

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
March 21, 2018

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, March 21, 2018, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:32 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 – absent/excused
Trustee Matthew Davis - telephonically	

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services
Dr. Jan Karazim, Dean, Workforce Development
Mr. Eric Greene, Director, Public Information and Marketing
Ms. Teresa Durham, Executive Director, KCC Foundation
Ms. Ali Robertson, Chief, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Melinda Hall, Secretary, Workforce Solutions
Ms. Pauline Rombaugh, Manager, President's Office

Six individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the amended January 17, 2018, meeting minutes as written. In addition, the February 21, 2018, meeting minutes were approved as written with a motion by Trustee Booth, supported by Trustee Byrd.

PRESIDENT'S REPORT

Employee Recognition: President O'Connell identified KCC's 2018 representatives for the Michigan Community College Leadership (MCCA) Academy which will commence in the fall, Kassie Dunham, Librarian, Electronic Resources/Systems; Rob Miller, Director, Public Safety Education and Terah Zaremba, Dean, Student Services.

Governor's Executive Budget/PPT Reimbursement Impact: Rick Scott provided an overview of the recent personal property tax reimbursement impact regarding future community college funding within the State of MI. Based on the current proposal, KCC will receive \$1.2M less in state funding next year.

The Marshall Plan: An overview of the Marshall Plan for Talent was presented by Dr. Jan Karazim providing details of KCC's preparation of this education-based economic development initiative announced in February by Governor Snyder.

Activities Classification Structure (ACS) Databook for 2016-2017: Rick Scott reviewed highlights from the recent data in the Activities Classification Structure (ACS) Databook for 2016-2017. Among seven comparable colleges in ACS Group 2, KCC spends the highest percentage of its budget (66.5%) on instruction and support.

Strategic Planning: Ali Robertson and Teresa Durham reviewed the status of KCC Strategic Planning, reporting that eight goal leads have been advised to form goal teams and develop work plans.

KCC Basketball Players Earn Honors from the MCAA: Dr. Kay Keck congratulated three KCC basketball players; Dereka Clayton, Destiny Kincaide and Khylen Watkins for receiving honorable mention all-conference honors from the Michigan Community College Athletic Association.

KCC Foundation: Teresa Durham, Executive Director provided an update on the KCC Foundation which is currently in the process of selecting recipients for scholarships, including Gold Key for 2018-2019 school year.

Phi Theta Kappa Honor Society Project: Teresa Durham, Executive Director of KCC Foundation reported that the Phi Theta Kappa Honor Society Project for 2018 will be replacing more than 1,000 lightbulbs with LED bulbs within the LRC Morris Library which will start in April and complete by July. The 2017 PTK Honor Society project included the recycling bins on KCC campus. Reporting on their impact to KCC campus waste is expected from Waste Management in the near future.

21st Century Update: President O'Connell provided a presentation with the on-schedule progress at Miller Physical Education Building with wood flooring in the gymnasium expected to be installed in April. Planning continues on schedule for the upcoming renovation of the Regional Manufacturing Technology Center.

Scholarships and Grants: The College received \$5,519.25 in scholarships and grants over the past month.

BOARD REPORTS AND REQUESTS

Chairman Claywell extended his appreciation of the North End Gateway project and collaboration with the City of Battle Creek.

Chairman Claywell announced that the Board of Trustees will soon resume its work on strategic governance planning.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

KCC Campus Copier Recommendation: The Board approved a five-year lease with Applied Imaging for the lease, maintenance and support of 24 copy machines at KCC main campus and regional centers. This recommendation was passed with a motion by Trustee Camp Seifke, supported by Trustee Booth.

Consumer Energy Specialist Program Inactivation/Obsolete Status: The Board approved the inactivation of the Customer Energy Specialist Program, an obsolete program that has not been used since 2000. This action item was passed with a motion by Trustee Booth, supported by Trustee Camp Seifke.

Linear Park Extension on KCC's Property: With a motion by Trustee Booth, supported by Trustee Camp Seifke, a grant proposal submission to the Michigan Department of Natural Resources to help pay for planned infrastructure and landscaping improvements on the northwest corner of the North Avenue campus was approved by the Board.

Financials: The Board approved the February 2018 financial statements with a motion by Trustee Booth, supported by Trustee Camp Seifke.

Recommended Changes to Retirement Plans: The Board approved the changes recommended by KCC's Investment Advisory Committee and President's Council, include the following: New investment line-up to ensure compliance, reduced fees and more transparent reporting. The addition of loan options for

participants and the addition of Roth investment options, movement of record-keeping from OMNI Group to TIAA as the sole record-keeper. The changes do not affect the Michigan Public School Employee Retirement System (MPERS). The recommended changes to the retirement plans were approved by the Board with a motion by Trustee Davis, supported by Trustee Camp Seifke.

Personnel Items: The following personnel items were approved by the board, with a motion by Trustee Booth, supported by Trustee Camp Seifke:

New Hire

Ngoc Chen	Manager, Registration & Testing (effective March 26, 2018; Administration, manager 2 2017-2018 annual salary \$52,596 pro-rated for the remainder of the 2017-2018 fiscal year)
Lisa Johnson	Faculty, Nursing (effective March 19, 2018; Faculty, Master's Lane step 6, 2017-2018 annual salary \$64,140 pro-rated for the remainder of the 2017-2018 fiscal year).
Wanda Miller	Faculty, Social Science (effective January 1, 2018: Faculty, Master's Lane step 11, 2017-2018 annual salary \$80,404 pro-rated for the remainder of the 2017-2018 fiscal year)

Resignation Notice

Tonie McMaster	Director, Nursing Education (11 Years) (effective May 25, 2018)
Thomas Wood	Instructional Assistant, Academic Support (14 Years) (effective January 23, 2018)

Retirement Notice

Russ Bortell	Admissions Representative (30 Years) (effective July 31, 2018)
Kevin Rabineau	Vice President, Instruction (15 Years) (effective December 31, 2018)
Dennis Easler	Staff Assistant, Academic Support (23 Years) (effective June 30, 2018)

Open Positions

Status

Director, RMTC	Interview and Selection
Faculty Coordinator, Medical Assistant Program	Interview and Selection
Instructor, Sociology	Posted
Librarian, Instruction/Student Success	Posted
Manager, Facilities	Posted
Manager, Network Infrastructure	Interview and Selection
Nurse Aide Training Program Faculty	Posted
Program and Events Coordinator, KCCF	Posted
Staff Assistant II, Media Design	Posted
Student Success Coach, Academic Advising (2)	Posted
Technician, Financial Aid	Posted

CITIZEN/STAFF COMMENTS

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:18 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair