

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
November 18, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 18, 2015, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 pm. 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 - Absent	

Attendance from President's Council included:

Mr. Mark O'Connell, Interim President
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety
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
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
Dr. Kevin Rabineau, Dean, Arts, Sciences, and Regional Education
Ms. Ali Robertson, Director, Human Resources

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

CONSIDERATION OF MINUTES

Minutes from the regular meeting held October 21, 2015, were approved as written in a motion by Trustee Byrd, supported by Trustee Booth.

Minutes from the special meeting held October 27, 2015, were approved as written in a motion by Trustee Byrd and supported by Trustee O'Donnell.

INTERIM RESIDENT'S REPORT

Employee Recognition: Special guests for the evening included Ms. Carole Davis, Chair, Math and Science, and faculty members Ms. Anna Cox, Mr. Graham Smith, Ms. Patricia Kopf, Ms. Emily Patterson, Mr. Marcus Anderson and Ms. Sue Stetler. In October 2015 at the Annual TRENDS in Occupational Studies Conference, the KCC mathematics faculty received the Outstanding Education Team Award for 2015. Dr. Jan Karazim, who nominated the group for their efforts, introduced the faculty present at the meeting and explained the reasons why they were so deserving of the award. The Board was then treated to a short video produced as part of the TRENDS award that highlighted the KCC team and their work. Mr. Saeed Sabouni, unable to attend the meeting, was also recognized.

2014-2015 Audit Report: Ms. Vicki VanDenBerg from Plante Moran, PLLC presented the College's audit report for the 2014-15 fiscal year. The Audit & Finance Committee reviewed the report on November 6, 2015. The College received a clean, or unmodified, opinion which is the highest level of assurance that can be granted. Due to the adoption of GASB 68, the 2014-2015 year was the first year the College was required to report its share of the unfunded retirement liability of MPERS. With a motion by Trustee Byrd, supported by Trustee Booth, the Board accepted the audit.

Guided Pathways Initiative: KCC was officially accepted into Cohort II of the Guided Pathways Initiative (GPI) provided by the Michigan Community College Association (MCCA). Dr. Kevin Rabineau, co-chair of the KCC steering committee, shared with the Board the work already taking place in preparation of KCC's participation in the initiative set to begin in January of 2016.

Legislative Update: Mr. Mark O’Connell provided an update on Senate Bills 70 & 71 which have recently passed the Senate. Passage of the bills would double the \$50 million cap on MNJTP contracts and permit more training as well as extend the sunset on the borrowing ability permitted under the law for five years. College administration reached out to Rep. Bizon and Rep. Maturen to encourage their support of the legislation.

United Way Campaign: The 2015 United Way campaign raised \$19,402, surpassing the fundraising goal by 5 percent.

American Red Cross Blood Drive: The annual KCC Halloween blood drive was the largest since 2011, collecting enough donations to save 124 lives.

KCC Foundation Update: Executive Director Ms. Teresa Durham reported on the appointment of Ms. Vivian A. Davis to the Foundation Board of Directors, the clean audit report received from Plante Moran, PLLC, and the approximately \$35,000 increase in contributions compared to the same time last year.

Chairman Claywell added that the Foundation Board of Directors, at their December 11 meeting, expressed to Ms. Durham how much they appreciate the job she has done and continues to do.

21st Century Update: Earthwork for the RMTTC/TIFA addition was bid out early and has begun. Chairman Claywell and Trustees Camp Seifke, Byrd, and O’Donnell attended the ceremonial groundbreaking held November 13 which also served as the 25th anniversary of the RMTTC. Chairman Claywell congratulated everyone for the nice event and was pleased to announce that 14 of the 16 contracts being awarded are for local companies that reside within the College’s taxing district. One of the companies outside of the district has also committed to using labor from within the district as well.

The Davidson Building close-out is anticipated for December with the final budget projected to come before the Board in January. A recommendation from the design team regarding programming for the Miller Building is also anticipated for the January meeting.

Work continues on the nursing sim lab provided for by the CCSTEP Grant. The lab is expected to be ready for use by the start of Spring 2016.

Mr. John Di Pierro took a moment to recognize Mr. Arnie Mikon, President and CEO of Tower Pinkster & Associates, and Walbridge for various awards received by Mr. Mikon and the two companies. Both companies are part of the College’s design team.

Ms. Teresa Durham added that the Foundation has been providing tours to donors of the renovated spaces on campus and will continue to do so as more projects are completed. Plans also include an alumni-based event to be held in the nursing sim lab once it is completed.

CCHS Transition Plan: The Calhoun Community High School charter, held by KCC, is set to expire June 30, 2016. The College has been working with area superintendents and CCHS staff regarding the possibility of a new operations model and staffing structure for the CCHS. Potential changes will be compared to the existing charter to determine if a new charter, or an amendment to the existing one, will be necessary.

2015 Voluntary Retirement Incentive Update: Twenty employees eligible to retire by June 30, 2017 chose to participate in the College’s Voluntary Retirement Incentive Program. The program has ended and the College will now carefully weigh whether the position can remain vacant, needs to be refilled in kind, or can be refilled in a different manner. Employees expressed appreciation for the incentive and several indicated it did help them make a decision earlier, or helped enable them to retire at this time.

