

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
November 16, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 16, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Vice Chair Jill Booth called the meeting to order at 6:32 p.m. Roll was taken and reflected the following:

|  |                           |
|--|---------------------------|
| Chairman Steve Claywell (telephonically) | 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. 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  
Ms. Ali Robertson, Director, Human Resources  
Mr. Rick Scott, Chief Financial Officer  
Ms. Terah Zaremba, Dean, Student Services

Four individuals sat in the gallery including guests for the evening.

### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held October 19, 2016, were approved as written with a motion by Trustee Byrd, supported by Trustee Davis.

### **PRESIDENT'S REPORT**

**2015-2016 Audit Report:** Vicki VanDenBerg from Plante Moran, PLLC presented the College's audit report for the 2015-16 fiscal year. The Audit & Finance Committee reviewed the report November 11, 2016. Once again the College's report received the highest level of assurance that can be granted with a clean, or unmodified, opinion. VanDenBerg praised the College for reductions in expenses and the fact that there were no findings in the \$17.7 million of student financial aid which is one of the most heavily regulated federal programs. Rick Scott added that everyone should be congratulated in the college-wide effort to control spending. The audit report was accepted by the Board later in the meeting as an action item.

**TAACCCT/KAMA/iACT Update on Funding:** Meetings have continued in the effort to secure future funding for the highly successful programs created from the TAACCCT Grant. President O'Connell said conversations have been productive and he feels good about the progress the team has made working with the community.

**Voluntary Retirement Incentive Program:** As of the board meeting, one faculty member and one staff member signed up to take advantage of the incentive. Several have declined the offer leaving approximately 10 individuals still undecided.

**Foundation Update:** Teresa Durham provided an update to the Board on: the recent Celebration of Life for former President Dr. G Edward Haring that was both well attended and well received by the family; the introduction of new board members Chad Smith and Adam Dingwall; the annual audit in

which no issues were found; and a recent gathering held at the Davidson Gallery in honor of Ellie DeVries. She also thanked the Board for their attendance at the scholarship dinner, provided them with an updated chart of activities for the 60<sup>th</sup> anniversary, and promoted the upcoming Bid a Brighter Future Auction and Raffle to be held during Interim.

**Ag Tech Update:** A recent stakeholders meeting showed all participants in favor of moving forward with an agricultural pathway and seeking funds to hire a part-time coordinator. Kevin Rabineau reported a tremendous amount of excitement and interest in the program and said the next meeting will be used to identify what programs will be offered within the individual counties.

**Spring 2017 Enrollment Report:** The most current report shows Spring 2017 enrollment down 14% in headcount and almost 10% in contact hours. However, an analysis provided by Rick Scott shows these figures over the last several semesters improved every time by the start of the semester. The range of improvement was from a low of 2% and the highest was 21%.

**United Way Campaign Results:** Vicki Rivera, Manager of Human Resources, said it was an honor to co-chair KCC's United Way Campaign with Elyse Jozlin and reported a very successful campaign with \$18,217.75 in donations and 15 new contributors.

**Blood Drive Results:** Turnout for the annual Halloween blood drive organized by Student Life for the American Red Cross was excellent.

**Veterans Day Ceremony:** President O'Connell commented on the very moving stories presented by guest speaker Chief Blocker from the Battle Creek Police Department at the recent Veterans Day Ceremony. He continued by thanking the 1<sup>st</sup> Battalion Support Division and Student Services for organizing an event that KCC could be proud of.

**Scholarships and Grants:** The College received \$7,350.00 in scholarships this month.

## **BOARD REPORTS AND REQUESTS**

Trustee Booth thanked the voters for allowing her to serve another term and said she is looking forward to working with her colleagues for the good of the students.

Trustee Davis, also re-elected for another term, thanked his fellow board members and employees of the College. He expressed his appreciation for the mutual respect and trust that has been developed and is glad to be working in an environment with people that truly care.

Trustee O'Donnell congratulated Trustees Booth and Davis, the Public Information and Marketing Department on their recent awards, and the College for a successful Bruin Boo! event and being honored as part of the 2015 President's Higher Education Community Service Honor Roll.

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

None.

## **ACTION ITEMS**

**Audit Report:** With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board formerly accepted the 2015-16 audit report presented earlier by Vicki VanDenBerg from Plante Moran, PLLC.

**Financial Statements:** The Board approved the October 2016 financial statements with a motion made by Trustee Byrd, supported by Trustee Davis. Trustee Byrd thanked Rick Scott and Tracy Beatty for the work they did to invest within the local communities.

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

**Position Transfer**

Lisa Shanks

HR Manager (Staffing and HRIS)  
(effective October 31, 2016; Manager 2, 2016-2017 annual salary \$53,738 prorated for the remainder of the 2016-2017 fiscal year)

**Contract Extension**

Wanda Miller

Faculty, Social Science  
(extended through May 11, 2017 or until the position is filled, whichever occurs first)

**Resignation**

April Shelton

Staff Assistant, Accounting (3 years)  
(effective November 4, 2016)

**Retirement Notice**

Brigetta Staley

Paraprofessional, Academic Support (16 years)  
(effective May 31, 2017)

Saeed Sabouni

Professor, Math and Science (30 years)  
(effective December 31, 2016)

**Approaching Retirements**

Tim Lewis

Utility II (40 years)  
(effective December 31, 2016)

Glenda Morling

Professor, Social Science (14 years)  
(effective December 31, 2016)

Pam Newman

Clerk, Records and Registration (10 years)  
(effective December 31, 2016)

**CITIZEN/STAFF COMMENTS**

None.

**ADJOURNMENT**

After a brief update of coming events Vice Chair Jill Booth adjourned the meeting at 7:02 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair