

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
September 16, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 16, 2015, 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	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, 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
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. Terah Zarembo, Dean, Student Services
Dr. Jorge Zeballos, Executive Director, KCC CDI

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

CONSIDERATION OF MINUTES

Minutes from the special meeting held August 13, 2015, and the regular meeting held August 19, 2015, were both approved as written in a motion by Trustee Davis and supported by Trustee Byrd.

INTERIM RESIDENT'S REPORT

Employee Recognition: Recipients of the Fall 2015 G. Edward Haring Employee of the Semester Award were introduced by Mr. Mark O'Connell. They included: Ms. Angie Bess, Admissions Representative; Ms. Kelly Frost, Librarian, User Education/Experience; and Ms. Matonya Seuell, Technician, Support Services. Mr. Dayton Buhs, Maintenance, Utility II, also a recipient of the award, is planning to attend the October meeting. The award is presented twice a year to nominated individuals who exceed the expectations set for their position.

Legislative Update: None.

21st Century Update: Mr. John DiPierro complimented everyone for their hard work in preparing the Davidson Building for the Fall semester once renovation was completed. The building opened on time with just a few aesthetics and punch list items to be completed. The closeout budget will be brought before the Board in December and a rededication ceremony is currently being planned for September 24.

Final programming for the RMTTC addition has taken place. The project will go up for bid in October with the contract being awarded in November. A groundbreaking ceremony is being scheduled for November 13 with expected completion in July of 2016.

Capital Outlay 5-Year Plan: The capital outlay plan was provided to the Board for their review with final approval of the document scheduled for the October meeting. The main priority of the College will be to update the mechanical and electrical systems at the RMTC, renovate existing infrastructure, and expand student classroom and training lab areas.

Campus Crime Statistics: As required by the Federal Government, each year KCC must report campus crime statistics. In 2014, KCC once again reported a low incidence of crime with one incident each of stalking and dating violence filed under crimes against women.

Enrollment Related Workload Issues: Dr. Jan Karazim reported on the collaboration taking place between the faculty and administration to set loads due to the challenge of the Fall semester's low enrollment and subsequent cancellation of classes. Faculty have been willing to work half loads and, in some cases, teach courses they have not taught for many years.

Nursing Collaborative Agreement with Miller College: A copy of the agreement between KCC and Miller College providing structure for the ongoing collaboration between the two nursing departments was provided to the Board. The agreement is a mechanism to support the interests of both colleges and has no fiscal impact.

HLC Assurance Report Feedback: Review of the HLC assurance report is still taking place. The formal document will be approved at the October meeting and filed with the HLC in early November.

Community College Week: The second annual Community College Week began with hundreds of students enjoying great weather and fun-filled activities at the Bruin Blast. The Civic Engagement Fair and eighteenth annual Bruin Open were next in line followed by activities at the regional centers. Board members themselves participated by joining students and staff for hors d'oeuvres in the Student Center prior to the board meeting.

Transitional Communication Plan: Mr. Eric Greene updated the Board on the Transitional Communication Plan put in place by Interim President Mr. Mark O'Connell to increase trust at all levels of the College and ensure a shared sense of ownership. The plan to date has included email updates, staff briefings, and a series of "idea exchanges" that provided an opportunity for employees to share their ideas for improving the College. Core team meetings were implemented to discuss priorities for the week and a private social network called Yammer was introduced as an additional communication tool for all employees. Mr. O'Connell also plans to engage in open agenda conversations as well as beginning what he terms "skip level" meetings where he, as President, will actually skip a level and talk to employees more directly. Feedback regarding the Transitional Communication Plan has been overwhelmingly positive.

KCC Foundation Update: The Bruin Open topped its previous record with over \$95,000 raised for student scholarships. Ms. Teresa Durham thanked the 120 sponsors for their tremendous show of support and the campus community for their dedication in making the Bruin Open such a great event. Upcoming events for the Foundation include the September 24 rededication of the Davidson Building and the October 8 scholarship dinner.

Scholarships and Grants: This month, the College received \$82,188 in scholarships.

Salary Freeze: Due to the unprecedented drop in enrollment and its impact on revenue, Interim President Mr. Mark O'Connell froze administrative salaries for the remainder of the fiscal year, including the Hay midpoint and maximum adjustments.

BOARD REPORTS AND REQUESTS

Presidential Search Update: Chairman Steve Claywell, on behalf of the Board, announced the suspension of the presidential search with the following prepared statement:

"In March of this year the Kellogg Community College Board of Trustees installed Mark O'Connell as the Interim President of KCC and began to layout a process for selecting a permanent president.

At that time, as we began to contemplate this critical decision, we were thinking about the merits of a national search and hiring an executive search firm to help us find the right candidates for this job. We worked with College employees to begin the process of a search, including the thorough review of proposals from three search firms just last week. But a few things have changed over the past six months since we started down this path. It's no secret that KCC faces significant challenges in enrollment and finances and we have been happy with Mark O'Connell's excellent performance as a leader of the multiple efforts to address those challenges. We have watched Mr. O'Connell and the rest of the KCC team come together in extraordinary and professional ways to solve problems and make changes that will benefit KCC students and the College. He and the entire College staff have answered the call repeatedly and effectively. Over the past few months we have heard from employees and community members who have noted the positive changes occurring at the College. They also raised legitimate questions about whether this is the right time, given the College's tight budget, to spend tens of thousands of dollars and devote large amounts of time on a presidential search. Frankly, we trustees have made some of the same observations and raised the same questions. Therefore, on behalf of the Board of Trustees, I am announcing tonight that KCC is suspending its formal search for a new president for at least twelve months. We will ask Mr. O'Connell to continue in his role as interim president and revisit the possibility of resuming the search at a later date. We sincerely thank the search firms who took the time to develop and present proposals and we will let them know formally that we are suspending the search. We also genuinely thank Mr. O'Connell and all of KCC's faculty, administrators and staff members who are continuing to move the College forward. As trustees, we are quite pleased with the progress that has been made over the past six months in areas related to the budget as well as to the College's overall stability. We're also noticing a change in the internal culture that displays increased trust, collaborative decision-making and open dialogue. We are excited about these changes that are occurring and we hope that all of us, including the trustees, administration, faculty, support staff, students and community will continue on this trajectory. Thank you on behalf of the Board of Trustees."

Strategic Governance Planning: Chairman Claywell expressed that the he Board continues to be committed and dedicated to the governance process. The workshops have been completed and a draft of the governance process is currently being prepared.

CITIZEN/STAFF REQUESTS AND COMMENTS

Ms. Jackie Braman, Support Staff Unit Chairperson, asked if the 5-Year Plan was going to be available for review by employees prior to the Board's approval of the document in October. A draft of the document was to be placed in the share drive as soon as possible.

ACTION ITEMS

Battle Creek Area Learning Center (CCHS) Services Contract: With a motion presented by Trustee Davis and supported by Trustee Booth, the Board approved a one-year renewal of the contract between BCALC/CCHS and KCC for employment of the administrative assistant for CCHS. This may be the final year for this agreement with the anticipated transition of CCHS to a more independent model.

Local Strategic Value: The Board approved a resolution stating the College has met the Local Strategic Value requirements of the community colleges appropriations bill. In meeting the requirements for the bill, the College is eligible to receive an additional state appropriation of \$20,000. The motion was made by Trustee Byrd and supported by Trustee Booth.

Resolution of Statement of Intent to Reimburse: With plans being finalized for the Miller Building renovation and the RMTTC addition, the Board approved a resolution permitting the College to reimburse itself with bond proceeds for any expenses that are preliminary in nature, including and up to the awarding of bids and issuing bonds. The resolution does not obligate the College to issue bonds or move forward with either project, it simply makes preliminary expenses eligible for reimbursement should the Board chose to move forward with the projects and issue bonds to pay for them. The motion was made by Trustee Booth and supported by Trustee Byrd.

Marshall Public Schools Request for Tobacco Free Eastern Academic Center: In a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved a request by Marshall Public Schools for the Eastern Academic Center to be tobacco-free between the hours of 7:30 am and 3:30 pm, Monday through Friday while the Eastern Calhoun Early College is in operation.

Financial Statements: Trustee Byrd made the motion supported by Trustee Davis to accept the August 2015 financial statements as prepared. The statements were approved by the Board.

Personnel Items: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the following personnel items:

New Hires

Stacey Schramm Instructor, Dental Hygiene
(effective August 24, 2015; Master's Lane, Step 6, 2015-2016 annual salary \$61,953)

Position Transfer

Shari Deevers Manager, Eastern Academic Center, Part-time
(effective September 21, 2015; Manager 1, 2015-2016 annual salary \$38,420)

Jean Rice Temporary, Tool Crib Attendant *
(effective August 24, 2015. Temporary assignment, regular assignment will be made within 90 days. Wage and classification remain the same.)
Correction to August Personnel Memo

Shari Deevers Computer Technician, Fehsenfeld*
(effective August 24, 2015. Wage and classification remain the same.)
Correction to August Personnel Memo
Note: Employee has subsequently accepted Manager, EAC position above.

Resignation

James Momeyer Applications Analyst (4.5 years)
(effective October 9, 2015)

Retirement

Marilyn Hogan Secretary, EAC – Part-time (8.5 years)*
(effective January 29, 2016)
Correction to August Personnel Memo

Sabbaticals

Robert Mulligan Sabbatical for Fall 2015 withdrawn.*
Correction to August Personnel Memo

**Positions were incorrectly noted in the August 2015 Board Personnel memo. Corrected status is above.*

CITIZEN/STAFF COMMENTS

Ms. Jackie Braman inquired about the Grahl Center going smoke-free due to the early college students attending there from Quincy. Mr. O'Connell replied that the request has not been made and they are currently abiding by KCC policy. Ms. Braman also shared with the Board that the support staff is in support of all KCC locations becoming smoke-free.

Trustee O'Donnell commented on Community College Week and KCC's participation in the Corporate Cup. Dr. Kevin Rabineau added that KCC won the Corporate Cup this year. He was also happy to report there were a lot of new participants as well as some that had participated years ago and have now returned.

CLOSED SESSION

Trustee Byrd 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 Booth and approved unanimously by roll call vote. The closed session began at 7:13 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