

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
August 17, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 17, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:35 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  
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety  
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  
Mr. Bob Reynolds, Chief of Administrative Services  
Ms. Ali Robertson, Director, Human Resources  
Mr. Rick Scott, Chief Financial Officer  
Ms. Cindi Shell, Secretary, Support Services and SSA Unit Member  
Ms. Terah Zaremba, Dean, Student Services

Eleven visitors and special guests sat in the gallery.

### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held July 20, 2016, were approved as written with a motion by Trustee Davis, supported by Trustee Byrd.

### **PRESIDENT'S REPORT**

**Special Guests:** Anna Cox, Faculty, Math and Science, introduced former students Hunter Mauk and Derrick Freeman. Mauk won the Michigan Mathematical Association of Two-Year Colleges Scholarship and Freeman has become a national representative for Cengage Publishing as a direct result of a pilot done by KCC for one of Cengage's products. Math and Science Chair Carole Davis was also in attendance at the meeting and thanked the students for coming back to share their stories.

**Enrollment Update:** Enrollment numbers are improving and currently show contact hours to be down 7.27 percent compared to the same time one year ago.

**Perkins Grant Update:** A roughly \$489,000 grant application was recently submitted as part of the federal Carl D. Perkins Act. Funding from the grant directly supports Career and Technical Education efforts in K-12 and community colleges with projects such as professional development for occupational faculty and program leaders, program development or revisions, technology/equipment, and support for students qualifying as special populations according to the federal government. Approval is expected in early September.

**Accreditations for PTA, Dental and MRI:** Site visitors from the Commission on Accreditation in Physical Therapy Education (CAPTE) will be hosted on campus for the *Physical Therapy Assistant (PTA) Program* in September. Efforts for the PTA accreditation are being led by Julie Roberts, PTA Faculty Coordinator.

The *Dental Hygiene Program* is scheduled to host site visitors from the Commission on Dental Accreditation (CODA) in December. Bridget Korpela, Dental Hygiene Faculty and Program/Clinic Director, is leading accreditation efforts for the dental program.

The *MRI Program* offered through the Michigan Radiologic and Imaging Science (MiRIS) Consortium is pursuing its initial accreditation with the Joint Commission on Education in Radiologic Technology (JRCERT). All of the partner colleges within the consortium will convene with the site visitors at KCC in November. Dr. Amy Lee, MCCA/MiRIS Consortium MRI Director and Chris VandenBerg, KCC Allied Health Director have taken the lead for the MRS accreditation.

**MDE Letter Recognizing Extension for BCALC:** The Michigan Department of Education recognized KCC's charter extension with the Battle Creek Area Learning Center (BCALC). Viewed by the MDE as a public school academy, the BCALC remains eligible for state school aid. This will complete the College's final year of serving as the chartering organization for BCALC.

**MSU Ag Program Update:** Dr. Kevin Rabineau provided an update on the exploratory work being done to determine the possibility and need for a local agriculture education pathway within the KCC service area. As part of that process a team of representatives from KCC and the Branch Area Careers Center recently attended an Agriculture Technology partner meeting at MSU. In this model general education courses would be taken at KCC while the technical training would take place at the career centers. There is a lot of interest within Branch, Barry and Calhoun County for the creation of such a pathway.

**Strategic Planning Update:** Phase I of strategic planning is nearing completion by President's Council. A roll-out plan for Phase II has been developed allowing employees and the Board to become engaged in the process by validating the strategic areas of focus and completing the strategic goals already started by President's Council. An ongoing oversight and management structure will be put in place to ensure the plan is supported and implemented with outcomes tracked.

**2016-17 Tuition & Fee Survey:** According to the annual survey of tuition and fees compiled by MCCBOA including 27 of the 28 state community colleges, KCC's rates are approximately 5% less than the state average for In-District and Out-State and over 8% less than the Out-District rates. The averages prepared by CFO Rick Scott excluded Northwestern's high-cost program tiered-rate structure. Within the College's ACS group, KCC has the third lowest In-District rate out of seven colleges.

**Foundation Update:** Teresa Durham reported the Foundation office is busy with preparations for the Bruin Scholarship Open scheduled for September 9. Over the eighteen year history of the event, almost \$900,000 has been raised for student scholarships. The Foundation is also working with the vendor Academic Works to develop an online platform for student scholarship applications. Slated to begin in November, the platform will be more efficient in terms of cost and time savings for the staff but a hard copy will still be available for individuals without internet access.

**21<sup>st</sup> Century Project Update:** John Di Pierro announced that the City of Battle Creek has granted occupancy for the RMTC/TIFA addition and the budget is anticipated to close in September. The College received a planning letter from the State and programming has begun with staff and faculty at the RMTC for its capital outlay project. Di Pierro added that the RFP Committee recommended Continental Pastries and Deli as the College's new food service provider. Continental is planning to use Calhoun Area Career Center culinary students as a learning piece but to also expose them to the College.

Di Pierro then introduced Tom Mathison from Mathison | Mathison Architects for his presentation to the Board regarding the Miller Building. After several iterations and unsuccessful soil borings, it was determined the best use of funding and course of action would be to tear down the existing Miller Building and rebuild a new one on the same spot. Demolition is expected to begin in January with completion projected in the fall of 2018 for the new 25,000 square foot building. Alternative homes for the sports teams will be found until construction has been completed.

**Thank You Note from Governor Snyder:** After a recent visit to the RMTTC, Governor Snyder wrote a note to President O'Connell thanking the team for a great visit and proclaiming that he is "proud to be an alumnus".

**Michigan Community College Association (MCCA) Service Pins:** At the MCCA Summer Conference in July, Trustees Julie Camp Seifke and Steve Claywell received their five year service pins.

**Scholarships and Grants:** The College received \$66,471.41 in scholarships this month.

## **BOARD REPORTS AND REQUESTS**

Trustee O'Donnell reported that he spoke with the assistant to Dr. Dunn, President of Western Michigan University, and thanked them for helping the nursing students being displaced from the Miller College closing.

Chairman Claywell recognized the work being done by Terah Zarembo and everyone on campus in helping the enrollment numbers by being present to promote KCC at many local events including career fairs and industrial nights.

Claywell also congratulated fellow Trustees Jill Booth and Matt Davis as they will be running unopposed for re-election in November and wished Trustee Byrd the best of luck on behalf of the College for his upcoming nuptials.

For one last report Chairman Claywell stated he was honored and privileged to attend the retirement ceremony of John Di Pierro and present him with a plaque on behalf of the Board of Trustees. He added that the Board appreciates what he has done and will continue to do for the College. That was followed by a standing ovation for John Di Pierro and his 18 years of service to KCC.

Trustee Booth was grateful for the learning experience and opportunity to be with fellow colleagues at the MCCA Summer conference and Trustee Institute.

Trustee Davis voiced his appreciation for the chance to serve and is glad to be able to move forward with the Board as a team. He added that he enjoys working with everyone in administration and thanked John Di Pierro for his work with veteran issues and bringing that to KCC.

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

Anna Cox stated that she is starting her 22nd year and wanted to thank the Board because she didn't believe they received the acknowledgement that they deserved.

## **ACTION ITEMS**

**CCHS Legal Services Contract:** With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved the appointment of Saunders, Winter, McNeil as legal counsel for the BCALC Board of Education.

**Nursing Assistant Training Program at Fehsenfeld Center:** With a motion by Trustee Davis, supported by Trustee Camp Seifke, the Board approved the use of \$28,000 for renovation and equipment needed to modify a classroom at the Fehsenfeld Center so the Nursing Department could offer the Nursing Assistant Training Program (NURS 105) in Hastings. The changes are necessary to meet State of Michigan programming requirements and will be taken from funds donated in previous years that were specifically earmarked for use at Fehsenfeld.

**Automated External Defibrillator (AED) Replacements:** With a motion by Trustee Camp Seifke, supported by Trustee Byrd, the Board approved the expenditure of up to \$30,000 from the Maintenance & Replacement Fund to cover replacement costs of the AED equipment on campus. The EMS Department recommended replacement due to the current equipment nearing its average lifespan of 10 years. The AEDs have not had to be used but the Board is in support of the equipment in the unlikely event it should need to be used. The new equipment is much smaller in size and easier to use.

**Food Service Vendor:** With a motion by Trustee Camp Seifke, supported by Trustee Byrd, the Board approved the recommendation of the RFP Committee for the selection of Continental Bakery and Deli as the College's food service vendor. The base period of the contract is 5 years.

**Financial Statements:** The Board approved the July 2016 financial statements with a motion made by Trustee Byrd, supported by Trustee Booth.

**Personnel Items:** With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the following personnel items including a correction from the July board meeting:

**Reassignment**

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|----------------|---|
| Angela Bess    | Early College and Event Manager<br>(effective July 25, 2016; Manager 2, 2016-2017 annual salary \$51,992)   |
| Dennis Easler  | Staff Assistant, Computer Lab Grahl to Staff Assistant, The Bridge<br>(effective July 24, 2016; Staff Assistant, Step <b>6</b> , hourly rate \$23.30-<br><b><u>correction from last board minutes</u></b> ) |
| Sandra McGuire | Technician, Information Services, User Support (effective August 25, 2016;Technicain, Step 6, hourly rate \$22.60)  |

**CITIZEN/STAFF COMMENTS**

Jackie Braman apprised everyone in attendance of a CPR and First Aid class being offered the following week that was free to all employees.

Former student Derrick Freeman commented on how interesting it was to sit through the board meeting and see what goes on. He also added his thoughts about the value of AED equipment and training.

**ADJOURNMENT**

After a brief update of coming events Chairman Claywell adjourned the meeting at 7:38 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair