

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
May 18, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 18, 2016, in the Board Room of the Roll 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 - Absent
Trustee Jill Booth - Absent	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. Teresa Durham, Executive Director, KCC Foundation
Ms. Becky Gallimore, Executive Assistant to the President
Mr. Eric Greene, Director, Public Information and Marketing
Dr. Kay Keck, Vice President, Student and Community Services
Mr. Kevin Moody, Maintenance, Utility II and KMA Chapter Chairperson
Dr. Kevin Rabineau, Vice President, Instruction
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zaremba, Dean, Student Services
Dr. Jorge Zeballos, Executive Director, KCC CDI

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

CONSIDERATION OF MINUTES

Minutes from the special meeting held April 12, 2016, and the regular meeting held April 20, 2016, were both approved as written in separate motions made by Trustee Davis, supported by Trustee O'Donnell.

PRESIDENT'S REPORT

Quincy High School Early College: Davis Spalding, Principal of Quincy High School, along with Jennifer Searles, Career Development Coordinator at Branch Intermediate School District, and Bobbi Gagnon, Director of KCC's Grahl Center, provided a very informative and somewhat entertaining look at Quincy's Early College program. Spalding reported the first semester results of the program were fantastic with QHS dual-enrolled students earning an average 3.311 grade point.

MCCA Leadership Academy: Meredith Stravers, Director of Admissions, and Angela Cleveland, Director of Purchasing, will be participating in the 2016-2017 MCCA Leadership Academy. The program introduces skills to leaders that will help position them for advancement in the community college system. The cohort begins in Fall 2017 and concludes in May 2017 with graduation in July.

Activities Classification Structure (ACS) Data Book: Rick Scott provided an update on the 2014-15 ACS Data Book and how KCC compared to the other 28 community colleges in the State as well as those within the same ACS Group. The book and related tables report a myriad of information, including financial, enrollment and facilities data.

Skip Level Meeting Update: As part of the transitional communication plan started in the spring of 2015, three skip level meetings have been held to date. According to President O'Connell, "the meetings are extracting some good information and allowing us to identify some things we want to look at and

examine more closely". Meetings will continue throughout the rest of the year and periodic updates will be provided to the Board.

Idea Exchange Themes: One of the first components to the transitional communication plan was a series of eight Idea Exchange forums. The forums generated 381 ideas from employees on ways to improve the College. Eric Greene, Teresa Durham, and Mary Green grouped the ideas into 11 themes and employees were then asked to vote for the ones they felt the College should focus on in 2016-17. An estimated 87 employees cast their votes and the top four themes were: streamline services and processes; enable flexible courses and scheduling; professional development for employees and providing personal assistance for students. Greene assured the Board the data will continue to be heard as the College moves ahead with the strategic planning currently underway.

Guest Student Marketing: Eric Greene reported on the marketing program done expressly to target guest students for the summer semester. Guest students are defined as students that come to KCC specifically with the intention of transferring earned credits back to their home college. After creating a guest student web page, the KCC brand was advertised in six university markets in Michigan and banner ads were purchased from websites such as YouTube and Gas Buddy so prospective students would see the ads as they used the services. As a direct result of the advertising, the guest student web page was the second most visited page on the website with 11,569 page views, 7,500 of them from Facebook and 2,000 from university markets. The advertising strategy was part of a larger collaboration with Admissions and the Registrar's office to bolster enrollment and strengthen the KCC brand among university students who wish to take college courses at a much more affordable rate.

Legislative Update: Legislation has been introduced in the State Legislature that would prohibit community colleges in Michigan from levying property taxes if they were to offer any new baccalaureate programs. This amounts to approximately 1/3 of the College's budget. While KCC does not currently offer any such programs, the law would limit KCC's ability to respond to the needs of employers and the local workforce. College administration has contacted the office of Representative Maturen, Vice Chair of the House Tax Policy Committee, to urge him and his colleagues to reject the bills.

Foundation Update: Teresa Durham was pleased to announce the pending installation of four new sculptures from the Art on Campus Initiative along with the addition of a blue heron that was gifted to the College in honor of Eleanor DeVries. Durham also shared a draft copy of the College's 60th anniversary activities, announced the resignation of Foundation board member Mark Kolanowski and approval of new member Adam Dingwall, and provided an update on the current scholarship process as well as new scholarships that have just become available. She also thanked the Trustees for participating in the high school honors programs.

Fitness Center to Open Early for Employees: Starting May 23, 2016, the Miller Building Fitness Center began opening from 6:00 – 8:00 a.m. to give employees an opportunity to work out before starting their day. Building access is granted via key card once a waiver and release form have been completed.

21st Century Update: The RMT/TIFA addition is still progressing on schedule with project completion anticipated by mid-June.

John Di Pierro explained to the Board that renovation of the Miller Building for \$12.5 million was not cost effective due to severe damage done to the interior of the building by chlorine vapors and humidity from the pool. Therefore, the recommendation was made for a new stand-alone facility with demolition of the old building once the new one has been completed. The proposed budget of \$10 million includes \$8.5 million for construction. The schedule calls for construction to begin in March 2017 with completion estimated for February 2018. The Board was asked to approve the budget and schedules later in the meeting as an action item.

In 2013 a team of college staff, architects, engineers, and a construction manager assessed the physical infrastructure needs of all campus locations to develop a 15 year capital plan. The plan was broke down by facility into 3 categories with Priority 1 being items that must be done. The project is beginning in 2016 with the following Priority 1 items: re-piping of the Roll Building's hot/cold water, re-paving Fremont Street and Parking Lot B, and Roll Building envelope repairs. The total cost of \$345,000 will be funded

by the 21st Century Millage. The Board was asked to approve the cost later in the meeting as an action item.

Scholarships and Grants: The College received \$500.00 in scholarships this month.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell commented that he enjoyed commencement and acknowledged that some of the staff came back the next day to help with an active shooter demonstration at the VA Center.

Chairman Claywell wished Trustee O'Donnell a happy birthday on behalf of the Board.

On behalf of the Board, Chairman Claywell also thanked everyone involved for the hours of planning and time put in to make commencement, as well as other ceremonies held at the College over the previous two weeks, memorable ones for the students.

Trustee Davis noted the presentation at the beginning of the meeting regarding Quincy's Early College highlighted some issues the College may be able to assist them with. President O'Connell added that a follow up would be done.

CITIZEN/STAFF REQUESTS AND COMMENTS

With Quincy High Schools noting earlier in the evening they are paying out of district rates for their dual-enrolled students, Kevin Moody suggested this may be a perfect time to push for a millage down there in an attempt to get them in district so they could take advantage of the lower in district rate.

ACTION ITEMS

Blufish Contract: With a motion by Trustee Davis, supported by Trustee Camp Seifke, the Board approved the annual marketing and advertising contract with Blufish Consulting LLC. Eric Greene, Director of Public Information and Marketing, negotiated new terms for 2016-17 that significantly reduced the size and scope of the contract due to the PIM Department taking the lead on social media and print ad campaigns.

Miller Gym: With a motion by Trustee Camp Seifke, supported by Trustee O'Donnell, the Board approved the overall project budget, the architectural and engineering team along with the construction manager, as well as the bonding, design and construction schedules for the Miller Gym. The new stand-alone facility was provided a \$10 million budget with \$8.5 million for construction and is estimated to be completed in February 2018.

Fifteen Year Capital Plan Funding: With a motion by Trustee Camp Seifke, supported by Trustee O'Donnell, the Board approved the release of \$345,000 from the 21st Century Millage Capital Improvement Fund for Priority 1 facility updates that include re-piping the hot/cold water in the Roll Building, re-paving Fremont Street and Parking Lot B, and envelope repairs to the Roll Building.

Approval of Tentative Agreement with the Kellogg Faculty Association (KFA): With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved a three-year contract with the Kellogg Faculty Association. On behalf of the Board, Chairman Claywell stated their appreciation for the time spent and professionalism displayed by all parties during negotiations, and feel the TA brought forward was fair for both sides. He added that it was clear, once again, that all parties stepped up to the plate in trying to do what is best for the College.

Approval of Tentative Agreement with the Kellogg Maintenance Union: With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved a two year extension of the contract with the Kellogg Maintenance Union as a result of an economic re-opener. Union President Kevin Moody attended the meeting and was addressed by Chairman Claywell as he echoed everything said previously regarding the KFA contract. He continued by asking Moody to extend the Board's appreciation to the whole bargaining unit.

Administrative Salaries: With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved a salary increase for administrators. Chairman Claywell once again reiterated the appreciation of the Board for all parties stepping forward.

Financial Statements: The Board approved the April 2016 financial statements with a motion made by Trustee O'Donnell, supported by Trustee Camp Seifke.

Personnel Items: President O'Connell took a moment to congratulate Dr. Rabineau for going through the process with the screening committee and receiving the recommendation for Vice President of Instruction. He added that it was a grueling process and he was glad he made it through.

With a motion presented by Trustee Davis, supported by Trustee Camp Seifke, the Board approved the following personnel items:

New Hire

Sarah Imus Paraprofessional, Academic Support-Math
(effective August 16, 2016; Support Staff, Paraprofessional, 2016-2017
hourly salary \$16.51)

Position Transfer

Kevin Rabineau Vice President of Instruction
(effective May 16, 2016; Vice President 1, 2015-2016 annual salary
\$116,500)

Contract Year and Assignment Change

Kim Madsen Faculty, Business
(effective August 14, 2016, change from Faculty, Office Information
Technology-Open Entry and from a summer/fall schedule to a fall/spring
schedule)

Joe Vitanza Faculty, Business
(effective August 14, 2016, change from Faculty, Office Information
Technology-Open Entry and from a spring/summer schedule to a
fall/spring schedule)

KCC Board of Trustees Election of Officers: Due to expiration of the two-year terms that were approved in July of 2014, the Board elected officers to take effect July 1 for Chair, Vice Chair, Secretary and Treasurer with the following actions:

Chair – Steve Claywell

- Nomination made by Trustee Davis, supported by Trustee Camp Seifke, motion carried
- Motion to close nominations by Trustee Davis, supported by Trustee Camp Seifke, motion carried
- Motion for unanimous ballot by Trustee Davis, supported by Trustee Camp Seifke, motion carried

Trustee Davis commended Chairman Claywell for his outstanding work as Chair and his willingness to devote the time and energy to do an excellent job. Trustee Harrington noted that she appreciated Chairman Claywell's objectivity and his assistance during her illness by keeping her informed.

Chairman Claywell responded that he appreciated all the confidence but that one person could not do it alone and he was surrounded by a wonderful group of people. He added that the professionalism, experience, and respect demonstrated to each other is great.

Vice Chair – Jill Booth

- Nomination made by Trustee Davis, supported by Trustee O'Donnell, motion carried
- Motion to close nominations by Trustee Davis, supported by Trustee O'Donnell, motion carried
- Motion for unanimous ballot by Trustee O'Donnell, supported by Trustee Davis, motion carried

Chairman Claywell noted that he had received an acceptance from Trustee Booth prior to the meeting should she be nominated.

Secretary – Reba Harrington

- Nomination made by Trustee Davis, supported by Trustee O'Donnell, motion carried
- Motion to close nominations by Trustee Davis, supported by Trustee O'Donnell, motion carried
- Motion for unanimous ballot by Trustee O'Donnell, supported by Trustee Davis, motion carried

Chairman Claywell commended Trustee Harrington for being there when necessary even through her illness. He also added an appreciation for her leadership and her contribution to the College and the Board.

Treasurer – Matt Davis

- Nomination made by Trustee O'Donnell, supported by Trustee Camp Seifke, motion carried
- Motion to close nominations by Trustee O'Donnell, supported by Trustee Camp Seifke, motion carried
- Motion for unanimous ballot by Trustee O'Donnell, supported by Trustee Camp Seifke, motion carried

Chairman Claywell addressed Trustee Davis by stating that he relies on him a lot when there are questions regarding the College due to his longevity as a board member and added that he was happy to serve on the Board with him.

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:47 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair