

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
April 17, 2019

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 17, 2019, in the Roll Board Room (R301A) located at 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 in attendance:

Chairman Steve Claywell
Trustee Jill Booth
Trustee Matthew Davis
Trustee Jonathan Byrd

Trustee Patrick O'Donnell
Trustee Carla Reynolds
Trustee Xenia McKay - telephonically

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student & Community Services
Dr. Paul Watson, Vice President, Instruction
Dr. Jan Karazim, Dean, Workforce Development
Ms. Tonya Forbes, Dean, Art and Sciences
Mr. Eric Greene, Chief Communications Officer
Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation
Ms. Terah Zaremba, Dean, Student Services
Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services
Mr. Rick Scott, Chief Financial Officer
Ms. Teresa Durham, Executive Director, KCC Foundation
Ms. Melinda Hall, Secretary, Workforce Solutions and UAW Representative
Ms. Pauline Rombaugh, Manager, President's Office

Jaylyn Taylor, Board of Trustee Student Representative was present. Five individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held March 20, 2019 were approved as written by the Board with a motion by Trustee Booth and supported by Trustee Byrd.

PRESIDENT'S REPORT

Employee Recognition: President O'Connell extended "congratulations" to Jorge Zeballos, Executive Director, Center for Diversity and Innovation for his recent 2018 Citizen Distinguished Service Award. Jorge was nominated jointly by Battle Creek Public Schools and Lakeview School District.

Faculty Mentoring Program: President O'Connell recognized this year's Faculty Mentoring Program faculty, Anne Jost and Megan Ward for their two-year completion and achievement. The Faculty Mentoring Program consists of matching seasoned veteran faculty members with newly hired faculty in an effort to acclimate them to KCC and to thrive.

Michigan Distinguished Woman in Higher Education Leadership Award: President O'Connell extended "congratulations" to Dr. Kay Keck, Vice President, Student and Community Service for her receiving the Michigan Distinguished Woman in Higher Education Leadership Award. This award was created to recognize and honor those individuals who have distinguished themselves by providing outstanding leadership to women in their institution, their profession, and in society-at-large.

Michigan State University/Kellogg Community College Agricultural Degree Program Update: President O'Connell reported that our first cohort of graduates, 8 in total, walked across the Wharton Center stage for the MSU's Institute of Agricultural Technology graduating class in March. This semester there are 24 students in the program. In the fall, KCC will be a pilot location for the Food Processing Technology and Safety Program.

Commission on Accreditation of Allied Health Education Programs (CAAHEP): President O'Connell reported that KCC received its continuing accreditation to the Emergency Medical Services (EMS) - Paramedic program from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

2019 Higher Learning Commission (HLC) Annual Conference: President O'Connell and Dr. Paul Watson, Vice President, Instruction along with several administrators provided a summary from this years' HLC Annual Conference in Chicago. Key Learnings reviewed included: Consistency and alignment across campus initiatives is critical; Concrete examples were given to strengthen the process of interpretation, documentation, and demonstration of meeting the five HLC criteria; Notion of institutions being more nimble in response to industry changes and continuing focus on honest institutional self-reflection, critique, and identifying process of continuous improvement.

2019-20 Academic Year Schedule: President O'Connell reported the amended 2019-20 Academic Year Schedule was a collaborative effort to better serve our campus constituents. The changes ensures alignment with local K-12 calendars and current college financial aid processes.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation, provided an update on the Foundation's activities, Gold Key scholarship program, upcoming high school honors events, and donor contributions.

21st Century Update: President O'Connell reported on the nearly completed Regional Manufacturing Technology Center. With all inspections completed, the declaration of substantial project completion will be submitted to the State of Michigan Department of Technology, Management and Budget (DTMB). All the warranty rework items have been completed, with the exception of the carpet replacement which is targeted for June within Miller Physical Education Building. Installation of the building graphics are underway with just the lobby to be done. The financial closeout for the Miller Physical Education building will be presented at the May Board meeting. The North-End Gateway Park will create a gateway to the city and our campus from the north, extending the city's linear path to Roosevelt Avenue. The total project cost is approximately \$333,000. KCC Foundation has raised \$150,000 in donations to partially offset the cost.

Scholarships and Grants: The College received \$0 in scholarships and grants over the past month, with a total received of \$415,911.68 for the 2018-2019 Academic Year.

BOARD REPORTS AND REQUESTS

Chairman Claywell requested an update from Jaylyn Taylor, Board of Trustee Student Representative. Jaylyn reported that he has been reaching out to KCC students and introducing himself to several student groups and clubs throughout campus.

Trustee O'Donnell read a prepared statement disclosing a conflict of interest between the interests of the college and his role as Trustee and his personal interests which includes the interests of his family. His son intends to attend Kellogg Community College and is applying for scholarships that are funded and provided by KCC and Kellogg Community College Foundation. He proposes to remediate the conflict by abstaining in any manner the scholarship selection process and those individuals involved in that process, as well as asking for no preferential treatment for his son. According to college policy, when a Board member has a conflict of interest, it shall be disclosed and the Board will vote to decide whether or not the affected Board member has a conflict and, if so, the steps necessary to isolate the matter that involves the conflict from the affected.

The Board member with the conflict of interest shall be allowed to be physically present, but shall not partake in the motion, discussion or vote. A motion was made by Trustee Booth with support by Chairman Claywell to conduct a vote on the matter. A roll call vote took place with the following results:

Board of Trustee	Yea	Nay
Chairman Claywell	X	
Trustee Booth	X	
Trustee Davis	X	
Trustee Byrd	X	
Trustee Reynolds	X	
Trustee McKay - telephonically	X	
Trustee O'Donnell		Abstained

The matter was analyzed and determined it is a conflict of interest that was fully disclosed and the Board accepted Trustee O'Donnell's proposed resolution to abstain from all matters related to the scholarship selection process.

Trustee Byrd provided notification the MCCA Community College Day will be taking place in Lansing tomorrow, Thursday, April 18. Several Board members, KCC students, President O'Connell and Eric Greene would be attending and representing the college. Furthermore, President O'Connell, Eric Greene, Chief Communications Officer and KCC Board of Trustees have been called to testify before the House Committee on the topic of "Free Speech on Campus".

Trustee O'Donnell extended his appreciation for Tuesday, April 16 Outstanding Bruin Awards celebration on campus.

CITIZEN/STAFF REQUESTS AND COMMENTS

Battle Creek resident and KCC student identified as Heather provided comments on her recent experience regarding tuition and fee questions and the request to have them fully answered for her classes cited.

ACTION ITEMS

North-End Gateway Park Budget Revision: Total North-End Gateway Park project cost is approximately \$333,000 with KCC Foundation raising \$150,000 in donations to partially offset the project cost. The project and college contribution of up to \$190,000 from the College's Maintenance and Repair Fund and the 21st Century Fund is necessary to complete the project. The Board approved the revised North-End Gateway Park budget with a motion by Trustee Byrd and support by Trustee Reynolds.

Capital 15-Year Plan – Chiller Rebuild: A recommendation from Brad Fuller, Director, Facilities, to approve a budget and quote from Trane to rebuild one of the College's two chillers that is nearing the end of its useful life cycle, also recommended by the College's mechanical engineering firm, Eckert Wordell. The Board approved the Chiller Rebuild within the Capital 15-Year Plan as recommended, with a motion by Trustee Byrd and with support by Trustee Booth.

Financial Statements: The Board approved the financial statements for the month of March 2019 with a motion by Trustee Davis and with support by Trustee Byrd.

Personnel Items: President O'Connell requested approval of the Personal Memorandum with an edit of removal regarding the retirement and date of Kathleen Bess. The following personnel items were approved with amendments by the Board, with a motion by Trustee Byrd and support by Trustee Reynolds:

New Employee:

Andrew Redlon	Instructor, HVAC -R (Effective August 21, 2019; Faculty, Bachelors Lane, Step 10, 2018-2019 annual salary \$69,425.00)
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Retirement Notices:

Sonya Curtis

Secretary, Testing and Assessment
(20 years) (Effective June 30, 2019)

Open Positions:

Assistant Director, Admissions
Instructor, Biology
Instructor, Mathematics
Manager, Registration and Assessment Testing
Secretary, Academic Advising
Secretary, Testing and Assessment
Staff Assistant, Accounting

Status

Interview and Selection
Interview and Selection
Interview and Selection
Candidate Review
Posted
Candidate Review
Interview and Selection

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None.

UPCOMING EVENTS

President O'Connell provided a brief update of coming events.

ADJOURNMENT

With a motion led by Trustee Byrd, supported by Trustee Reynolds, Chairman Claywell adjourned the meeting at 7:21 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair