFO Steve Jessup, MiWORKS, and Battle Creek Unlimited. Jessup is now working with the KCC Foundation to offer students a \$500 scholarship. A big return from the preliminary investment of \$55,000 is expected.

State Appropriations Bill & Recent Trends: Rick Scott offered a brief history of funding from the State and what the State is doing to pay down MPERS. Since 2012 there has been a 40% increase in community college funding from the State. KCC's appropriation of \$12 million for the current year shows over a 30% increase since 2012. Most of the increase comes from the State paying out \$73 million to the colleges that is then taken right back to help pay down the unfunded liability in MPERS. The amount KCC would have to pay is \$1.6 million so even though the funding is an in and out it is helping.

Enrollment Update: Six weeks out before the start of the semester the College is seeing a 13.5% decrease in head count and just under 16% in contact hours. The Enrollment Management Cabinet has projected an 8% decrease. Dr. Kay Keck believes that may still be obtainable due to the influx in registrations typically seen as the semester gets closer to beginning.

Thank You Letter from Calhoun ISD: A thank you letter was received from Counseling Consultant Tony Warren at the Calhoun ISD for the use of KCC facilities in hosting the 2015-2016 Non-traditional Career Exploration Workshops. President O'Connell expressed his appreciation of the ISD's support and help working with the College to engage students regarding college opportunities at an early age.

Budget Freeze Starting 2017 Fiscal Year: A budget freeze was set in place by President O'Connell for the beginning of the 2017 fiscal year. O'Connell stated it would be adjusted as necessary throughout the year once enrollment and other budget uncertainties come to light.

College Costs (Article from 269 Magazine): An article from the 269 Magazine written by Ted Roelofs regarding the rising cost of college and student debt was provided to the Board. The article included a piece about detouring debt through community college tech programs and contained information on a former RMTC student and comments made by RMTC Director Tom Longman.

Employee Optional Retirement Program (ORP): Faculty and administrators who are not part of the Michigan Public School Employees Retirement System (MPERS) participate in an Optional Retirement Plan (ORP). The program is run by TIAA in the form of a 401a plan with each college having a separate plan. KCC is trying to partner with the Michigan Community College Association (MCCA) to pilot a program with other colleges in an attempt to strengthen the plan and reduce fees.

Strategic Planning Update: Ali Robertson updated the Board on the work being done by President's Council on the Strategic Plan. The group is currently in the process of identifying the Key Success Factors on which the plan will be based. The final step before general session is to begin the identification of Strategic Goals. The rest of the College, as well as the Board of Trustees, will then have an opportunity to get involved ensuring that the goals finalized in December and implemented in January reflect the strategic needs of the College.

Foundation Update: Teresa Durham reported on the Foundation's annual meeting held July 13 where the Board accepted the resignation of Jon Melges, approved the addition of Chad Smith, a CPA with the accounting firm of Fisher, Spiegel, Kunkle & Gerber, and elected the following officers for 2016-2017: Chairperson Kathy-Sue Dunn, Vice-Chairperson Andrew Schweitzer, and Secretary Steve Claywell. Durham also provided a statistics update for the scholarship program rolled out earlier in the year and said the Foundation is moving to an online application platform and gearing up for the Bruin Open to be held in September.

60th Anniversary Update: Co-chairs Eric Greene and Teresa Durham are in the process of identifying committee members and putting together a budget for presentation at the August meeting. Durham spoke about what a special time this is and that we should all be proud of how far the college has come and share in the celebration.

Food Service: A letter of agreement has been signed with Laura Walters, formerly of Laura's Gourmet Catering, to provide food services on campus after the departure of Rick Pasche on June 30, 2016. Two proposals have been received through the RFP process and a vendor recommendation is anticipated for the August board meeting.

21st Century Update: The RMTTC/TIFA addition is complete with temporary occupancy granted by the state fire marshal. The only formal actions remaining are mechanical and plumbing inspections and approval by the city building inspector. Anticipated closeout is set for August and the project is under budget.

Governor Snyder recently signed a bill giving planning authorization for the RMTTC Capital Outlay project. The \$2.2 million in state funding, which we expect to be appropriated later, requires an equal match from the College. That funding will be taken from the 21st century tax millage and must be spent before the College can request the money from the State. An action item brought forward later in the meeting asked for approval to proceed with programming and design.

Miller Gym programming has been completed. Last month it was reported that soil borings southeast of the existing building were not favorable. New borings taken along North Avenue are also not favorable due to debris and rubble buried there from a previous building that was not part of KCC. With both suggested locations requiring serious soil prep, the Design Team is currently doing a cost analysis between those two options or knocking down the existing building and rebuilding on that spot.

Scholarships and Grants: The College received \$52,882.45 in scholarships this month.

BOARD REPORTS AND REQUESTS

President's Evaluation: Chairman Claywell reported that the Board of Trustees of Kellogg Community College had completed the President's evaluation for the previous year. He further explained that the Board spent an extensive amount of time conducting the evaluation and found President O'Connell to have "exceeded expectations" and view him as an "effective, efficient leader". Claywell applauded O'Connell's continued efforts as well as the efforts of employees at all levels of the College for really involving themselves in the process of rebuilding KCC.

Strategic Governance Planning: The Board scheduled their next governance workshop for August 30 at 6:00 p.m. in the Board Room.

KCC Registration Open House: Trustee O'Donnell thanked Blaze for showing up at the registration open house held on July 16. He added that Chairman Claywell's daughter was there and she explained that Blaze was very interesting to hang out with all day. Dr. Keck thanked Chairman Claywell, Trustee O'Donnell and President O'Connell for their help during the event. Approximately 150 students came with relatives and friends bringing the final figure to over 300 for the third annual open house.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Repaving Fremont Street and Parking Lot C: With a motion by Trustee Davis, supported by Trustee Booth, the Board approved the recommendation to award Asphalt Solutions Plus of Marshall the contract to repave Fremont Street and parking lot C at a total cost of \$143,051. Since the bid came in approximately \$50 thousand under the approved budget, the College is working with the provider to do some additional parking areas. Both firms responding to the RFP were within the taxing district.

RMTTC Capital Outlay Project: Trustee Camp Seifke made the motion supported by Trustee O'Donnell to approve the use of 21st century millage funds for the design and programming of the RMTTC Capital Outlay project utilizing Mathison|Mathison Architects for the programming and Walbridge for the project estimating. The motion was approved by the Board.

BCALC Board of Education Recommendations (CCHS): With a motion by Trustee Booth, supported by Trustee Davis, the Board approved the following recommendations from the BCALC Board: 1) the acceptance of Charles C. Crider as a BCALC board member with a term to expire on 6/30/19, 2) approval of an Agreement for Educational Services with Lakeview School District, and 3) a change in the bylaws reducing the minimum number of required board members to five.

Tuition Reimbursement for Administrators: With a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved an updated Tuition Reimbursement Policy for Administrators Taking Non-KCC classes. The policy maintains consistency with the faculty and support staff bargaining units by implementing a graduated payback process for employees who receive reimbursement but then leave the College within five years. The policy will apply to requests for reimbursement beginning with Fall 2016.

Financial Statements: The Board approved the June 2016 financial statements with a motion made by Trustee O'Donnell, supported by Trustee Davis.

Personnel Items: With a motion presented by Trustee Davis, supported by Trustee O'Donnell, the Board approved the following personnel items:

New Hire

Steven Casselman	Instructor, Welding (effective August 11, 2016; Faculty, Masters Lane, Step 8, 2016-2017 annualized salary \$69,479)
Danaisa Henderson	Secretary, Student Life (effective July 11, 2016; Support Staff, O & C II, Step 2, 2016-2017 hourly salary \$15.88)
Brenda Howard	Account Manager, Workforce Solutions (effective July 25, 2016; Manager 1, 2016-2017 annual salary \$65,534)
Marc Pierce	Manager, Public Safety Operations (moved from contracted employee to KCC dedicated position employee) (effective July 1, 2016; Manager 2, 2016-2017 annual salary \$53,738)
Harold West	Chief of Police/Director, Public Safety and Student Relations (moved from contracted employee to KCC dedicated position employee) (effective July 1, 2016; Director 1, 2016-2017 annual salary \$72,190)

Reassignment

Dennis Easler	Staff Assistant, Computer Lab Grahl to Staff Assistant, The Bridge (effective July 24, 2016; Staff Assistant, Step 8, hourly rate \$23.30)
Shari Deevers	Manager, Eastern Academic Center, Increase from .7 FTE to 1 FTE (Effective July 24, 2016, Manager 1, \$55,983)

Resignation

Kelley Kellis	Manager, Human Resources and Title IX Coordinator (2 years) (effective July 27, 2016)
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Retirement Notice

Cindy Masters	Assistant Director, Financial Aid (17 years) (effective December 31, 2016)
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Approaching Retirements

John DiPierro	Director, Institutional Facilities and Public Safety (18.5 years) (effective August 18, 2016)
Robert Griffin	Instructor, Automation and Process Technology (5 years) (effective August 14, 2016)

President's Evaluation: Trustee Davis made the motion to increase the president's salary by 2% with movement similar to that of an administrator at or above the midpoint. Trustee Booth supported the motion. Chairman Claywell added that it is the responsibility of the Board to establish the salary for the president once the evaluation has been completed. On behalf of the Board, Claywell added that the raise reflects the performance and the evaluation of which the Board spoke about during the Board

Reports and Requests. Trustee Davis believed the amount to be fair and consistent with what had been done with the other groups. Trustee Booth echoed that sentiment and the motion was carried.

CITIZEN/STAFF COMMENTS

Jackie Braman inquired as to how the College was paying for the repaving of Fremont Street and the parking lot. Funding was approved at the May meeting and will be taken from the 21st Century Millage Capital Improvement Fund.

ADJOURNMENT

After a brief update of coming events Chairman Claywell adjourned the meeting at 7:35 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair