

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
May 24, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 24, 2017, 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
Ms. Teresa Durham, Executive Director, KCC Foundation
Ms. Tonya Forbes, Dean, Arts and Sciences
Ms. Becky Gallimore, Executive Assistant to the President
Mr. Eric Greene, Director, Public Information and Marketing
Dr. Kay Keck, Vice President, Student and Community Services
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zarembo, Dean, Student Services

Six individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held April 19, 2017 were approved as written with a motion by Trustee Byrd, supported by Trustee Davis.

PRESIDENT'S REPORT

Community Partners/Stakeholder Update: Brenda Hunt, President and CEO of the Battle Creek Community Foundation (BCCF), had only good things to say about KCC as she spoke to the Board of Trustees about the value of community partnerships and collaborating with KCC on College and community initiatives. Chairman Claywell thanked Hunt for her time and expressed the Board's appreciation of the partnership between KCC and the BCCF.

Collective Bargaining Insurance Reopeners: The current three-year agreements for each of the employee groups allow for an annual reopener in the summer regarding health insurance. Since health insurance information is received and decisions are made in the fall, a Letter of Agreement is being worked out with each of the groups that will align the contract reopeners with the timing of the information and plan decisions.

Foundation Update: Executive Director Teresa Durham reported that 90 additional applications were received this year causing the scholarship review process to take a little longer but it has been completed. Durham also reported on a gift from the Cronin Foundation to provide start-up money for the MSU/KCC Agriculture Technology Program and scholarship funding for an FFA (Future Farmers of America) student to attend the program, a recent gift from the Amos family, the establishment of 9 new scholarships for the year and her continued work with the President's Office on major initiatives. She then thanked guest speaker Brenda Hunt from the BCCF for the leadership they provide the community and invited everyone at the meeting to the 60th Anniversary Gala scheduled for June 3.

WKKF Visits to College Facilities: President O'Connell reported on a recent visit by representatives from the W.K. Kellogg Foundation and the Calhoun Intermediate School District. Most of the discussion centered on a mutual interest in early childhood programming and possible site visit to review some successful models. O'Connell also reported on some new interest by a group for use of the Mawby Center.

Property, Liability, Cyber, Worker's Compensation, etc., Insurance Quotes: Brian Murphy has been working to obtain quotes and bids regarding the College's property, liability, cyber, workers compensation, etc., insurance. Results and a recommendation are expected at the June meeting.

Firekeepers Local Revenue Sharing Board (FLRSB) Payment: The College is anticipating the receipt of approximately \$296,000 from the FLRSB based on casino profits from 2016. The amount is slightly lower than the previous year but is always greatly appreciated. The funds are projected in the budget and deposited into the College's general fund.

Bruin Youth Programming: The Lifelong Learning Department created the summer youth programs to generate interest in careers and opportunities. This year participants will be able to create their own app, design their first video game, learn the foundations of programming and coding, take part in a music and theater camp, explore various career paths and learn strategies and techniques for being a successful student.

Branch County Hiring Blitz: Over 50 employers and 300-400 job seekers attended the second annual Branch County Hiring Blitz held at the Grahl Center on May 9. Employers seeking to fill positions in a variety of fields also took time to speak with the Branch Area Careers Center seniors that were released to attend the event about career and educational opportunities.

Letters of Appreciation and Grant Award: President O'Connell noted several letters of appreciation that have been received from some of the College's community partners as well as one he sent to the BC TIFA board expressing the College's appreciation for their support of the RMTC with their pledge to assist with the Capital Outlay renovation project.

Scholarships and Grants: The College received \$6,374.63 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Chairman Claywell presented certificates from the Calhoun Area School Board Members Association to Trustees Davis and Byrd honoring their 10 years of service to the College. Trustee Harrington was also honored for 10 years of service but attended the meeting via telephone so her certificate will be mailed.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Maintenance & Replacement Budget for Various Projects: With a motion by Trustee Davis, supported by Trustee O'Donnell, the board approved the expenditure of up to \$500,000 from the Maintenance and Replacement Fund to assist other departmental budgets with the following projects:

- Replacement of the College's 20-year-old phone system
- A critical 2,000-pound battery that keeps our system up when we lose power
- Purchasing a new athletic bus
- Replacement of the Schwarz Building roof
- Northeast corner signage
- Various other mini-projects

Authorization to Sell ARFF Trainer, Tractor & Equipment: With a motion by Trustee Booth, supported by Trustee Byrd, the Board provided authorization for the Finance Department to sell the ARFF (Aircraft Rescue and Firefighting) mobile trainer, tractor and related equipment. The Board voted in December of 2016 to discontinue the program at the end of June 2017 based on several key factors. The equipment will be listed for sale on the eBay Business and Industrial website.

BCALC Revised Budget: With a motion by Trustee Camp Seifke, supported by Trustee Byrd, the Board approved a revised 2016-17 fiscal year budget for the Battle Creek Area Learning Center.

Miller Building Metal Panel & Batting Cage Recommendation: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the revised cost of \$211,377 for the batting cage and a bid award in the amount of \$667,500 to CEI Michigan, LLC for the Miller Building metal wall panels. CEI Michigan, LLC is not a local company but plans to use local labor for the work.

RMTC Construction Estimating and Management Recommendation: With a motion by Trustee Davis, supported by Trustee Camp Seifke, the Board approved the recommended proposal submitted by Walbridge-Schweitzer for construction estimating and construction management (CE-CM) services for the RMTC Capital Outlay Project.

Financials: The Board approved the April 2017 financial statements with a motion by Trustee Byrd, supported by Trustee O'Donnell.

Personnel Items: Human Resources Director Ali Robertson took a moment to tell the Board that three of the newly hired individuals are former KCC students. Then, with a motion by Trustee Booth, supported by Trustee Byrd, the Board approved the following personnel items:

New Hire

Caleb Ausbury	Academic Advisor (effective May 30, 2017; Professional 1, 2016-2017 annual salary \$44,543 pro-rated for the remainder of the 2016-2017 fiscal year)
Kathryn Dulaney	Secretary, Student Life (effective May 30, 2017; Support Staff, O&C II, Step 4, 2016-2017 hourly rate \$18.01)
Emily McGaughy	Trainer, Center for Diversity and Inclusion (effective May 15, 2017; Manager 2, 2016-2017 annual salary \$49,899 pro-rated for the remainder of the 2016-2017 fiscal year*)
Megan Ward	Instructor, Sociology (effective August 21, 2017; Master's Lane plus 60, Step 4, 2017-2018 annual salary \$61,850)
Danny Webb	Paraprofessional, Industrial Trades (effective May 15, 2017; Support Staff, Paraprofessional, Step 6, 2016-2017 hourly rate \$21.85)
Anthony Wickham	Applications Programmer (effective May 15, 2017; Manager 2, 2016-2017 annual salary \$46,061 pro-rated for the remainder of the 2016-2017 fiscal year)

Position Transfer

Tha Par	Trainer, Center for Diversity and Innovation (effective May 15, 2017; Manager 2, 2016-2017 annual salary
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\$53,738 pro-rated for the remainder of the 2016-2017 fiscal year*)

Cynthia M. Shell

Secretary, Allied Health/Dental Clinic
(effective April 14, 2017; Support Staff, O&C II, Step 4, 2016-2017
hourly rate \$18.01)

Approaching Retirements

Becky Goodwin

Technician, Upward Bound (13 Years) (effective May 31, 2017)

Brigitta Staley

Paraprofessional, Academic Support (Writing/Study Strategies) (16
Years) (effective May 31, 2017)

**Fully or Partially Grant Funded*

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of upcoming events, Chairman Claywell adjourned the meeting at 7:03 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair