

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
December 14, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, December 14, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:33 p.m. 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, 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
Dr. Kevin Rabineau, Vice President, Instruction
Mr. Bob Reynolds, Chief of Administrative Services
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zaremba, Dean, Student Services

Three individuals sat in the gallery.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held November 16, 2016, were approved as written with a motion by Trustee Davis, supported by Trustee Booth.

PRESIDENT'S REPORT

MCCBOA 2016 Fall Gibson Survey: Details of the Gibson Survey provided by the Michigan Community College Business Officers Association were presented by Chief Financial Officer Rick Scott. KCC's tuition is well below the state average and the College continues to be the most affordable within the ACS Group 2 schools listed in the survey.

CCHS Charter Authorizer: Bay Mills Community College will become charter authorizer for Calhoun Community High School on July 1, 2017. KCC staff is continuing to work with Battle Creek Area Learning Center and the Michigan Department of Education to transition authorizing responsibilities.

KCC Foundation Update: Teresa Durham reported contributions to date for the 2016-17 fiscal year are over \$450,000 due in part to a gift of approximately \$270,000 from an anonymous donor. Durham also provided board members a list of prize and trip raffle items to be offered at the 14th annual Bid a Brighter Future event scheduled for January 5, 2017. In the previous 13 years of the event, faculty and staff have contributed over \$100,000 for the scholarship fund.

Retirement Incentive Update: Two individuals accepted the recent voluntary retirement incentive and are scheduled to leave by the end of 2016.

21st Century Update: Construction documents are being finalized for the Miller Building which is now closed due to the impending demolition. Bob Reynolds, Chief, Administrative Services, provided the update that included renderings of the new building. Eleven firms submitted bids for the architectural

and engineering services of the RMTC Capital Outlay Project. The recommended firm was approved later in the evening as an action item along with a request for the use of up to \$200,000 for campus projects. Those included ventilation in the OITC boiler room, replacement of a maintenance vehicle, repairs to the Student Center duct work and site improvements on the north end of campus.

Dental Hygiene Accreditation: Dr. Jan Karazim shared that site visitors for the Dental Hygiene accreditation held early in December were full of compliments for Faculty/Director Bridget Korpela and her team in the dental clinic as well as the upgrades to equipment and facilities. As with the MRI and PTA programs, the College is now awaiting the official letter identifying its continuing accreditation status.

Interim Activities: Board members were invited to join the faculty and staff for Interim Session activities and the Bid a Brighter Future event both scheduled for Thursday, January 5, 2017.

Scholarships and Grants: The College received \$19,400.00 in scholarships this month.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell reported on the MCCA leadership conference he attended in November. Topics of discussion included board governance, how to conduct a meeting and the Community College Act.

Chairman Claywell stated that the process for the mid-year review of President O'Connell has begun and the initial meeting has taken place.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

RMTC Capital Outlay RFP: With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the recommendation of Mathison | Mathison Architects for architectural and engineering services of the RMTC's Capital Outlay Project.

Maintenance and Repair: With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the use of up to \$200,000 from the College's Maintenance and Replacement Fund for campus projects and the replacement of a maintenance vehicle.

Modification to Five Year Capital Outlay Plan: With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved a revision of the Five Year Capital Plan to show the RMTC as the College's number one priority at least until construction authorization is received from the State.

Recommendation to Discontinue Aircraft Rescue Firefighting (ARFF) Training: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the recommendation of the College's leadership team and staff from the Workforce Solutions Department to discontinue the ARFF training program effective June 30, 2017. The decision was made based on timing, lifecycle of the aircraft and the fiscal year end retirement of program coordinator Joe Teixeira. Trustee Davis added that he is happy for Teixeira's retirement but sad to see the program go because of the notoriety it provided the College.

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

Personnel Items: Math instructor Emily Patterson, recommended for tenure and present at the meeting, was introduced to the Board by Dr. Kevin Rabineau, Vice President of Instruction. Rabineau gave high praises to Patterson and Chairman Claywell thanked her for her contributions to the College.

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

New Hire

Nicole Cook	Assistant Director, Financial Aid (effective December 12, 2016; Manager 2, 2016-2017 annual salary \$55,000 prorated for the remainder of the 2016-2017 fiscal year)
Tonya Forbes	Dean, Arts and Sciences (effective February 2, 2017; Dean 1, 2016-2017 annual salary \$104,000 prorated for the remainder of the 2016-2017 fiscal year)
Michele Reid	Director, Library Services (effective January 5, 2017; Director 1, 2016-2017 annual salary \$77,347 prorated for the remainder of the 2016-2017 fiscal year)

Position Transfer

Barbara Burdick	Staff Assistant, Human Resources (effective November 28, 2016; Support Staff, Staff Assistant, Step 6, 2016-2017 hourly rate \$23.30)
Brooke Woodstock	Staff Assistant, Accounting (effective December 12, 2016; Support Staff, Staff Assistant, Step 6, 2016-2017 hourly rate \$23.20)

Contract Extension

Lisa Johnson	Instructor/Simulation Coordinator, Nursing (Temporary) (effective January 1, 2017, contract extended to December 31, 2017)
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Tenure Recommendations

Emily Patterson	Instructor, Math
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Resignation

Chad Bertelson	Technician, Information Services User Support (2 years) (effective December 9, 2016)
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Election of Officers: It was noted that the election of officers will take place at the organizational meeting held in January.

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell wished everyone a Happy Holiday and adjourned the meeting at 7:00 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair