

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
June 19, 2019

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 19, 2019, 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 Jill Booth
Trustee Carla Reynolds - telephonically
Trustee Xenia McKay

Trustee Jonathan Byrd
Trustee Matthew Davis - telephonically
Trustee Patrick O'Donnell

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Paul Watson, Vice President, Instruction
Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services
Dr. Jan Karazim, Dean, Workforce Development
Ms. Tonya Forbes, Dean, Arts and Sciences
Mr. Eric Greene, Director, Public Information and Marketing
Ms. Ali Robertson, Chief, Human Resources
Ms. Terah Zaremba, Dean, Student Services
Mr. Rick Scott, Chief Financial Officer
Ms. June Lewis, Staff Assistant, Print and Document Services; UAW Support Staff Representative
Ms. Pauline Rombaugh, Manager, President's Office

Eleven individuals sat in the gallery, including Dr. Randy Davis, Superintendent and Mr. Ben Wallace, Principal, Marshall Opportunity High School and Director, Eastern Calhoun Early College, Marshall Public Schools and Ms. Angela Provart, Pauly Group.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the removal of Action item E: Administrative Salaries and the addition of Action items M: Maintenance Bargaining Tentative Agreement and Action item N: Support Bargaining Tentative Agreement to the agenda of the June 19, 2019 Kellogg Community College Board of Trustees Meeting.

With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the addition of Action item O: Pauly Group Contract for the 2019 KCC Presidential Search to the agenda of the June 19, 2019 Kellogg Community College Board of Trustee Meeting.

PUBLIC HEARING ON 2019-2020 BUDGETS AND TAX LEVY

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

Call for Public Comment: There were no public comments made.

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

Approval of Budgets and Tax Request for 2019-2020: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the budgets for the 2019-2020 year: the College's General Fund budget was approved in the amount of \$41,760,000; the Bookstore budget of \$2,050,000; and the Co-curricular budget of \$447,600.

Tax Rate Request: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the 2019-2020 tax levy in the amount of 3.6136 mills.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held May 22, 2018, were approved as written by the Board with a motion by Trustee Booth and supported by Trustee Byrd.

PRESIDENT'S REPORT

Eastern Academic Center Expansion: Dr. Jan Karazim reported on the expansion of healthcare and manufacturing programs at KCC's EAC in Albion. New programming will be targeted to career and technical education (CTE) high school students from the Marshall and Albion areas. The renovation will be funded in part by the Cronin and Battle Creek Community foundations. Dr. Randall Davis, Superintendent, Marshall Public Schools spoke to the Board about the importance of CTE programming in eastern Calhoun County.

Battle Creek Area Chamber of Commerce 2019 Annual Business Excellence Awards: President O'Connell reported the college recently received the 2019 Choose Health Calhoun Workplace Wellness Award from the Battle Creek Area Chamber of Commerce, a silver-level award from the Michigan Breastfeeding Network and an honorable mention for the Footprint Award for the Miller Physical Education Building.

New Weather Station: Carole Davis, Chair, Math and Science, reported that the College recently installed a new Earth Networks weather station to stream live video and radar while reporting temperature, pressure, wind and humidity data. The new station is connected directly to the National Weather Service, providing opportunities for students to study weather data as part of their coursework and allows KCC personnel the ability to view and predict weather patterns across the service area.

Partnership with College in Takasaki, Japan (Battle Creek Sister City): President O'Connell reported the college's efforts to explore a possible partnership with a college in Takasaki, Japan, which is Battle Creek's sister city.

Fall Semesters Registration Activity: Dr. Keck reported that current Fall 2019 enrollment was up 6.3 percent in contact hours, 5 percent up in credit hours and 2.6 percent down in head count compared to the same period a year ago. Fall registration is expected to fluctuate during registration period before Fall classes commence August 29, 2019.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation, announced the pilot of a new Bruin Basket feeding program, the upcoming installation of a multi-panel mural on the south side of the Davidson Visual and Performing Arts Center, a fundraising event at a Battle Creek Bombers game and the planning for the annual Bruin Scholarship Open on September 6, 2019.

21st Century Update: President O'Connell reported that the Regional Manufacturing Technology Center renovation is complete, the Early Childhood Education Lab in the Severin Building is expected to be finished by June 30, 2019. The redesign of the Nursing lecture hall in the Roll Building is expected to be complete by August 24, 2019.

Scholarships and Grants: The College received \$8,587.80 in scholarships and grants over the past month, with a year-to-date total of \$424,499.48.

BOARD REPORTS AND REQUESTS

Trustee Booth reported that she attended the Calhoun County Legislative Breakfast recently and congratulated Dr. Jan Karazim for a great job representing the college on the discussion panel.

Board of Trustee Student Representative, Jaylen Taylor reported on the positive reaction from KCC student's regarding the new "Make It KCC" advertising campaign. The signs, social media planning is found to be engaging. Jaylen further commented on the Early College/Dual Enrollment program, partnership with Japan and online classes are all positive efforts KCC makes to meet student needs.

Chairman Claywell introduced Angela Provart, President, Pauly Group, to assist the Board with its search for a new college president. The search process is to commence this summer and conclude in November with the Board selecting a new president to succeed President Mark O'Connell, who is retiring as of December 31, 2019. Angela led a discussion with the Board discussing and detailing the search strategy, selection process, timeline and preferred qualifications for the next college president.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Accessibility in Technology 2019 updates were approved by the Board with a motion from Trustee Byrd and supported by Trustee McKay.

BluFish Contract Renewal: With a motion from Trustee Byrd, supported by Trustee McKay the Board approved a one-year contract extension with BluFish Consulting, LLC, for creative development and ad purchasing services not to exceed \$102,487.

MCCA Board of Directors Nomination: Approved by the Board, with a motion from Trustee Booth, supported by Trustee Davis, Trustee Jonathan Byrd was selected as the trustee director and alternate trustee director Chairman Steve Claywell, to represent KCC on the Michigan Community College Association Board of Directors.

CASBMA Board of Directors Nomination: Trustee Byrd nominated Trustee O'Donnell to serve as representative of KCC on the Calhoun Area School Board Members Association Board of Director (CASBMA) for the 2019-2020 term. Approved by the Board, with a motion from Trustee Booth, supported by Chairman Claywell.

Miller Physical Education Building Closeout Reporting was approved by the Board with a motion made by Trustee Byrd, supported by Trustee Davis to accept the final construction reporting of a final project expense of \$10,064,114 under the original budget of 10,150,000 by \$85,886.

General Insurance Coverages: Renewal of General Insurance coverages of KCC's twelve types of insurance and coverages were approved by the Board, with a motion from Trustee Byrd and supported by Trustee McKay. The insurance coverage for 2019-2020 will increase by 2% to a total of \$276,288.

H Parking Lot Resurfacing and Boilers Upgrades in the Ohm Informational Technology Center was approved by the Board with a motion by Trustee Byrd, supported by Trustee McKay for the resurfacing of Parking Lot H with the low bidder quote from Lakeland Asphalt Corp. in the amount of \$250,760 as well as the recommendation from the low bidder quote from hunter-Prell Co. to perform the boiler upgrades for \$269,000.

Nursing Program Simulation Expense was approved by the Board with a motion Trustee Byrd, supported by Trustee McKay in support of the Nursing Simulation instructional equipment of manikin Maintenance Contract/Warranties. This contract is with CAE Healthcare for a three year term.

Financial Statements: Financial Statements from May 2019 were approved by the Board, with a motion from Trustee Byrd and supported by Trustee Davis.

Employment Outside of Primary College Position Policy was approved by the Board with a motion made by Trustee Byrd, supported by Trustee McKay.

Personnel Items: The following personnel items were approved by the board, with a motion by Trustee Byrd, supported by Trustee Davis:

Contract Extension

Abbie Brennan Temporary Program Coordinator, Lifelong Learning
(effective June 30, 2019 through August 31, 2019 or until position is filled;
Administration, Professional 1, 2018-2019 annual salary \$48,439.00 pro-
rated for the period of the assignment)

Resignation Notices

Andrea Stemaly Instructional Assisstant, Academic Support
(15 years) (effective July 30, 2019)

Retirement Notice:

Mark O'Connell President
(29 years) (effective December 31, 2019)

Mike Luna Utility II
(26 years) (effective May 27, 2019)

Patricia Kopf Faculty, Math and Science
(27 years) (effective December 31, 2019)

Open Positions:

	Status
Manager, Registration and Assessment Testing	Offer and Selection
Secretary, Academic Advising	Offer and Selection
Secretary, Testing and Assessment	Offer and Selection
User Support Technician	Candidate Review

KCC Maintenance Employees, Local 331.06 Michigan AFSCME Council 25 Tentative Agreement was approved by the Board with a motion by Trustee Byrd, supported by Trustee Davis for the term of July 1, 2019 through June 30, 2022.

KCC Support Staff Employees, UAW Local 1294, Unit 25 Agreement was approved by the Board with a motion by Trustee Byrd, supported by Trustee Davis for the academic years 2019-2020, 2020-2021, 2021-2022, and 2022-2023.

Pauly Group, Inc. contract was approved by the Board with a motion by Trustee Byrd, supported by Trustee McKay for the purpose of assisting the Board with an executive search for a new college president.

CITIZEN/STAFF COMMENTS

None

CLOSED SESSION

The Board approved entering into a brief closed session at 8:22 p.m. for the matter of discussing an update on collective bargaining with a motion made by Trustee Byrd, supported by Trustee McKay. The Board exited closed session at 8:31 p.m.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting with a motion by Trustee Byrd and supported by Trustee Reynolds the Board approved the adjournment of the Board of Trustee June 2019 meeting at 8:40 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair