

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
June 17, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 17, 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 (telephonically)	Trustee Patrick O'Donnell
Trustee Matthew Davis	

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
Ms. Catherine Hendler, Vice President, Instruction
Dr. Jan Karazim, Dean, Workforce Development
Dr. Kay Keck, Vice President, Student and Community Services
Mr. Kevin Moody, Maintenance, Utility II and KMA Chapter Chairperson
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zarembo, Dean, Student Services

Nine individuals sat in the gallery.

PUBLIC HEARING ON 2015-2016 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 2015-2016: In a motion by Trustee Byrd, supported by Trustee Booth, the Board approved, with a 7-0 vote, the budgets for the 2015-2016 year: the College's General Fund budget was approved in the amount of \$39,645,000; the Bookstore budget of \$3,500,000; and the Co-curricular budget of \$355,300.

In a separate motion by Trustee Byrd, supported by Trustee Davis, the Board approved the 2015-16 tax levy in the amount of 3.6136 mills. The vote was 7-0.

CONSIDERATION OF MINUTES

Minutes from the special meeting (Governance Workshop) held May 21, 2015, were approved as written in a motion by Trustee Davis and supported by Trustee Byrd.

Minutes from the regular meeting held May 27, 2015, were approved as written in a motion by Trustee Davis and supported by Trustee Byrd.

INTERIM RESIDENT'S REPORT

Employee of the Semester: Math instructor, Ms. Anna Cox was recognized by the Board as a recipient of the G. Edward Haring Employee of the Semester Award. Ms. Cox emphasized her appreciation to the College for the support she is given that helps her to expand the learning opportunities for her students.

Bruin Baseball: The KCC baseball team had an exceptional year finishing 5th place in the country after competing in the NJCAA World Series. Head baseball coach Mr. Eric Laskovy and Mr. Benny Clark, outfielder for the team, were introduced by Dr. Kay Keck and recognized by the Board for their season. Mr. Laskovy was proud to report that all sophomore team members plan to attend a 4 year college and 10 have signed letters of intent to continue their careers as student athletes. The team also accomplished a 3.34 team grade point average.

Mr. Clark, a sophomore from Schoolcraft, has accepted a baseball scholarship from Indiana Tech University for next season. He was thankful to the Board for their support of athletics and presented Chairman Claywell with a photo of the team. Mr. Clark was also thankful for the education and said he will "always be a Bruin".

Legislative Update: House Bill 4115, increasing operational funding for community colleges by 1.4%, has been signed by the Governor. A separate bill dealing with fixes to the Michigan New Jobs Training Program (MNJTP) due to changes in the minimum wage law has begun moving through the legislature.

21st Century Project Update: Mr. Mark O'Connell and Ms. Teresa Durham provided the Board with a brief update on the Davidson Building renovation and the courtyard project. The Arts on Campus committee initiated the courtyard project which will include plantings done by Leila Arboretum and concrete pads for the placement of sculptures. This will provide a wonderful view from the newly renovated Eleanor R. and Robert A. DeVries Gallery inside the Davidson and allow for outside receptions, learning opportunities and a place to just relax. Funding for the courtyard project was secured by Ms. Durham through in-kind contributions and donated materials.

Miscellaneous News: Mr. Eric Greene explained the process regarding the advertising recently done with Styrofoam cups on the soccer field fence. The design, encouraging those passing by to "Register Now", cost \$71 for the cups and a few hours of labor.

Mr. Greene also updated the Board on the new Bicycle bike rental station installed near the Lane Thomas building on June 16. KCC's station is part of a local network that also includes rental stations at Burnham Brook and the River Walk Centre. Funding for the station was provided by KCC along with Bronson Health Care, the Calhoun Visitors Bureau and the Battle Creek Community Foundation.

Enrollment Update: Dr. Kay Keck presented an update on fall enrollment figures. As of June 17, 2015, contact hours are down 18% with headcount down 15% compared to the same time last year. It is early within the registration period but efforts to increase enrollment are already taking place. Two of those efforts include an aggressive calling campaign to prospective students and the second annual registration open house scheduled for July 18.

Kellogg Community College Foundation Report: Ms. Teresa Durham began her update to the Board by announcing the Starfish Award winners for 2015. Winners Natalia Mohl, Randy Kopf, Chuck Newman, Ruth Schultz, and Andrea Stemaly were presented with their awards at the graduation breakfast held in May. Ms. Durham also provided the Board with thank you letters from newly awarded Board of Trustee scholars.

Cereal City Festival Participation: Twenty eight individuals participated in the Grand Cereal Parade held June 12 as part of the Battle Creek Cereal City Festival. Interim President Mark O'Connell and

Trustee Patrick O'Donnell were among those that participated by walking the parade route handing out candy and stickers.

Collaboration with Miller College on Foundations of Excellence Grant: Ms. Catherine Hendler reported that student transfer will be the focus of a collaboration between KCC and Miller College as they take part in the Gardner Institute's Foundation for Excellence initiative. The collaboration is part of a larger grant received by Miller College from the W.K. Kellogg Foundation. The initiative will focus on the transfer process between two- and four-year colleges and allow KCC to utilize the expertise of the Gardner Institute in performing an internal self-study regarding the transfer program and practices.

Miller College Nursing Program Collaboration: Ms. Catherine Hendler also reported that an agreement has been drafted between KCC and Miller College with a focus on planned meetings, shared goals and targeted joint programming in an effort to improve collaboration between the nursing programs at each institution. With this model KCC will have its own director and Miller College will have their own dean. It is expected to improve upon the prior model, in which there was a shared administrator, by including a wider circle of faculty and staff, and increasing attention to shared goal development and progress.

Higher Learning Commission (HLC) Report Update: Ms. Catherine Hendler provided the Board with an update on the timeline for submission of the Assurance Report to the Higher Learning Commission. The Board will approve the final report in October after the staff, as well as the Board, have had a chance to review it and provide comment. The report is due to the HLC in November.

Guided Pathways Initiative: Guided Pathways is a national model for improving student success, retention and completion by providing individuals with a clear, focused path to graduation. It empowers faculty and staff, simplifies student choices, and allows for closer monitoring of student progress. Ms. Catherine Hendler reported that preparations are taking place now as KCC will be joining a cohort group in January of 2016 to participate in the Guided Pathways Orientation Institute provided by MCCA through a grant obtained from the Kresge Foundation.

Faculty Senate Update: Bylaws for the Faculty Senate have been provided and are being reviewed. It is expected that the bylaws will be brought before the Board for approval in July.

Communication Plan: Mr. Mark O'Connell presented a communication plan to the Board that has been put in place to reach out and communicate with all employee groups of the College. Mr. Eric Greene is assisting with the initiative which will be fully implemented by the time faculty return in August for the fall semester.

Scholarships and Grants: This month the College received \$6,132.50 in scholarships.

BOARD REPORTS AND REQUESTS

Chairman Claywell updated those in attendance on the progress being made with regards to the presidential search. A request for proposal (RFP) has been sent to 5 firms identified by the Board and are due back by July 10. Chairman Claywell is planning two communications each month for employees and a monthly press release to be done following each board meeting. Information regarding the search can be found at www.kellogg.edu/presidentsearch.

Chairman Claywell requested item H, the Interim President's contract, to be added as an action item.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Battle Creek Area Learning Center (CCHS) Charter Extension: Trustee Davis made the motion supported by Trustee Booth to extend the Charter Agreement with the Battle Creek Area Learning Center (Calhoun Community High School) from July 1, 2015 through June 30, 2016. The resolution was approved unanimously by the Board. There were not any substantive changes made to the Agreement or its Schedules.

Approval of New CCHS Board Member: The Board approved the appointment of Mr. Terris Todd to the Calhoun Community High School board with a motion by Trustee Davis that was supported by Trustee Camp Seifke. Mr. Todd is an adjunct faculty member of KCC and came highly recommended due to his experience with K-12 education and involvement within the community.

FOIA Policy: Trustee Byrd moved to accept the revised Freedom of Information Act policy for the College. The policy was updated due to changes in state law, mostly with respect to how much institutions can charge, how those charges are calculated, and how they need to respond. The motion was supported by Trustee Camp Seifke and approved by the Board. Mr. Eric Greene, the Director of Public Information and Marketing, is the College's FOIA coordinator.

Advertising Contract Renewal: With a motion made by Trustee Davis, and supported by Trustee O'Donnell, the Board approved renewal of the advertising contract with BluFish Consulting LLC for the 2015-16 fiscal year. The \$149,700 cost of the contract is identical to that of the current contract expiring on June 30.

MCCA Board of Director Nominations: The Board approved the continuation of Trustee Byrd as the trustee director and Chairman Claywell as alternate to the MCCA Board of Directors for 2015-2016. The motion was made by Trustee Davis and supported by Trustee Camp Seifke.

Financial Statements: The Board approved the May 2015 financial statements with a motion made by Trustee Byrd and supported by Trustee O'Donnell.

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

Approaching Retirements

Diane Kellogg	Manager, Library Services (16 years) (effective June 30, 2015)
---------------	---

Ed Williams	Paraprofessional, Davidson Building (12.75 years) (effective July 1, 2015)
-------------	---

Interim President's Contract: Trustee Byrd supported the motion made by Trustee Davis to approve the Interim President's Contract for Mr. Mark O'Connell. During discussion an amendment was made changing the effective date of appointment from June 26, 2014, to March 19, 2015. The Board approved the contract which will be in effect until a new president is hired.

CITIZEN/STAFF COMMENTS

Ms. Anna Cox wished for everyone to know that there was an amazing video of the advertising done in cups on the soccer field fence. Mr. Greene confirmed by stating the video was available on Youtube and Facebook.

CLOSED SESSION

In a motion by Trustee Byrd, supported by Trustee Booth, and approved unanimously by roll call vote, the Board moved into closed session at 7:36 pm to discuss contract negotiations. No action was anticipated after the closed session.

PUBLIC SESSION

The Board returned to public session at 8:34 pm.

ADJOURNMENT

Chairman Claywell adjourned the meeting at 8:36 pm.

Reba Harrington, Secretary

Steven Claywell, Chair