

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
September 21, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 21, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Vice Chair Jill Booth called the meeting to order at 6:35 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell (telephonically)	Trustee Jonathan Byrd (Absent)
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  
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  
Mr. Kevin Moody, Maintenance, Utility II and KMA Chapter Chairperson  
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

With Chairman Steve Claywell participating telephonically, the meeting was run by Vice Chair Jill Booth. Nine visitors and guests sat in the gallery.

### CONSIDERATION OF MINUTES

Minutes from the regular meeting held August 17, 2016, and the special meeting held August 30, 2016, were both approved as written with a motion by Trustee Davis, supported by Trustee O'Donnell.

### PRESIDENT'S REPORT

**In Remembrance of Dr. G. Edward Haring:** Everyone in attendance joined President O'Connell in a moment of silence to remember former KCC President Dr. G. Edward Haring who passed away earlier in the day. Dr. Haring worked as Vice President of Instruction from 1987 to 2003 and as President of KCC beginning in 2004 until his retirement in 2010.

**Employee Recognition:** Recipients of the Fall 2016 G. Edward Haring Employee of the Semester Award were introduced by Dr. Kay Keck. They included: Elyse Jozlin, Faculty, English; Cindy Masters, Assistant Director, Financial Aid; and Susan Leask, Attendant, Resource Room. The award is presented twice a year to nominated individuals who exceed the expectations set for their position.

**Wellness Program:** Providing an update for the Board on wellness at KCC was the team of Tom Shaw, Chair of the Wellness Committee, Mary Werme from Holtyn Associates, and Ali Robertson, Director of Human Resources. Wellness has become a priority at KCC over the last several years not only for the benefit of the employee but also as a cost savings for the College. Holtyn Associates has been working with KCC employees for 11 years providing one-on-one assistance to those wishing to improve their wellness. Now KCC is upping the game even farther by offering incentives to employees getting a physical from their doctor, or meeting with a Holtyn wellness coach, and turning their biometrics into Holtyn. Over 100 employees have taken advantage of the incentive to date.

**M-CAM:** On September 8, presidents from six of the eight community colleges making up the Michigan Coalition for Advanced Manufacturing (M-CAM) signed an articulation agreement in Lansing marking the first time in the State's history that community colleges agreed to align transfer credit among their advanced manufacturing programs. Roy Tooke, Casey Fairley, and Lisa Larson from the Workforce Solutions department came together to update the Board on KCC's leadership role in the coalition and the work being done to provide students with the skills necessary to enter the workforce. Far exceeding requirements set as part of the M-CAM project, over 500 participants have taken part in the training offered at the RMTC.

**Investment Update:** Tracy Beatty, Director of Finance, updated the Board on their request regarding local investment opportunities. Inquiry letters were sent to 23 institutions. The end result was a \$250 thousand investment with each of three institutions in Battle Creek and one in Hastings.

**New Student Orientation:** There has been a significant increase in students engaging in orientation due to the work of the Student & Community Services Division as part of the Guided Pathways Initiative. A special thank you was granted to Donna Malaski, Drew Hutchinson, Kerri Langdon and Holly VanDam for their leadership in the orientation redesign and all of the other college employees assisting in the orientation sessions.

**EAC Open House:** The Eastern Academic Center scheduled an open house on October 20 from 5 to 6:30 p.m. for the purpose of networking with school and community leaders and the recruitment of students in eastern Calhoun County.

**Bruin Bots and Bruin Youth Programming:** A grant application for \$25,000 has been sent to United Way of the Battle Creek Kalamazoo Region for support of the Bruin Bots program and the Bruin Youth Programming summer career camps through Lifelong Learning. Due to the funding criteria through United Way, KCC will need to take a closer look at how to sustain the program for the future.

**60<sup>th</sup> Anniversary Update:** Eric Greene and Teresa Durham provided information and a proposed budget for the events surrounding KCC's 60<sup>th</sup> anniversary. Plans include involving community members and reaching out to connect with alumni. Several activities are being planned, including the opening of the Miller Building time capsule, a spring homecoming event and a spring gala that will serve as a fundraiser for the KCC Foundation. A budget not to exceed \$37,000 was approved by the Board later in the meeting.

**Online Catalog:** During the 2016-17 academic year, KCC will transition from the printed catalog used in the past to Acalog, a new online platform. The use of an online catalog will provide students the ability to map their course and program pathways, easily search and find information, and instantly share, email, post or print specific sections of the catalog from their mobile device or any personal computer. In addition, it will save countless hours of staff time and allow for real-time updating. Printed catalogs will still be available on a limited basis.

**Campus Crime Statistics:** The very high priority given to making the campus safe allowed KCC to once again report an exceptionally low incidence of crime for 2015 with one offense each of the drug and liquor laws. Campus crime statistics are reported every year as a requirement of the Federal Government.

**21<sup>st</sup> Century Update:** Work continues on close-out of the RMTC/TIFA addition as programming for the RMTC Capital Outlay renovation project gets underway. A preliminary concept for the renovation is expected within a few weeks. An excavating estimate from Walbridge based on the schematic for the Miller Gym is also expected back within a few weeks.

**Capital Outlay Five Year Plan Review:** Board members were given a draft of the Five Year Capital Outlay plan for review. The final report will be presented to the Board in October for their approval.

**Corporate Cup:** For the fifth time in the last seven years, KCC came out on top of Division 2 in the recent Cereal City Corporate Cup competition. Employees participated in fifteen Olympic-style events placing first or second in nine of them to secure the win.

**United Way Campaign:** President O'Connell recognized English faculty member Elyse Jozlin and HRIS Manager Vicki Rivera as co-chairs of the College's United Way campaign.

**KCC Foundation Update:** Executive Director Teresa Durham shared a special thank you for the support of everyone involved that helped raise \$100,000 at the September 9 Bruin Scholarship Open. There were over 100 employees, students, athletes, retirees and board members providing assistance, over 130 sponsors, donors and contributors, and 240 golfers that made it a really great day. In other Foundation news, Durham noted that the annual donor scholarship dinner was scheduled for October 26 at the Battle Creek Country Club.

**Bruin Blast:** Stormy weather had everyone scrambling to move the Bruin Blast event indoors on September 9 but it still could not dampen the excitement and participation. While the mechanical bull tried to steal the show, it still could not top the students and staff singing "Happy Birthday KCC" before getting their chance to enjoy a piece of the 60<sup>th</sup> anniversary cake. Bruin Blast events were also held at EAC, Fehsenfeld, Grahl and the RMTC.

**Cronin Foundation Grant:** The College received the first half of the 2016 grant from the Cronin Foundation for the Eastern Academic Center addition. The multi-year \$500,000 grant will terminate with the final payment in December. President O'Connell expressed the College's deep appreciation for the Cronin Foundation and the opportunity to build an addition that will impact the lives of so many individuals on the east side of the College's service area.

**Scholarships and Grants:** The College received \$100,590.00 in scholarships this month.

## **BOARD REPORTS AND REQUESTS**

None.

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

In case they should need time to prepare their costumes, Jackie Braman wished to extend an early invitation to the Board members to participate in the upcoming Bruin Boo!, a trick or treat event planned on campus for October 27. Committee members for the event include Simon Thalmann, Abbie Brennan, and Kimberly Andrews-Bingham.

Terah Zaremba, Dean of Student Services, introduced Somaia Mustafa and Sara Alhoian, colleagues from her Western Michigan University doctoral program. As part of a governance class for their Higher Educational Leadership program, Mustafa and Alhoian will write a paper about what they observed at the meeting.

## **ACTION ITEMS**

**Local Strategic Value:** With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved a resolution stating the College has met the Local Strategic Value component of the State's performance funding model. In meeting the requirements, KCC is eligible to receive an additional \$7,000 state appropriation.

**60<sup>th</sup> Anniversary Funding Approval:** With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved a budget not to exceed \$37,000 to cover expenses for the College's 60<sup>th</sup> anniversary celebration. Funding will be temporarily covered by the Public Information and Marketing budget.

**Voluntary Retirement Incentive Plan:** With a motion by Trustee Camp Seifke, supported by Trustee O'Donnell, the Board approved a 2016 Voluntary Retirement Incentive Plan. Ali Robertson explained that after assessing results of the 2015 retirement incentive, it was determined that an additional incentive would allow the College to conduct operations in a more sustainable manner and provide for more flexibility and balance. The incentive is open to all employee groups and requires them to retire by June 30, 2017. There are 42 employees eligible for the incentive.

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

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

**Reassignment**

- |                 |   |
|-----------------|---|
| Sandra McGuire  | Technician, Information Services, User Support<br>[effective August <u>15</u> , 2016 (correction from August Memo); Support Staff, Technician, Step 6, hourly rate \$22.60] |
| Jodi Pennington | Secretary, Eastern Academic Center (temporary)<br>(effective September 12, 2016; Support Staff, O&C II, Step 5, 2016-2017 hourly rate \$18.91)                              |

**Position Transfer**

- |              |   |
|--------------|---|
| Abigail Pero | Nursing Program Specialist<br>(effective August 22, 2016; Manager 2, 2016-2017 annual salary \$53,737)                  |
| Sarah Stout  | Secretary, Grahl Center<br>(effective September 12, 2016; Support Staff, O&C II, Step 6, 2016-2017 hourly rate \$20.22) |

**Resignation**

- |                       |   |
|-----------------------|---|
| Christopher Karbowski | Education Specialist, Upward Bound (9 months)<br>(effective September 13, 2016) |
| Stephanie Overhuel    | Secretary, LRC/Library Services (2.75 years)<br>(effective October 3, 2016)     |

Ali Robertson noted that the following week was Marty Stilwell's last week before retirement. Stilwell was Director of Library Services and had been with KCC for 29 years.

**CITIZEN/STAFF COMMENTS**

Chairman Claywell, included in the meeting via conference call, thanked Vice Chair Jill Booth for the time she spent preparing and running the meeting in his absence.

**ADJOURNMENT**

After a brief update of coming events Vice Chair Jill Booth adjourned the meeting at 7:25 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair