

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
October 21, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 21, 2015, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:30 pm. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd - Absent
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington	Trustee Patrick O'Donnell
Trustee Matthew Davis	

Attendance from President's Council included:

Mr. Mark O'Connell, Interim President
Ms. Jackie Braman, Secretary, EMS and SSA Unit Chairperson
Ms. Teresa Durham, Executive Director, Kellogg Community College 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
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Catherine Waugh, Vice President, Instruction

Twelve individuals sat in the gallery.

CONSIDERATION OF MINUTES

Minutes from the special meeting held September 10, 2015, were approved as written in a motion by Trustee Davis, supported by Trustee Camp Seifke.

Minutes from the regular meeting held September 16, 2015, were approved as written in a motion by Trustee Booth and supported by Trustee O'Donnell.

INTERIM RESIDENT'S REPORT

Employee Recognition: Recognized for their contributions to the HLC Assurance Report were writers Ms. Catherine Waugh, Mr. Eric Greene, Ms. Kay Keck, Ms. Karel Asbury, Mr. Rick Scott, and Mr. Matt Samra. Special recognition was given to Ms. Marty Stilwell, Ms. Mary Louise Stefanski, Ms. Linda Younglove, Ms. Stefanie Overhuel, and Ms. Marcia Campbell for the countless hours spent editing, proofreading, and collecting the nearly 400 items of evidence necessary for the document.

Mr. Dayton Buhs, Maintenance, Utility II, was recognized as a recipient of the G. Edward Haring Employee of the Semester Award.

2016 Health Insurance and PA 152: Normally a staff insurance plan for the following year would be brought before the Board at the October meeting for approval. However, the College has experienced a delay in receiving the bids which has hampered the work of the newly established Employee Health Insurance Advisory Committee. To allow the committee the necessary time to perform their work, the Board was asked to hold a special board meeting for the purpose of approving the 2016 staff health insurance recommendation and the PA 152 of 2011 (the act requiring employers to pay up to a specific cap amount or 80% of healthcare costs). The special board meeting was scheduled for October 27 at 8:00 am in the Board Room.

21st Century Update: Mr. Mark O'Connell provided an update to the Board regarding equipment purchased for the dental clinic through the Community College Skilled Trades Equipment Grant (CCSTEP) grant. The College took advantage of the disruption during installation of the equipment to correct previous accreditation concerns with regards to a separate sterilization room, a new patient X-ray room, and a new male hygienist locker room. Approval to use special millage funds designated for capital improvement to cover the nearly \$99 thousand in renovations due to accreditation concerns was asked for later in the meeting as an action item.

Mr. O'Connell provided a slide show for the Board showing the timeline and budget plans for the RMTTC/TIFA addition. Construction will begin at the end of November with completion slated for July of 2016. The Board approved the budget and construction schedule later in the evening as an action item. A ground breaking ceremony for the 8,400 square foot addition is scheduled for November 13.

Holtyn Wellness Contract: The College renewed its contract with Holtyn and Associates of Kalamazoo for another year beginning November 1, 2015. The College has maintained a contract with Holtyn since 2007 to provide one-to-one worksite wellness coaching to employees desiring to participate in the program. The program has had a significant impact on reducing heart disease risk factors for the 130 participants. The annual cost of the contract is \$37,440 or approximately \$288 per employee.

Faculty Senate Update: An update for the Board regarding the Faculty Senate was provided by Ms. Catherine Waugh. The Senate began their first meeting on September 18 by electing officers and setting a regular meeting schedule. Since then they have addressed committee representation and began a conversation regarding the use of an online course evaluation system. Ms. Waugh continued her report to the Board by expressing her appreciation for the collaborative approach from the Senate in getting people involved to pilot the new evaluation system and for their openness in providing advice on critical college issues. Senate member Ms. Julie Roberts, Faculty/Coordinator of PTA, was present at the meeting and conveyed how much everyone is engaged in being able to contribute and move the College forward. Mr. Mark O'Connell expressed his appreciation for the Senate's work also and asked for that to be conveyed back to the members.

KCC Foundation Update: Ms. Teresa Durham thanked the Board for their participation at the recent Davidson rededication and the annual scholarship dinner. The Foundation received a gift from the trust of deceased science faculty member Mr. Sid DeBoer and renewed a partnership with the Battle Creek Community Foundation regarding the Nurse Aide Certification Testing Scholarship.

Website Changes: Twenty pages on the College's website were updated due to suggestions received from staff at the recent Idea Exchange meetings held during General Session. Public Information and Marketing Director Mr. Eric Greene highlighted the work of the Enrollment Management Committee in putting it all together as he provided a demonstration of the updated pages. The changes are just in time for Spring registration scheduled to begin on October 26.

Financial Aid Cohort Default Rate: Due to the diligent work of the Financial Aid Department, the cohort default rate for KCC has dropped within one year from 25.8% to an acceptable 19.7%. Of the 28 community colleges in Michigan, KCC was one of only six that were able to reduce their rate without the use and expense of a third-party servicer.

Early College Follow-up: Mr. Mark O'Connell reported on the continued work being done with the K-12 schools regarding early college. Regular meetings are being held and the College is doing everything possible to assist the schools in getting their proposals submitted to the State.

2016 Election Information: Filing deadlines for the 2016 election were included in the board book. Both Trustees Booth and Davis are fulfilling the last year of their current six-year terms and will be up for re-election.

EAC Lease and Operational Agreement: The lease and operational agreement between KCC and Marshall Public Schools Eastern Calhoun Early College (ECEC) were updated and renewed to reflect current room usage and operational changes at the EAC.

Scholarships and Grants: This month, the College received \$15,316 in scholarships.

BOARD REPORTS AND REQUESTS

Chairman Claywell took the privilege to congratulate Trustee Davis for being recognized as Michigan Realtor of the Year.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Bruin Bots Annual Report: With a motion by Trustee Davis, supported by Trustee Harrington, the Board approved the year-end report provided to United Way of the Battle Creek and Kalamazoo Region as partial funder of the Bruin Bots program.

Consent Agenda: In a single motion by Trustee Davis, supported by Trustee O'Donnell, the Board agreed to a consent agenda and approved the following items:

1. **Capital Outlay Plan:** Approval of the Capital Outlay Plan makes KCC eligible to receive funding if appropriation of capital project monies should occur. The plan includes the 2016 capital outlay request for renovation and an addition to the RMTC.
2. **Veteran's Month Resolution:** November 2015 was declared by the Board to be Military Veterans Awareness Month at KCC.
3. **Financial Statements:** The September 2015 financial statements were approved as written.
4. **Personnel Items:** The following personnel items were also approved as part of the consent agenda:

Lane Change

Bradley Ward	Professor, Business (effective August 18, 2015; from Master's Lane 30, Step 7, to Master's Lane 60, Step 7, 2015-2016 annual salary \$68,890)
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Position Reclassification

Abbie Brennan	Secretary, Lifelong Learning (effective June 17, 2015; Support Staff, from O&C II, Step 5, to O&C III, Step 5, 2015-2016 hourly salary \$20.10)
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Patricia Halder	Staff Assistant, Library Technical Services (effective July 2, 2015; Support Staff, from Technician, Step 6, to Staff Assistant, Step 6, 2015-2016 hourly salary \$22.84)
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Temporary Assignment Extension

Jason Moore	Instructor, Industrial Trades (extended to January 1, 2016)
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Retirement Notice

Beth Krauskopf	Professor, Nursing (30 years) (effective December 31, 2015)
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All salaries reflect the current extension of 2014-15 wages. If this status changes, salaries would be adjusted accordingly.

HLC Assurance Report Approval: With a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved the final Higher Learning Commission (HLC) Assurance Report. The report will be filed electronically and Ms. Catherine Waugh will report back in November with any questions the College's primary HLC reviewer may have.

RMTC/TIFA Addition: The Board approved the \$2.75 million budget and construction schedule for the RMTC/TIFA addition. The Battle Creek Tax Increment Finance Authority (TIFA) provided a grant to the College for 61% of the project cost not to exceed \$1.675 million. KCC's portion of the funding, up to \$1.075 million, will be taken from the 21st Century Project millage. Walbridge and Schweitzer will be utilized for the preconstruction and construction management of the project. The motion was made by Trustee Davis and supported by Trustee O'Donnell.

Approval of Contract with the Faculty Bargaining Unit: In a motion by Trustee Booth, supported by Trustee Davis, the Board approved a one-year contract with the faculty association effective until August 15, 2016. Changes include no salary increases or steps, a reduction in the number of work days (one faculty prep day in both fall and spring), and a change in the probationary period for tenure-track faculty from three to four years. The 2016 health care will offer two MESSA options to choose from and funding will now be handled using an 80/20 model. Premiums for both plans are significantly less than the current plan. Ms. Catherine Waugh stated that negotiations were highly collaborative and very positive in nature. She continued by telling the Board the faculty recognize that it's a difficult time and are trying to help move the College forward.

Dental Clinic Renovations: The Board approved the use of 21st Century Special millage funds earmarked for the purpose of building improvements to pay for \$99 thousand in renovations done to the dental lab to correct accreditation issues. Trustee Harrington made the motion that was supported by Trustee Camp Seifke.

Calhoun Community High School (CCHS) Lease: With a motion by Trustee Davis, supported by Trustee Camp Seifke, the Board approved the lease of Lakeview Public School space currently being used by the Calhoun Community High School.

CITIZEN/STAFF COMMENTS

Trustee O'Donnell commented that he spent some time playing with the KCC Disc Golf Club and wished them well in their endeavors.

CLOSED SESSION

Trustee Davis made the motion to enter into closed session for the purpose of receiving a brief update on collective bargaining currently underway. The motion was supported by Trustee Camp Seifke and approved unanimously by roll call vote. The closed session began at 7:18 pm with no action anticipated afterward.

PUBLIC SESSION

The Board returned to public session at 7:59 pm.

ADJOURNMENT

Chairman Claywell adjourned the meeting at 8:00 pm after a brief update of upcoming events.

Reba Harrington, Secretary

Steven Claywell, Chair