

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
October 19, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 19, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at approximately 6:35 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth (telephonically)	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. 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
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

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

CONSIDERATION OF MINUTES

Minutes from the regular meeting held September 21, the special meeting (Governance Workshop) held September 27, and the special meeting (Strategic Planning Workshop) held October 6, 2016, were all approved as written with a motion by Trustee Byrd, supported by Trustee Davis.

PRESIDENT'S REPORT

Accounts Receivable/Bad Debt Improvements: Accounting, Business Office Manager Brian Murphy and Financial Aid Director Nikki Jewell presented information to the Board regarding improvements made to aid in the collection of outstanding student receivables and related bad debt expense. Several initiatives were put in place to improve the numbers and the 2015-16 year saw a reduction of \$239,000 in outstanding debt from the previous year and a per student reduction of \$120. Chairman Claywell thanked them for their work.

Guided Pathways Update: As part of Cohort II of the MCCA Guided Pathways Institute, KCC is halfway through the 18 month planning period set to end in June of 2017. Dr. Kevin Rabineau, along with Carole Davis and Terah Zaremba, co-chairs of the GPI Steering Committee, provided an update on the program mapping, orientation process, intrusive advising model and first year seminar course being designed to provide students with a clear academic pathway to complete their education.

Higher Learning Commission's Assessment Academy: Upon recommendation of the Higher Learning Commission to help improve our assessment of student learning, the College will be completing an application to participate in the HLC's Assessment Academy. If accepted, the four year program would begin in January 2017 and allow 5 to 7 college employees to work with a mentor and a scholar from the HLC. The impact report required in year four of the Academy would also assist in serving as the College's quality initiative report.

Spring Registration Campaign: Eric Greene presented information regarding the Spring 2017 registration campaign and the 8 Medallion Awards presented to the Public Information and Marketing Department by NCMPR for their promotion of KCC and launch of the "It's About" integrated marketing campaign.

KCC Receives Community Service Honor: KCC was honored on the 2015 President's Higher Education Community Service Honor Roll. The honor roll "recognizes institutions of higher education that support exemplary community service programs and raise the visibility of effective practices in campus community partnerships."

Campus Safety: Students sharing information on Cappex.com gave KCC nearly 5 stars in Campus Safety. The website allows individuals to compare colleges and explore scholarship opportunities with the aid of detailed reviews by students.

Letter from the United States Navy: As part of a grassroots campaign by a local resident to get a Littoral Combat Ship named "USS Battle Creek", President O'Connell had written a letter to Secretary Mabus of the U.S. Navy asking him to consider the request. President O'Connell shared the response he received from U.S. Navy Captain Patrick McNally with the Board.

CCHS Fiscal Audit: Plante Moran provided a "clean, unmodified opinion, for the fiscal year audit of the Battle Creek Area Learning Center (CCHS)." CCHS also received notice from the Bay Mills Community College Charter School Office that their application for a charter will be considered at the October 28 Bay Mills Community College board meeting.

TAACCCT/KAMA/iACT Funding Update: Since the inception of the TAACCCT grant in October 2013, the College has seen tremendous success providing training and job placement to the community's under-represented populations. With the grant scheduled to end in September of 2017, work is being done to secure future funding of the program for the benefit of the students as well as local manufacturers.

Articulation with Western Michigan University/Focus on Transfer: President O'Connell shared a letter he recently sent to WMU President John Dunn regarding the potential expansion of articulation and transfer credits beyond the current aviation and engineering programs.

2016 Voluntary Retirement Incentive Plan (VRIP): Some eligible employees have declined to participate in the program leaving 38 still eligible as of the October board meeting. Final numbers are anticipated at the November meeting.

Informational Forums: The Cross-Functional Culture Action Team (FunCAT) held its first college-wide informational forum on October 6. The forum is designed to increase understanding among all college employees about changes, issues, and events happening at KCC. A total of 24 departments were in attendance with 11 of them sharing information.

Dual Enrollment Comparison: The 2016 Fall semester showed a 42.7% increase in revenue over the 2015 Fall semester and an increase in headcount of 162 students.

KCC Foundation Update: Teresa Durham was pleased to report the addition of two new scholarships from the Southwest Michigan Rehab Foundation and the Calhoun Veterans Affairs Office. She also provided the Board a packet including the fund statement balance for the Board of Trustees Scholarship and thank you letters from students who have benefited from the scholarships.

Program Accreditation: The PTA program received favorable remarks during a recent visit by the accreditation program review team. The Commission on Accreditation in Physical Therapy Education (CAPTE) Board will review the report and make a decision at their April 2017 board meeting. The MRI and Dental programs are scheduled to host accreditation review teams in November and December.

Ag Tech Meeting: Approximately 30 people including Representative John Bizon, the Barry and Calhoun County farm bureaus, several K-12 schools, Sprout Urban Farms and KCC faculty attended a

programming needs discussion on October 14 regarding the possibility and need for a local agricultural education pathway within the KCC service area. The presentation by MSU about their program was well received and meeting attendees agreed there is a need for it and felt the College should partner with MSU. In the proposed model KCC would provide general education courses and hire a part-time program coordinator. More discussion will need to take place, including that of job placement but MSU currently boasts a 100 percent placement rate for their programs.

21st Century Update: The Miller Gym is in design and development and the budget review has been completed. Programs typically using the gym will be housed at the Battle Creek Y Center and the Battle Creek Central Field House during demolition and construction. The RMTC/TIFA project is complete with closeout projected for the December meeting. The College has received a letter from the State for the planning piece of the RMTC Capital Outlay Renovation Project. An RFP for the required bid out of professional services has been sent to the State for approval and, once approved, will be sent out for architectural and engineering services. A schematic design is projected for April 2017.

Other facilities work includes addressing issues of high humidity in some of the campus buildings, completion of the classroom at Fehsenfeld for CNA training, and removal of the salt storage on Roosevelt Avenue.

Scholarships and Grants: The College received \$14,268.00 in scholarships this month.

BOARD REPORTS AND REQUESTS

None.

CITIZEN/STAFF REQUESTS AND COMMENTS

KCC student Derrick Freeman addressed the Board with ideas for increasing community awareness and enrollment at KCC. Trustee Davis stated appreciated Freeman's suggestions and echoed the importance of personal contact with students, parents, counselors and teachers in our public schools.

ACTION ITEMS

Capital Outlay Five Year Plan Approval: With a motion by Trustee Byrd, supported by Trustee Harrington, the Board approved the final copy of the Five Year Capital Outlay Plan. Once submitted to the State, KCC will be eligible to receive funding for capital projects should appropriations become available. KCC was a 2015 recipient of Capital Outlay for the RMTC renovation project.

Bond Reimbursement Resolution: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved a reimbursement resolution for the Miller Building project and the RMTC expansion and renovation. Bond counsel recommended a new resolution due to the change in scope of the original two projects approved at the September 2015 meeting into three with the recent addition of the State Capital Outlay funding received for the RMTC renovation.

Snow Removal Contract Extension: Based on their past performance and a recommendation from Mark Olmstead, Director of Facilities, the Board approved a five year contract renewal with Brightview (formerly Brickman Group) for snow removal on KCC's main campus.

December Board Meeting Date Change: With the December board meeting scheduled to fall so close to the holidays, the Board approved the recommendation by President O'Connell to move the meeting to December 14. The motion was made by Trustee Camp Seifke and supported by Trustee O'Donnell.

Military Veterans Awareness Month: With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board approved a resolution declaring November 2016 as Military Veterans Awareness Month. Various activities are scheduled throughout the month and a Veteran's Day ceremony will be held on November 10.

Financial Statements: The Board approved the September 2016 financial statements with a motion made by Trustee Davis, supported by Trustee Camp Seifke.

Personnel Items: With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved the following personnel items:

Position Transfer

Jodi Pennington	Secretary, Nursing (effective October 24, 2016; Support Staff, O&C II, Step 5, 2016-2017 hourly rate \$18.91)
Vicki Rivera	Manager, Human Resources (effective October 3, 2016; Manager 1, 2016-2017 annual salary \$60,076)

Position Changes

Jazmine Arms	Clerk, Academic Support (effective October 17, 2016; Increase in FTE from .5 to 1)
Karen Rutenber	Secretary, Human Resources (effective October 17, 2016; Increase in FTE from .5 to 1)
Jennifer Ridge	Secretary, Business Office (effective October 17, 2016; Increase in FTE from .75 to 1)

Instructional Assignment Change

Tim Krueger	Faculty, Industrial Technology (effective August 15, 2016; from Faculty, Industrial Electricity)
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Employee Health Care: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the Employee Health Care Advisory Team's recommendation to maintain the current Blue Cross Blue Shield coverage for medical and Meritain for dental and vision for all administrators, support staff and maintenance employees. The faculty contract calls for that employee group to continue coverage under MESSA.

PA 152 of 2011 Election: With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the 80/20 cost share model for insurance as stated in Public Act 152 of 2011.

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of coming events Chairman Claywell adjourned the meeting at 8:06 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair