

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
August 16, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 16, 2017, 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 (arrived 6:52/prior to action items)	Trustee Julie Camp Seifke
Trustee Reba Harrington - Absent	Trustee Patrick O'Donnell
Trustee Matthew Davis (telephonically)	

Attendance from President's Council included:

Mr. Mark O'Connell, President
Ms. Kassie Dunham, Librarian, Electronic Resources/Systems
Ms. Teresa Durham, Executive Director, KCC Foundation
Ms. Becky Gallimore, Executive Assistant to the President
Mr. Eric Greene, Director, Public Information and Marketing
Dr. Jan Karazim, Dean, Workforce Development
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Kevin Rabineau, Vice President, Instruction
Ms. Ali Robertson, Director, Human Resources
Ms. Cindi Shell, Secretary, Allied Health/Dental Clinic and SSA Unit Member
Ms. Terah Zaremba, Dean, Student Services

Fourteen individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

With a recommendation from President O'Connell and a motion made by Trustee Byrd, supported by Trustee O'Donnell, the Board approved the addition of Action Item E: The Freedom of Expression and Commercial Solicitation Policies.

With a recommendation from Chairman Claywell and a motion by Trustee Camp Seifke, supported by Trustee Byrd, the Board approved the addition of Action Item F: The First Amendment to the President's Contract.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held July 19, 2017 were approved as written with a motion by Trustee Byrd, supported by Trustee O'Donnell.

PRESIDENT'S REPORT

Swearing in of New KCC Chief of Public Safety: Retiring Chief of Public Safety, Harold West, introduced Austin Simons, his wife Monique, son AJ and family friend Lt. Troy Gilleylen from the Battle Creek Police Department. President O'Connell provided the Oath of Office to Simons as the new Chief of Public Safety and welcomed him to the KCC family. Simons comes to KCC with 25 years of experience in law enforcement with the Battle Creek Police Department where he worked his way up to second in command before his retirement in 2017. He and wife Monique have a blended family of six children.

OER Task Force Update: Tammy Douglas provided an update for the Board on the work being done by the OER Task Force to assist faculty with finding and vetting course materials they can use in the classroom. Seven faculty members were awarded incentives from a KCC Foundation grant to begin using OER's with the Fall 2017 semester. KCC will also be hosting, in collaboration with MCCA's

(Michigan Community College Association) Michigan Colleges Online, the first annual Michigan OER Summit with keynote speaker Dr. DeRosa from Plymouth State University in New Hampshire on September 2. Task force members Michele Reid, Kassie Dunham and Catherine James also attended the meeting.

Enrollment Update: Enrollment numbers for Fall have been staying relatively flat and currently show an approximate decrease of 1% in credit hours compared to the same time one year ago.

KCC Foundation Report: Executive Director Teresa Durham said it's "all things Bruin" right now as the Foundation gears up for the 20th Annual Bruin Scholarship Open on September 8. The generosity of all of the sponsors, along with champion sponsors IBEW Local 445 and Laborer's Local 355, will help the Foundation exceed their event fundraising goal of \$100,000. Durham also reported on a student recently awarded a scholarship as the direct result of an informational table held on campus for participants of the Michigan Adolescent Pregnancy and Parenting Program (MIAPP), a meeting held at Jackson College for foundation executives, and the Battle Creek Community Foundation annual meeting she attended with Eric Greene where KCC was mentioned for the work being done on the north end and the MSU/KCC agricultural partnership.

College Initiatives: Teresa Durham reported on a recent meeting between representatives from KCC and the Food Bank of South Central Michigan regarding the possible establishment of a food pantry at KCC.

Optional Retirement Plan Change Recommendation: Ali Robertson presented information from the Investment Retirement Committee regarding recommended changes to the Optional Retirement Plan. Changes in rollover options and the addition of loan opportunities and in-service withdrawals will provide more flexibility and choices for plan participants. The recommend changes also allow for the distribution of funds from inactive accounts containing less than \$5,000. The Board approved the changes later in the evening as an action item.