Timeline for Retirements

2015	5
2016	9
2017	6

Retirements by Group

Administrators	5
Faculty	8
Support	6
Maintenance	1

Enrollment Report: Spring 2016 enrollment comparisons have been fluctuating but are moving in the right direction. Current contact hour enrollment is 15.6% below the same period one year ago.

MCCBOA Gibson Survey: According to the 2015 Fall Gibson Survey published by the Michigan Community College Business Officers Association, KCC ranks in the bottom third of all 28 community colleges with regards to affordability and is the most affordable among colleges of the same size. The survey assumes an in-district, first-time freshman takes the same courses at all 28 community colleges and compares the total cost per credit hour, including class and universally applied fees.

Scholarships and Grants: This month, the College received \$7,550 in scholarships.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell thanked the College for the ceremony held on Veteran's day and also expressed his appreciation to the veterans serving on the Board of Trustees. Chairman Claywell added that it is evident the event has reached the community based on the attendance and the individuals that approached him to thank the College for continuing to have the ceremony.

Trustee O'Donnell also commented that he had asked students at the recent scholarship dinner what they liked about KCC and many of them replied about how they loved the staff and their friendliness and willingness to provide them with what they need as students. Those he spoke with even commented on how friendly and helpful the cleaning staff is.

Chairman Claywell congratulated Trustee Byrd for his recent engagement and Trustee Camp Seifke on her new grandbaby.

Trustee Harrington commented on the excellent care she received from KCC nursing students during her recent stay in the hospital.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Tentative Agreement with Maintenance Union: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the tentative agreement with the KCC Maintenance Union. The amendment was an economic reopener of the 2014-2017 agreement and provided for a change in paid holidays, an adjustment to the summer hours, a continuation of insurance benefits, and a freeze in wages.

RMTC/TIFA Addition Bid Approval: The Board approved, with a motion by Trustee Byrd and supported by Trustee O'Donnell, the fourteen bid recommendations from Walbridge/Schweitzer for construction of the addition at the Regional Manufacturing Technology Center. The \$1.49 million bid package represents a \$503,460 savings based on the amount budgeted by the College.

Renewal of Audit Firm: With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the recommendation from the College's Audit & Finance Committee for a three-year contract renewal with Plante Moran, PLLC, to provide auditing services for the College and the KCC Foundation. Fee increases range from 0.2% in year one to approximately 3% in years two and three.

Financial Statements: The Board approved the October 2015 financial statements with a motion made by Trustee Byrd and supported by Trustee Harrington.

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

New Hire

Christopher Karbowski Education Specialist, Upward Bound

(effective November 30, 2015; Professional 1, 2015-2016 annual salary \$43,670, grant position)

Jason Wiersema Instructor (half-time), Physical Therapist Assistant Program
(effective January 5, 2016; Master's +60 Lane, Step 5, 2015-2016 annual salary \$31,374)

Lisa Zimmer Instructor/Simulation Coordinator Nursing (temporary)
(effective January 5, 2016; Bachelors Lane, Step 5, 2015-2016 annual salary \$52,878)

Internal Hire

Jason Moore Instructor, Machining Technology Program
(effective January 5, 2016; Non-degree Lane, Step 10, 2015-2016 annual salary \$55,575)

Retirement Notice* in order of retirement date

Ron Ivey Director, Criminal Justice (12 years)
(effective December 31, 2015)

Rod Kosmick Professor, Computer Engineering (23 years)
(effective December 31, 2015)

Natala (TJ) Mohl Counselor (14 years)
(effective December 31, 2015)

Ken Weimer Professor, CIS/Co-Op Coordinator (30 years)
(effective December 31, 2015)

Marilyn Hogan Secretary, Eastern Academic Center (8.4 years)
(effective January 29, 2016)

Edna (Sue) Rogers Assistant Manager, Business Office (21 years)
(effective February 29, 2016)

Randall Kopf Professor, Computer Aided Drafting (30 years)
(effective August 12, 2016)

Robert Griffin Instructor, Automation and
Process Technology (5 years)
(effective August 14, 2016)

John DiPierro Director, Institutional Facilities and Public Safety (18.5 years)
(effective August 18, 2016)

Martha Stilwell Director, Library Services (29 years)
(effective September 30, 2016)

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

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

Cathy Slaughter	Secretary, Athletics and Physical Education (11.75 years) (effective April 30, 2017)
Becky Goodwin	Technician, Upward Bound (14 years) (effective May 31, 2017)
Glenda Morling	Professor, Social Science (14 years) (effective May 31, 2017)
Brigitta Staley	Paraprofessional, Academic Support (16 years) (effective May 31, 2017)
Linda Sarver	Secretary, Fehsenfeld Center (17 years) (effective June 30, 2017)
Joe Teixeira	Aircraft Rescue and Fire Trainer (20 years) (effective June 30, 2017)

CITIZEN/STAFF COMMENTS

None.

CLOSED SESSION

Trustee Byrd made the motion to enter into closed session for the purpose of discussing collective bargaining. The motion was supported by Trustee Booth and approved unanimously by roll call vote. The closed session began at 7:27 pm with no action anticipated afterward.

PUBLIC SESSION

The Board returned to public session at 8:19 pm.

ADJOURNMENT

Chairman Claywell adjourned the meeting at 8:21 pm after a brief update of upcoming events.

Reba Harrington, Secretary

Steven Claywell, Chair