

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
June 21, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 21, 2017, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth	Trustee Julie Camp Seifke - Absent
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  
Ms. Ali Robertson, Director, Human Resources  
Mr. Rick Scott, Chief Financial Officer  
Ms. Terah Zaremba, Dean, Student Services

Fourteen individuals sat in the gallery, including John Avery from HUB International.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **PUBLIC HEARING ON 2017-2018 BUDGETS AND TAX LEVY**

**Motion to Open the Public Hearing:** In a motion by Trustee Booth, supported by Trustee Byrd, the Board opened the Public Hearing for the budget.

**Call for Public Comment:** There were not any public comments made.

**Motion to Close the Public Hearing:** In a motion by Trustee Booth, supported by Trustee Byrd, the Board closed the Public Hearing.

**Approval of Budgets and Tax Request for 2017-2018:** With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the budgets for the 2017-2018 year: the College's General Fund budget was approved in the amount of \$39,310,000; the Bookstore budget of \$2,600,000; and the Co-curricular budget of \$408,600.

Trustee Davis was optimistic about the improvement in enrollment numbers and, along with Chairman Claywell, thanked Rick Scott and his staff for the work done to prepare the information for the Audit and Finance Committee.

**Tax Rate Request:** With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the 2017-18 tax levy in the amount of 3.6136 mills.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held May 24, 2017, were approved as written with a motion by Trustee Booth, supported by Trustee Davis.

#### **PRESIDENT'S REPORT**

**iACT Grant Award:** On June 15, the College received notice that the W.K. Kellogg Foundation granted \$2.85MM to KCC in support of the iACT (Individualized Accelerated Credentialed Training) model. The grant also includes funding for work on career and technical education pathways for Early College students.

**Enrollment Update:** The Summer 2017 semester showed a slight increase in enrollment and early numbers for fall indicate enrollment may be leveling off and heading in the right direction.

**Dual Enrollment & Early College (DE/EC) Update:** Eric Greene and Angie Bess provided an in-depth look at the advertising and recruitment efforts taking place to entice area students to participate in dual enrollment and early college. As well as the more traditional forms of advertising, the College has been utilizing the highly advanced technology of geo fencing to specifically target students within the service area. Onsite services, such as Accu-placer testing and group advising, have also helped play a role in recruitment. KCC is partnering with 13 schools for the Fall 2017 semester. Current enrollment numbers show 39% of the fall enrollment can be contributed to the 500-550 registered DE/EC students.

**Online Catalog:** Eric Greene provided a bit of history during his presentation of the new online catalog. In 1956 the catalog was 2 pages with course descriptions for 13 courses. For the 2016-17 academic year the catalog was 272 pages with 6,000 copies printed and included hundreds of course descriptions. The new online catalog is a fully integrated, searchable and interactive catalog. Greene granted credit to Marcia Campbell, Executive Assistant, Instruction; Jason Little, Director, Operations; and a few others behind the scenes for their hard work in getting the catalog ready for use. Printed copies are still available upon request.

**Athletics Strategic Plan:** Taking into consideration the opportunities of a new athletic building, Tom Shaw, Director of Athletics, presented a strategic plan for KCC athletics to the Board. The plan calls for the elimination of softball after the 2017-18 academic year but also brings with it the addition of men's and women's cross country, women's soccer, and men's and women's bowling over the next few years. Development of the plan included considerations for facilities, the budget, Title IX compliance, local coaching talent, and the popularity of specific sports within the service area. The Board was asked later in the evening to vote on the elimination of softball and the start of men's and women's cross country.

**Time Constraints:** In the interest of time, President O'Connell chose to skip over several items from the President's Letter to the Board of Trustees. Please see the June board book for more information.

**ARFF Trainer eBay Listing:** Tracy Beatty, Director, Finance, was pleased to report the sale of the ARFF trainer, along with the tractor and trailer, on Ebay. The listing closed earlier in the day with 7 people placing 43 bids. A California buyer was the successful bidder at \$49,100, which was \$17-18,000 more than the appraised value. The buyer plans to continue utilizing the equipment for ARFF training.

**Foundation Update:** Foundation Director Teresa Durham reported a 35% increase in applications over the previous year with \$72,000 of the approximately \$471,000 awarded going to first and second year trustee scholarships. She also thanked the Board for their support of the 60<sup>th</sup> Anniversary Gala where \$10,000 was raised for student emergency needs. Contributions to the Foundation for the fiscal year totaled \$703,000. Chairman Claywell commended the gala planning committee for a tremendous event.

## **BOARD REPORTS AND REQUESTS**

None.

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

None.

## **ACTION ITEMS**

**BluFish Contract Renewal:** With a motion from Trustee Booth, supported by Trustee O'Donnell, the Board approved a one-year contract extension with BluFish Consulting, LLC, for advertising and

marketing not to exceed \$100,300. It was noted that the bulk of the contract is actually media purchases and does not go directly to BluFish.

**DK Security Contract Extension:** With a motion from Trustee Davis, supported by Trustee Byrd, the Board approved a one-year contract extension with DK Security.

**General Insurance Coverages Recommendation:** With a motion from Trustee Davis, supported by Trustee Booth, the Board approved the recommendation to accept the proposal from HUB International to provide the College with various insurance coverages through July 31, 2018. Rick Scott recognized Accounting and Business Office Manager Brian Murphy for his work in evaluating and summarizing the proposals. John Avery from HUB International was in attendance at the meeting.

**Administrative Salaries:** With a motion from Trustee O'Donnell, supported by Trustee Byrd, the Board approved a 1.5% salary increase, including movement to midpoint and maximum for all administrators. This amount is consistent with the College's bargaining units.

**Athletics Recommendation:** With a motion from Trustee Davis, supported by Trustee Byrd, the Board approved the elimination of the College's softball program after the 2017-18 academic year and the start of men's and women's cross country programs.

**MCCA Board of Director Nominations:** Trustee Booth, supported by Trustee Davis, made the motion to retain Trustee Byrd as the Trustee Director and Chairman Claywell as the alternate to the 2017-18 MCCA Board of Directors. The Board approved the motion upon the acceptance of Trustee Byrd and Chairman Claywell.

**CASBMA Board of Director Nominations:** Trustee Booth, supported by Trustee Davis, made the motion to reappoint Chairman Claywell as the Board of Trustees appointment to the Calhoun Area School Board Members Association. Chairman Claywell accepted and it was approved by the Board.

**Hay Group Evaluation of Administrative Positions:** With a motion from Trustee Davis, supported by Trustee O'Donnell, the Board approved the reclassification of employees identified through the recent Hay Group evaluation as being under classified.

**Financial Statements:** The Board approved the May 2017 financial statements with a motion made by Trustee Byrd, supported by Trustee Booth.

**Personnel Items:** Trustee Byrd made the motion, supported by Trustee Booth, to accept the June personnel report. The Board approved the following personnel items after clarification that Cherise Buchanan was a new hire for the CDI due to a possible expansion based on a recently received grant rather than a replacement for Executive Director Jorge Zeballos:

**New Hire**

Cherise Buchanan	Program Manager, Center for Diversity and Innovation (effective June 26, 2017; Manager 1, 2016-2017 annual salary \$56,796 pro-rated for the remainder of the 2016-2017 fiscal year*)
Sara Johnson	Program Manager, Center for Diversity and Innovation (effective June 12, 2017; Manager 1, 2016-2017 annual salary \$56,796 pro-rated for the remainder of the 2016-2017 fiscal year*)
Jennifer Stegenga	Attendant, Resource Room, RMTTC (effective July 10, 2017; Support Staff, O&C II, Step 5, 2017-2018 hourly rate \$19.19)

**Contract Extension**

Wanda Miller	Instructor, Sociology (Temporary) (effective June 12, 2017; extended to December 31, 2017)
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**Position Transfer**

Tricia Drake

Secretary, Fehsenfeld Center  
(effective June 26, 2017; Support Staff, O&C II, Step 6, 2016-2017  
hourly rate \$20.22)

**Approaching Retirements**

Linda Sarver

Secretary, Fehsenfeld Center  
(16 Years) (effective June 30, 2017)

Joe Teixeira

Air and Rescue Fire Trainer  
(20 Years) (effective June 30, 2017)

**CITIZEN/STAFF COMMENTS**

Karel Asbury, Director, Academic Inquiry and Analysis, congratulated President O'Connell on joining the prestigious club of being a grandfather.

**CLOSED SESSION**

Trustee Byrd made the motion supported by Trustee Booth to enter into closed session pursuant to Sections 8(e) and (h) of the Open Meetings Act for the purpose of consulting with an attorney in connection with specific pending litigation and to discuss a written memorandum from the attorney. The closed session was approved by unanimous roll call vote of the Trustees in attendance and began at 7:35 p.m. No action was anticipated after the closed session.

Trustee Camp Seifke was not part of the roll call vote but was connected telephonically for the closed session.

**PUBLIC SESSION**

The Board returned to public session at 8:39 p.m.

**ADJOURNMENT**

After a brief update of coming events, Chairman Claywell adjourned the meeting at 8:40 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair