

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
June 15, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 15, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 p.m. Roll was taken and reflected the following:

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

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

Thirteen individuals sat in the gallery including Battle Creek Enquirer reporter Safiya Merchant.

PUBLIC HEARING ON 2016-2017 BUDGETS AND TAX LEVY

Motion to Open the Public Hearing: In a motion by Trustee Byrd, supported by Trustee Booth, the Board opened the Public Hearing for the budget.

Call for Public Comment: There were not any public comments made.

Motion to Close the Public Hearing: In a motion by Trustee Byrd, supported by Trustee Booth, the Board closed the Public Hearing.

Approval of Budgets and Tax Request for 2016-2017: In a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the budgets for the 2016-2017 year: the College's General Fund budget was approved in the amount of \$37,770,000; the Bookstore budget of \$3,000,000; and the Co-curricular budget of \$355,300.

In a separate motion by Trustee Byrd, supported by Trustee Harrington, the Board approved the 2016-17 tax levy in the amount of 3.6136 mills.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held May 18, 2016, were approved as written with a motion by Trustee O'Donnell and supported by Trustee Harrington.

PRESIDENT'S REPORT

Public Safety Update: Harold West, Chief of Public Safety and Director of Student Relations, provided an update for the Board on what the Public Safety Department has been doing to keep the students,

staff and visitors safe while they are on campus. West declared that everyone is working together and it is working for KCC. He also provided information on how KCC compared with other community colleges and universities and thanked John Di Pierro for his insight into what the College needs.

New Ad Campaign: A new ad campaign was developed and launched to coincide with the opening of fall registration on June 6. The campaign utilizes some new technology and highlights the actual, life-changing stories of KCC students and alumni as well as the College's relevance, convenience and affordability.

MiRIS Consortium Update: Dr. Jan Karazim provided an update on the MiRIS Consortium that is now going to be administered by the Michigan Community College Association (MCCA) and offered through Michigan Colleges Online (MCO). KCC has spent 7 years developing the highly successful consortium with 6 member institutions but the move to MCO will allow for greater accessibility to students across the State as well as the opportunity for other colleges and universities to join in. Student outcomes for the program have exceeded those of standard classes with a 93% completion rate, 85% pass rate on the national exam and a 100% placement rate. Currently the consortium only handles MRI but the potential is there to run courses and services across many disciplines. Karazim credited the KCC faculty for their grass root efforts in building the consortium while Rick Scott credited Karazim with being the primary driver.

Enrollment Update: Seven days into Fall 2016 registration shows the headcount has increased approximately 5% from the same time one year ago. Part of the increase is due to an influx in dual enrolled students. In the past these students have registered in August when the College is trying to make decisions about running classes. Having these registrations done earlier may allow the College to keep sections open that will then be available for other students.

Generation E: Several thank you notes were placed in the portal for the Board members to view from students participating in the Generation E Student Business Showcase. KCC has been a sponsor of the event for many years.

Strategic Planning Update: Ali Robertson and Teresa Durham provided an overview of the College's strategic planning process currently underway for 2016 and the progress made to date. The process is based on the work of Professor John Bryson and is structured into the following 3 phases: 1) President's Council will meet throughout the summer for a series of discussions and decisions about what is truly important for the organization, 2) In the fall, employees and the Board of Trustees will be brought in to validate the draft and provide additional input, and 3) Implementation will begin, and a schedule and plan for ongoing monitoring of progress will be put in place. Robertson commended the members of President's Council for their commitment and focus to the project.

Foundation Update: Teresa Durham updated the Board on the 2016-17 scholarship awards, provided BOT members with a brochure for the Bruin Scholarship Open to be held September 9, and reminded everyone of the Foundation's annual board meeting scheduled for July 13 at the Battle Creek Country Club.

21st Century Update: Anticipated completion date for the RMTTC/TIFA addition is June 24, 2016. Pending inspection by the State fire marshal and city inspector, staff will move into the new addition and everything will be in place for the students to return July 18 after the RMTTC's summer shut down. In addition to the square footage being added to the back of the building, the welding lab and restrooms were expanded and a new covered walkway was put in place to greet visitors. Members of the BC TIFA committee will be invited for a tour at their July board meeting.

Initial soil borings for the new Miller Gym, south and east of the existing building, have not been favorable due to striking water at 3 to 4 ½ feet and a thick layer of peat and silt from 2 ½ to 8 ½ feet. Building on the site would require a tremendous amount of soil prep and be quite expensive so an alternative location will be considered.

Rick Pasche, Manager of the College's food service, provided a 30 day termination notice to be effective at the end of June 2016. Financial sustainability was cited as the reason due to declining enrollment and

the lack of staff budgeting for internal catering. An RFP process will begin with plans to have a new service in place by the time fall semester starts. Food service will continue with Laura's Gourmet Catering until a replacement can be found.

Scholarships and Grants: The College received \$3,186.30 in scholarships this month.

BOARD REPORTS AND REQUESTS

Chairman Claywell noted that documentation had been sent to members of the Board of Trustees for President O'Connell's evaluation. The July board meeting agenda will include the evaluation.

Trustee Byrd thanked everyone, including the College, for the kind words and thoughts during the recent passing of his grandmother.

Trustee O'Donnell commented on the excellent video presentation celebrating KCC's 60th anniversary that was part of the evening's events at the Brass Band of Battle Creek concert held May 20.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Calhoun Community High School (CCHS) Charter Agreements: With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board approved the food and technology service agreements with Lakeview School District, the Restated Charter agreement and resolutions, and the 2016-2017 budget for CCHS (Battle Creek Area Learning Center).

Dual Enrollment Tuition Discount: With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the recommendation from College leadership for a 5% discount for all resident K-12 schools who dual enroll students and an 8% discount for Barry and Branch county K-12's, and K-12's outside of Calhoun, Barry & Branch counties who have an early college agreement with KCC.

Miller College Services Agreement Addendum: With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved an addendum to the agreement with Miller College for continuation of some technology services they will still need after vacating the Mawby Center at the end of June 2016.

MCCA Board of Director Nominations: After a brief discussion, the Board agreed to the continuation of Trustee Byrd as the Trustee Director and Chairman Claywell as the alternate for the 2016-2017 Michigan Community College Association (MCCA) Board of Directors. An official vote was not taken.

Financial Statements: The Board approved the May 2016 financial statements with a motion made by Trustee Byrd, supported by Trustee Camp Seifke.

Personnel Items: With a motion presented by Trustee Camp Seifke, supported by Trustee Byrd, the Board approved the following personnel items:

New Hire

Mitchell Walinski	Counselor (effective June 27, 2016; Faculty, Master's Lane, Step 10, 2015-2016 annual salary \$73,202-prorated for days worked from June 27, 2016 to August 16, 2016; 2016-2017 annual salary \$74,666)
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Department Restructure

Jason Little	Director, Operations (effective July 1, 2016; Director 1, 2016-2017 annual salary \$77,347)
Bob Reynolds	Chief, Administrative Services (effective July 1, 2016; Dean 1, 2016-2017 annual salary \$97,576)

Resignation

Karolyn Roberts

Secretary, Grahl Center (14.5 years)
(effective June 24, 2016)**Sabbatical Request**

Kelly Frost

Librarian, User Education/Experience
(effective February to August 2017)**CITIZEN/STAFF COMMENTS**

Chuck Crider, retired director of Calhoun Community High School took the opportunity to thank the College and Board of Trustees for their support of CCHS over the years. Crider stated that it was clear, from the initial meeting with former KCC President Dr. Paul Ohm, that chartering the school was done as a favor to the Educators Task Force and area superintendents. With the restructuring of CCHS that will ultimate end the need for KCC to continue the charter, Crider wanted the Trustees and administration to know that during the 14 years in operation, almost 1,000 kids in the Battle Creek area who were at risk of not graduating from high school did graduate.

CLOSED SESSION

Trustee Booth supported the motion made by Trustee Byrd to enter into closed session for the purpose of discussing collective bargaining. The closed session was approved by unanimous roll call vote and began at 7:19 p.m. No action was anticipated after the closed session.

PUBLIC SESSION

The Board returned to public session at 7:56.

ADJOURNMENT

After a brief update of coming events, including a visit by Senator Peters to the RMTC on Friday, June 17, Chairman Claywell adjourned the meeting at 7:57 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair