

**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
June 20, 2018**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 20, 2018, 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
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, President  
Dr. Kay Keck, Vice President, Student and Community Services  
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services  
Dr. Jan Karazim, Dean, Workforce Development  
Ms. Tonya Forbes, Dean, Arts and Sciences  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Ali Robertson, Chief, Human Resources  
Ms. Terah Zarembo, Dean, Student Services  
Mr. Rick Scott, Chief Financial Officer  
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation  
Ms. Cindi Shell, Secretary, Allied Health/Dental Clinic  
Ms. Pauline Rombaugh, Manager, President's Office

Twelve individuals sat in the gallery, including Greg Moore from Consumer's Energy.

#### **ADJUSTMENTS TO THE AGENDA**

With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the addition of Action item K: RMT Capital Outlay Bids to the agenda of the June 20, 2018 Kellogg Community College Board of Trustees Meeting.

#### **PUBLIC HEARING ON 2018-2019 BUDGETS AND TAX LEVY**

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

**Call for Public Comment:** There were no public comments made.

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

**Approval of Budgets and Tax Request for 2018-2019:** With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the budgets for the 2018-2019 year: the College's General Fund budget was approved in the amount of \$40,665,000; the Bookstore budget of \$2,300,000; and the Co-curricular budget of \$416,600.

**Tax Rate Request:** With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved the 2018-2019 tax levy in the amount of 3.6136 mills.

## CONSIDERATION OF MINUTES

Minutes from the regular meeting held May 23, 2018, were approved as written by the Board with a motion by Trustee Davis and supported by Trustee Byrd.

## PRESIDENT'S REPORT

**LRC/PTK LED Lighting Initiative:** President O'Connell recognized Phi Theta Kappa students and advisors, along with Consumer's Energy, for student-led efforts to replace overhead lighting in the KCC Library with sustainable LED bulbs.

**KCC/MSU Agriculture Food Partnership Update:** Kaitlyn Fraser, Coordinator, Agricultural Operations and Carole Davis, Chair, Math and Science, provided a review that KCC will propose a new Associate in Agricultural Science degree and a new Food Processing and Technology certificate for students enrolled in KCC's partner program with Michigan State University. The new program credentials would build upon the Agricultural Operations program that began in 2017.

**KCC/WMU Articulation Agreement:** President O'Connell reviewed an article from Western Michigan University Student's online Newspaper, Western Herald, recently reported on KCC's new institutional articulation agreement.

**Summer and Fall Semesters Registration Activity:** Dr. Keck reported the Summer 2018 headcount is up 3.5 percent compared to a year ago. Further reporting that current Fall 2018 headcount is trending 2.7 percent down to date, however, fall registration is expected to fluctuate during registration period before Fall classes commence August 30, 2018.

**Fall Recruitment of Four New Health Programs:** Dr. Jan Karazim, Dean, Workforce Development stated that recruitment of students for KCC's four new health programs launching Fall 2018 has commenced. Further detailing the new health programs as: Medical Assistant, Computed tomography, Neurodiagnostic Technologies and Surgical Technologist. The Surgical Technologist Program is a partnership with Lansing Community College designed to address local workforce needs.

**EMS Paramedic Accreditation:** Dr. Jan Karazim, Dean, Workforce Development reported the Commission on Accreditation of Allied Health Education Programs recently completed a re-accreditation site visit of KCC's Emergency Medical Services Program. Reporting the site visit was successful and expects the program to be formally reaccredited in the spring of 2019.

**Firekeepers Local Revenue Sharing Board Distribution:** The Firekeepers Local Revenue Sharing Board recently distributed \$318,000 to the College as a part of its revenue sharing arrangement. This annual revenue stream has trended consistent, these funds are represented and accounted for within the KCC's budget.

**KCC and Olivet College/BSN Agreement:** President O'Connell shared that KCC and Olivet College have reached a memorandum of understanding to collaborate on an RN-to-BSN program to increase the number of bachelor-level nurses and strengthen the nursing workforce in the region.

**KCC Foundation:** President O'Connell reviewed the North End Gateway campus improvement project is ready for the June 26, 2018 DNR review and visit. The full KCC Foundation report is located within the Board portal.

**21<sup>st</sup> Century Update:** John DiPiero reviewed the progress on the Miller Physical Education Building stating construction is in the final stages toward completion, expecting final inspections completed by July 6, 2018. Further detailing that staff is targeted to move into the facility the week of July 9, 2018.

John DiPiero also reported on the status of the RMTTC Capital Outlay Project, indicating the bids had been received June 12, 2018 with post bids interviews completed June 19, 2018. An Action Item was added to the Board meeting's agenda with the recommendation of approving the nine subcontractors, seven of which are currently working on the Miller Physical Education Building. The total RMTTC project cost is \$4,272,943

approximately \$27,000 under budget. DTMB approval is anticipated by June 28, 2018 with a start construction date of July 9, 2018.

**Scholarships and Grants:** The College received \$15,291.50 in scholarships and grants over the past month.

## **BOARD REPORTS AND REQUESTS**

Trustee Camp Seifke expressed her pleasure in participating within the KCC Audit and Finance Committee and for the accessibility and the ease of understanding of all materials provided. Adding her gratitude in the manner that any and all questions were fully addressed.

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

None.

## **ACTION ITEMS**

**KCC Athletics Strategic Plan Update/Approval:** With a motion from Trustee Booth and supported by Trustee Byrd the Board approved the creation of a women's soccer program to begin competitive play in Fall 2019.

**BluFish Contract Renewal:** With a motion from Trustee Camp Seifke, supported by Trustee O'Donnell the Board approved a one-year contract extension with BluFish Consulting, LLC, for creative development and ad purchasing services not to exceed \$113,875.

**MCCA Board of Directors Nomination:** Approved by the Board, with a motion from Trustee O'Donnell, supported by Trustee Camp Seifke, Trustee Jonathan Byrd was selected as the trustee director and alternate trustee director Chairman Steve Claywell, to represent KCC on the Michigan Community College Association Board of Directors.

**CASBMA Board of Directors Nomination:** Approved by the Board, with a motion from Trustee Davis, supported by Trustee Byrd, Trustee Patrick O'Donnell was selected to represent KCC on the Calhoun Area School Board Members Association Board of Director (CASBMA).

**Non-Exempt Travel Policy** was initially approved by the Board, with a motion from Trustee Booth and supported by Trustee Camp Seifke. The policy governs how working hours for non-exempt employees are recorded for employees who attend conferences, workshops and trainings on the College's behalf.

**Administrative Salaries:** A recommendation of a 1.5 percent salary increase for administrative employees, effective July 1, 2018, including movement to midpoints and maximums according to the College's Hay administrative process were approved by the Board, with a motion from Trustee Davis and supported by Trustee Byrd. The increase is consistent with contractually approved increases for the College's bargaining units for next year and is included within the 2018-2019 budget.

**Hay Group Reclassifications for Support and Administrative Positions** were approved by the Board with a motion from Trustee Davis and supported by Trustee Camp Seifke. Ten positions were reclassified based on a recommendation from Korn Ferry/Hay Group, a human resources consultant hired by KCC to evaluate position descriptions and recommend appropriate classifications.

**General Insurance Coverages:** Renewal of General Insurance coverages of KCC's twelve types of insurance and coverages were approved by the Board, with a motion from Trustee Booth and supported by Trustee O'Donnell. The insurance coverage for 2018-2019 will increase by \$19,365 to a total of \$262,450.

**Financial Statements:** Financial Statements from May 2018 were approved by the Board, with a motion from Trustee O'Donnell and supported by Trustee Camp Seifke.

**Personnel Items:** The following personnel items were approved by the board, with a motion by Trustee Booth, supported by Trustee Byrd:

**New Hire:**

Rebecca Durkee	Instructor, Sociology (effective August 16, 2018; Faculty, Masters Lane +60, Step 1 2018-2019 annual salary \$53,521.00)
Meghan Jackson	Student Success Coach (Fehsenfeld Center) (effective June 25, 2018; Administration, Professional 1, 2017-2018 annual salary \$47,723.00 pro-rated for the remainder of the 2017-2018 fiscal year)
Brittany Lemke	Student Success Coach (Grahf Center) (effective June 25, 2018; Administration, Professional 1, 2017-2018 annual salary \$47,723.00 pro-rated for the remainder of the 2017-2018 fiscal year)

**Retirement Notice:**

Dennis Easler	Staff Assistant, Academic Support (23 years) (effective June 30, 2018)
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**Open Positions:**

<b>Open Positions:</b>	<b>Status</b>
Director, Industrial Trades Education	Candidate Review
Director, Nursing Education	Interview and Selection
Program and Events Coordinator, KCCF	Candidate Review
Career Coach, Workforce Solutions	Interview and Selection

**RMTC Capital Outlay Bids:** The RMTC Capital Outlay Bid recommendation by Walbridge, the College’s construction manager, to recommend nine subcontractors be awarded \$4.3 million worth of work on the upcoming renovation of the Regional Manufacturing Technology Center were approved by the Board with a motion by Trustee Byrd and supported by Trustee O’Donnell.

**Non-Exempt Travel Policy Reconsidered:** With a motion by Trustee Byrd, supported by Trustee Booth the Board approved to reconsider its approval to allow KCC support staff additional time to provide input. Trustee Camp Seifke opposed this motion. The proposed policy will return for Board action at the next regular meeting, scheduled for August 15, 2018.

**CITIZEN/STAFF COMMENTS**

None

**ADJOURNMENT**

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:20 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair