

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

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

Chairman Claywell called the meeting to order at 6:31 pm. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth – arrived 6:40pm	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. Jackie Braman, Secretary EMS and SSA Unit Chairperson  
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety  
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, Dean, Arts, Sciences, and Regional Education  
Mr. Bob Reynolds, Chief Information Officer  
Ms. Ali Robertson, Director, Human Resources  
Mr. Rick Scott, Chief Financial Officer  
Ms. Catherine Waugh, Vice President, Instruction  
Ms. Terah Zaremba, Dean, Student Services

Nine individuals sat in the gallery.

### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held December 16, 2015, were approved as amended in a motion by Trustee Byrd, supported by Trustee O'Donnell.

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

### **PRESIDENT'S REPORT**

**Agenda Change – Action Item E, CCHS Agreement with AccessPoint HR:** At the request of President O'Connell, the Board approved the addition of Action Item E, the CCHS Agreement with AccessPoint HR to be covered along with Action Item B, the BCALC/CCHS Pupil Accounting Contract. The motion was made by Trustee Davis and supported by Trustee Byrd.

**Employee of the Semester:** President O'Connell introduced Ms. Jamie Bishop, Faculty, Early Childhood Education. Ms. Bishop is a recipient of the G. Edward Haring Employee of the Semester Award for Spring 2016 but was unable to attend the January meeting.

President O'Connell also took a moment to introduce Ms. Annette Chapman, current Chairperson of the Calhoun Community High School Board of Directors.

**Mid-Year Budget Update:** Ms. Vicki VandenBerg from Plante Moran presented the Board with a mid-year budget report highlighting where the College stands fiscally relative to the original budget. The Board's Audit and Finance Committee met with the auditors prior to the Board meeting. Due to an unprecedented decrease in enrollment, there was an estimated \$1.7 million shortfall in the summer. However, with the implementation of budget and salary freezes, as well as a retirement incentive and

attrition, the budget shortfall has been reduced to \$400 thousand. Board members were very appreciative of the work done by Ms. VandenBerg but also wanted to thank the KCC faculty and staff for the commitment that they have made to the College. With a motion by Trustee Davis, supported by Trustee Camp Seifke, the Board accepted the mid-year budget amendment.

**Enrollment Management Cabinet (EMC):** Ms. Terah Zaremba, Dean of Student and Community Services, and Mr. Bob Reynolds, Chief Information Officer, provided the Board with the College's enrollment estimate for 2016-17 and presented strategies being implemented by the recently formed cabinet to improve enrollment. A charter has been written for the EMC and a goal has been set to reduce the projected 8% decrease in contact hours for the 2016-17 academic year to a 6.5% decrease. The group, comprised by individuals from several different departments and levels throughout the College, has developed strategies for immediate institutional action as well as short-term and long-term strategies. The Trustees thanked the group for its efforts and offered suggestions as to possible future members of the Cabinet.

**Flint Water Crisis:** Dr. Kay Keck reported that Student Life, together with KCC student leaders that have a passion for assisting others, are working to organize a collection drive to help residents of Flint affected by lead-tainted water. Plans include not only the collection of bottled water but also household items to replace those that may have been damaged due to the water and monetary donations to assist residents with their utility bills. The collection drive will be promoted throughout campus and the community.

**KCC Foundation Report:** The director's report from Ms. Teresa Durham was made available to the Board prior to the meeting; Ms. Durham was unable to attend the meeting due to other Foundation commitments.

**HLC Assurance Report Feedback:** The College met all criteria for the mid-cycle review from the HLC but received substantial guidance regarding what will be required from the College prior to the next review in 2021. Work is currently being done by administration and faculty to review the HLC report and determine the best way to proceed. Three themes emerged from the review, including assessing student learning, data collection and dissemination, and the culture of assessment throughout the institution. The work will require diligent, college-wide efforts and will be embedded in the upcoming strategic planning this year.

**Phi Theta Kappa (PTK) Awards in Lansing:** KCC students Mr. Dakota Glassburn and Ms. Eucharia Ganda will be honored March 16 as part of the 2016 All-Michigan Academic Team at the annual awards program and luncheon held at the Radisson Hotel in Lansing. The program includes a visit to the Capitol where they will be recognized for their outstanding scholarship and leadership.

**21<sup>st</sup> Century Project Update:** Mr. John Di Pierro reported the RMTC/TIFA addition is progressing slightly ahead of schedule. Exterior block walls have been completed and the contractor has begun erecting steel. A brief update on the progress will be provided to the TIFA Board at their next meeting.

With encouragement from Senator Mike Nofs, KCC increased the current capital outlay request to include both the RMTC and the Miller Community Education Center. If approved, there would be programming other than athletics and physical education put into the new building. Chairman Claywell met with Senator Nofs following submission to reinforce the request.

**Scholarships and Grants:** This month the College received \$6,950.00 in scholarships and grants.

## **BOARD REPORTS AND REQUESTS**

Trustee Davis drew attention to the partnership between the KCC Foundation, Sexual Assault Services of Calhoun County and KCC Student Support Services in bringing assault victim Elizabeth Smart to KCC as a keynote speaker. He also expressed appreciation for new KCC Foundation board members Mr. Mark Kolanowski, Ms. Vivian Davis, and Ms. Catherine Yates and the connections they bring to the local communities.

Chairman Claywell, also a member of the KCC Foundation board, expressed the Foundation Board's support of the appointment of Mr. Mark O'Connell as president of KCC as well as their appreciation for the work done by the KCC Board of Trustees.

Trustee Camp Seifke expressed her appreciation after attending the recent Audit and Finance Committee meeting about how gratifying it was for her to see the effort, how serious people take it, and the level of teamwork put in to moving the College toward what she considers sustainable structural changes.

Trustee O'Donnell reported briefly on the recent Legislative Summit he attended along with President O'Connell and Mr. Eric Greene and the opportunities they had to meet with some of the State representatives to talk about the RMTC and Miller Building projects.

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

Ms. Jackie Braman asked if the name of the Miller Gym had been changed as it had not been shown as the Miller Community Education Center before. President O'Connell stated that it is a concept to construct a new building based on the potential receipt of capital outlay funding from the State. Should the state funding become available, programming for the new building would be different than what is available currently with the Miller Physical Education Building.

Mr. Aboubacar Ndiaye, a member of Service Employees International Union (SEIU) Local 1, expressed concerns regarding the cost of the College's janitorial contract and the contract bid policy.

## **ACTION ITEMS**

The connection for Trustee Harrington was lost prior to voting on the action items.

**Consent Agenda:** Trustee Davis made a motion to address the Administrative Contract Renewals, Financial Statements, and Personnel Items as a consent agenda. The motion was supported by Trustee Byrd. Trustee Camp Seifke asked for the Personnel Items to be removed from the consent agenda. Trustee Davis withdrew the original motion and made a new motion to include only the Administrative Contract Renewals and the Financial Statements. With the motion supported by Trustee Byrd, the Board approved the following:

1. Administrative contracts for eligible staff
2. The January 2016 financial statements as presented

**Consent Agenda:** Trustee Davis made a motion to approve the BCALC/CCHS Pupil Accounting Contract with CISD and the AccessPoint HR Agreement with CCHS. The motion was supported by Trustee Byrd. After brief comments and appreciation from CCHS Board Chair Ms. Annette Chapman, Trustee O'Donnell and Chairman Claywell, the board approved the following:

1. BCALC/CCHS Pupil Accounting Contract: A temporary consultant contract with the Calhoun Intermediate School District to support pupil accounting for State reporting purposes.
2. CCHS Agreement with AccessPoint HR: An agreement to provide staffing and financial management for the Calhoun Community High School.

**Personnel Items:** The motion by Trustee Byrd to accept the personnel items was supported by Trustee Camp Seifke. Trustee Camp Seifke then stated the resignation of Ms. Catherine Waugh was being accepted with regret and wished her well in her future endeavors. A round of applause followed the Board's approval of the resignation noted below:

### **Resignation**

Catherine Waugh                      Vice President, Instruction (10.5 years)  
(effective April 29, 2016)

## **CITIZEN/STAFF COMMENTS**

Ms. Jackie Braman requested information as to where the list of administrative contract renewals could be located. It was confirmed that the list will be made available in the share drive.

On behalf of the CCHS Board, Ms. Annette Chapman thanked the members of the Board of Trustees for their support and also expressed her appreciation to them as a community partner.

## **ADJOURNMENT**

After a brief update of upcoming events, Chairman Claywell adjourned the meeting at 7:18pm.

Reba Harrington, Secretary

Steven Claywell, Chair