

Kellogg Community College
Minutes of the Special Meeting of the Board of Trustees
August 13, 2015

The Kellogg Community College Board of Trustees held a special meeting for the purpose of Strategic Governance Planning on Thursday, August 13, 2015, in the Spring Lake Room of the Learning Resource Center, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:12 pm. Roll was taken by Dr. Kay Keck and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd (Absent)
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington (telephonically)	Trustee Patrick O'Donnell
Trustee Matt Davis	

Attendance from President's Council included:

Mr. Mark O'Connell, Interim President

Ms. Teresa Durham, Executive Director, Kellogg Community College Foundation

Dr. Kay Keck, Vice President, Student and Community Services

With the absence of Becky Gallimore, Executive Assistant to the President, minutes for this special meeting were recorded by Ms. Teresa Durham.

BOARD REPORTS AND REQUESTS

New Employee Breakfast: Trustee Claywell commented positively on the event held for new employees on August 11, 2015 and the opportunity to participate.

Presidential Search: Trustee Claywell met with Ali Robertson from HR to review the process for RFP review. Trustees are to go into the portal and complete the checklist prior to the board meeting and bring the checklist to the next board meeting. Between August and September 2015, the search firms (vendors) will exchange information with the board, faculty and staff. The Board is to announce the chosen vendor at the September board meeting.

TIFA Grant: Mr. Mark O'Connell shared with the Trustees the TIFA board approval of an approximate \$1.675 million dollar grant to KCC for the RMTC expansion. Total cost of the project is approximately \$2.75 million. The expansion will allow additional space for manufacturing training, IBEW and the BOTS program (which serves as a pipeline for students interested in STEM-related programming). This announcement as well as the \$50,000 support from DENSO for equipment will be brought to the next board meeting. Ground breaking for the expansion will be coordinated with the TIFA Board. Project may take less than a year to complete. Interim President O'Connell will provide a schedule for the project to the board.

BCU Board: It was asked by Trustee O'Donnell to Interim President O'Connell about the new structure of the Battle Creek Unlimited Board of Directors. Mr. O'Connell indicated that he believes the new board structure allows for the board to focus on bylaws and governance. KCC will serve on a workforce readiness task force.

Strategic Governance Planning: The board members continued to work on developing board-related policies in the area of Executive Parameters. A discussion was held on the purpose and contents of the monthly board calendar. Trustee Camp Seifke reminded the board members of the example in the text with the inclusion of educational topics/reports related to college performance that she did not see yet in the calendar distributed. The board members discussed having the calendar include those items the board typically takes action on consistently and that a separate but attached document showing major, relevant topics and/or information from department annual reports would indicate when these would be scheduled. The calendar would be set up to be updated and can be placed on the agenda each month for review by the board at their monthly board meeting as part of a governance report.

It was acknowledged that board members are at different places on the learning curve and that additional one-on-one meetings are helpful when sharing information and learning. Maintaining trust between the board members and between the board and president is critical.

Discussion on Executive Parameters Policy 2:2 led the board to request researching examples of code of ethics and personal conduct codes. The board felt EP2:2 is subjective and challenging and may also be addressed in operational policy and procedures.

At the end of the workshop the board determined that another workshop was not needed for now but that the president's office and key administrative staff will review the policies and make any appropriate recommendations to the board. No date for final action on the policies was determined. A monthly update on policy process will be included on the board agenda.

CITIZEN AND STAFF COMMENTS

None.

ADJOURNMENT

Chairman Claywell adjourned the workshop at 8:03 pm.

Reba Harrington, Secretary

Steven Claywell, Chair