

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
October 16, 2019**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 16, 2019, in Board Room of the Kellogg Community College Roll Administration 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 Matthew Davis – via Zoom Conferencing
Trustee Carla Reynolds - absent	Trustee Patrick O'Donnell
Trustee Xenia McKay	

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Paul Watson, Vice President, Instruction
Ms. Michelle Wilson, Executive Assistant to the President's Office (recorder)

Twenty individuals sat in the gallery, and Board Student Representative, Jaylyn Taylor.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held September 18, 2019, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee Booth.

PRESIDENT'S REPORT

String Project at KCC: Barbara Sudeikis, Chair, Arts and Communication, shared the recent visit of the String Project to the Battle Creek area, specifically with KCC students. KCC partnered with the Battle Creek Community Foundation to host the event.

Arc of Calhoun County: Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services, described the recent partnership between the Arc of Calhoun County and KCC. Volunteers from the Arc will be working at the Library to help learn critical skills for job success. As the program develops, more departments may be added.

Medallion Awards: Eric Greene, Chief Communications Officer, introduced the Public and Information Marketing team behind the 10 Medallion Awards won this year at an event in Milwaukee, WI. Designs and materials from the 2018-2019 year were judged and KCC took away four gold awards from the National Council for Marketing and Public Relations (NCMPR) within the 10 awards. More than 100 community and technical colleges were this year's competition. Eric Greene provided copies of the continuing story of *Blaze Goes to the RMTC*, written by Simon Thalmann, Digital Marketer/Writer and illustrated by Sara Parks, KCC Student, to the Board. A resounding response has been heard from the community about the prequel, *Blaze Goes to College*, and KCC is excited to have a children's book highlighting an education in skilled trades.

KCC Student Board Representative, Jaylyn Taylor, congratulated the Public Information and Marketing department on a job well done.

Trustee O'Donnell commented that he enjoys this time of year to see the results from such hard work put in through the year.

Transfer Fair: Dr. Kay Keck, Vice President for Student and Community Services, covered the upcoming October 29 Calhoun County College Night that will be held in the Miller Physical Education Building. Several colleges, universities, and branches of the military will be in attendance, along with the KCC Foundation and staff to help with FAFSA financial aid completion.

United Way Campaign 2019: President O'Connell informed the Board the fundraising Chili Cook-off is later this month and that a group of KCC staff volunteered to help package 100,000 meals this week. He thanked all the staff who participated in the event.

HLC Reaffirmation of Accreditation: Dr. Paul Watson, Vice President of Instruction, affirmed KCC staff are working towards meeting College goals for the HLC reaffirmation of accreditation. He indicated to the Board where current HLC criteria documents will be available for review and that feedback can be sent to the hlcaccreditation@kellogg.edu email.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation, provided an update on the Celebration of Donors and Scholars event on October 1, the Jaziel Pugh mural installation at the Davidson Building on October 17, the Adopt-a-Tree campaign for the North-End Gateway project, and this month's gifts to the KCC Foundation totaling \$3,300.

21st Century Update: President O'Connell showed images of the nearly completed North-End Gateway project, which began as a project to replace the sign but evolved into the "Welcome to Battle Creek" micropark it is today, giving KCC the ability to highlight the campus from the north side. The renovation to the Eastern Academic Center (EAC) for the new welding lab is progressing, slated to be completed in February 2020.

Scholarships and Grants: President O'Connell reported the College received \$38,315.83 in scholarships and grants over the past month, with a year-to-date total of \$276,631.37.

BOARD REPORTS AND REQUESTS

Jaylyn Taylor, Board Student Representative, reported KCC students are working diligently as it is midterm season.

Trustee O'Donnell complimented the KCC Foundation Celebration of Donors and Scholars dinner and the efforts by Executive Director Teresa Durham.

Trustee Byrd thanked the staff for their commitment to United Way by way of volunteer hours and donations. He reported he attended the recent Michigan Community College Association (MCCA) meeting where an update was given on the statewide census and impact on aid community colleges receive, along with the trending population and issues going forward. The State passed its budget, with KCC receiving around 1.3%, the average being 0.8%. Trustee Byrd also recognized that President O'Connell was acknowledged at the MCCA meeting for his service as this was President O'Connell's final MCCA meeting before his retirement.

Angela Provart, President, Pauly Group, provided an update via conference call on the Presidential Search for the College. Nine final candidates were selected, of which two have withdrawn. The Board of Trustees will hold a special meeting on Monday, October 21, to approve the finalists to be invited for interviews on campus October 28, October 31, November 4, and November 7. Chairman Claywell offered his sincere appreciation for the time and effort the committee has put into this search to review the 54 candidates. The Board will select their candidate at the November 20 Board meeting and agreed upon a special meeting on December 3 to formally approve a contract with the new president.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Capital Outlay Five-Year Plan Approval: The Board approved the Five-Year Capital Outlay Plan for submittal to the State with a motion by Trustee Byrd, supported by Trustee Booth.

Close-out 15-Year Capital Plan Projects: The Board approved the close-out of the 15-Year Capital Plan Projects with a motion by Trustee Booth and supported by Trustee Byrd. The final project expense totaled \$3,667,652.56, which was \$82,347.44 under the original budget of \$3,750,000.

Snow Removal Services Request for Proposals (RFP): The Board approved the recommendation to award the 5-year snow removal contracts to Brightview (\$89,990) for the main campus, DJ Lawn and Landscaping, LLC for the Eastern Academic Center (\$18,125), and S&D Landscaping (\$9,136) for the Grahl Center. The motion was made by Trustee O'Donnell and supported by Trustee Booth.

Financial Statements: Financial statements for the month of September 2019 were approved by the Board with a motion by Trustee Byrd, supported by Trustee Booth.

Public Act 152 of 2011, Election: The Board elected to continue with the 80/20 cost share model for healthcare with a motion by Trustee Booth, supported by Trustee Byrd.

Employee Benefits: Ali Robertson, Chief Human Resources Office, explained the changes in the healthcare plan recommendations, which included a renewal of medical coverage with Blue Cross Blue Shield (BCBS) and a move from the previous dental/vision provider (Meritain) to BCBS Dental and VSP7 Vision, saving the College \$50,000. The Board approved the healthcare plan recommendations with a motion by Trustee Booth, supported by Trustee Byrd.

In discussion, Chairman Claywell inquired about the competitive bids this year compared to the offset of costs for the previous year. Vicki Rivera, Director, Employee Benefits and Compensation, explained competitive bids came in slightly lower this year with a competitive bid from Priority, but if KCC changed to self-insurance for the Administrative, Support, and Maintenance group, it would have raised the cost to the employees to make the transition and estimates showed large increases in year two to the College.

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

Resignation Notice

Jan Karazim

Dean, Workforce Development
(20 Years) (effective November 8, 2019)

Open Positions:

Department Assistant, ARCO/MASC (part-time)
Department Assistant, Testing & Assessment (part-time)
*Education Specialist, Support Services
Specialist, Information Services

Status

Interview / Selection
Candidate Review
Candidate Review
Offer and Selection

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None

ADJOURNMENT

President O'Connell provided a brief update of coming events, and Chairman Claywell adjourned the Board of Trustee, October 16, 2019, meeting with a motion by Trustee Byrd and supported by Trustee McKay at 7:27 p.m.

Jonathan Byrd, Secretary

Steve Claywell, Chair