Strategic Planning: Through a series of workshops and exercises, College employees developed a Strategic Plan. Information for the plan was made available in the board book for review by the Trustees. Later in the evening Trustees were asked to approve the mission, vision, values, key focus areas and goals of the plan so it could then be moved forward into implementation.

MODAC Funding: At a recent MODAC (Michigan Occupational Deans Administrative Council) meeting attended by Dr. Karazim, it was shared that Perkins funding for Career and Technical Education in the 2018-19 academic year could be reduced by as much as 30%, a potential \$144,000 loss for KCC. In addition, the TRENDS Conference is at risk as the state has not committed the necessary funds to execute the conference. MODAC has been diligent with their communications to the director of the Michigan Talent Investment Agency regarding the necessity of these funds but there are still many unknowns at this time.

21st Century Update: President O'Connell shared pictures of the progress being made on the Miller Physical Education Building. Concrete block and steel installation is scheduled to begin August 21. The necessary Phase 200/300 Program Statement and Schematic Design documents for the RMTTC Capital Outlay Project have been submitted to the state for review. Approval of the documents will commit the state dollars to the project. Other facility work includes exploration of the feasibility for all-gender/gender neutral restrooms.

Scholarships and Grants: The College received \$82,277.83 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Trustee Byrd thanked the College for hosting the Energy Forum on August 11. The forum brought together elected officials and individuals from the energy and manufacturing sector for a conversation on how to create jobs, workforce development and training a skilled workforce.

Trustee Byrd also congratulated Chairman Claywell for being named president of the Michigan State Building Trades Association.

Chairman Claywell read of a statement from Trustee Harrington regarding the excellent care she has received from KCC students during her recent stay in the hospital.

Chairman Claywell provided information on the Board's evaluation of President O'Connell in which marks by the Board exceeded his last evaluation. On behalf of the Board Chairman Claywell stated, "we are very proud of President O'Connell, we are very supportive and we're very acknowledging of the great work he is performing on behalf of KCC".

Trustee O'Donnell acknowledged the recent graduation of KCC employees Meredith Stravers and Angela Cleveland from the MCCA Leadership Academy.

Chairman Claywell presented a service pin from MCCA to Trustee Byrd for his 10 years of service to the Board of Trustees. Trustee Harrington was also recognized for 10 years of service.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Optional Retirement Plan Change Recommendation: With a motion by Trustee Camp Seifke, supported by Trustee Byrd, the Board approved the recommended changes to the Optional Retirement Plan by the College's Investment Retirement Committee.

Strategic Plan Framework for 2017-2020: With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved the Strategic Plan framework for 2017-2020.

Financials: The Board approved the July 2017 financial statements with a motion by Trustee Byrd, supported by Trustee Camp Seifke.

Personnel Items: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the following personnel items:

New Hire

Anne Jost	Instructor, Dental Hygiene (effective August 17, 2017; Master Lane, Step 7, 2017-2018 annual salary \$67,311)
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Position Transfer

Meredith Stravers	Director, Center for Diversity and Innovation* (effective September 4, 2017; Director 2, 2017-2018 annual salary \$80,486 pro-rated for the remainder of the 2017-2018 fiscal year)
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Approaching Retirements

Harold West	Chief of Public Safety/Director, Student Relations (1 Year) (effective August 18, 2017)
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**Fully or Partially Grant Funded*

Freedom of Expression and Commercial Solicitation Policies: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the new Freedom of Expression and Commercial Solicitation policies as an immediate replacement of the current Solicitation Policy.

President's Contract: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the first amendment to the President's Contract.

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

Chairman Claywell adjourned the meeting at 7:13 p.m. after a brief update of upcoming events and a motion for adjournment made by Trustee Byrd, supported by Trustee O'Donnell.

Reba Harrington, Secretary

Steven Claywell, Chair