

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**August 21, 2019**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 21, 2019, in Classroom 108 of the Kellogg Community College Eastern Academic Center, 14055 26 Mile Road, Albion, MI.

Chairman Claywell called the meeting to order at 6:30 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth – Absent/excused	Trustee Matthew Davis
Trustee Carla Reynolds - Absent/excused	Trustee Patrick O'Donnell
Trustee Xenia McKay	

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  
Mr. Eric Greene, Chief Communications Officer  
Ms. Ali Robertson, Chief Human Resources Officer  
Ms. Terah Zaremba, Dean, Student Services  
Dr. Jan Karazim, Dean, Workforce Development  
Ms. Tonya Forbes, Dean, Arts and Sciences  
Mr. Rick Scott, Chief Financial Officer  
Ms. Teresa Durham, Executive Director, KCC Foundation  
Mr. Jorge Zaballos, Executive Director, Center for Diversity and Innovation  
Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid  
Ms. Melinda Hall, Specialist, Workforce Solutions, UAW Support Staff Co-Chair  
Ms. Pauline Rombaugh, Manager, President's Office

Thirteen individuals sat in the gallery including Caitlyn Kachman, KCC student; Cheryl Mackinder, Dave Mackinder, Chris Smith and Bill Howe of the Battle Creek Pickleball Club.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held June 19, 2019, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee O'Donnell.

Minutes from the Special Meeting held on July 30, 2019, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee O'Donnell.

#### **PRESIDENT'S REPORT**

**USA Pickleball Association:** Ms. Cheryl Mackinder, Ambassador of the East Leroy-Battle Creek area USA Pickleball Association as well as fellow members, Chris Smith, Bill Howe and Dave Mackinder made a formal request for the Board's consideration to expand their current use of KCC's tennis courts to include 8 newly constructed USA Pickleball Association Certified courts on KCC main campus.

**Phi Theta Kappa 2019 Coca-Cola Leaders of Promise Scholar:** Drew Hutchinson, Manager, Student Life, introduced Caitlyn Kachman, KCC student/PTK Officer who has recently been selected as a 2019 Coca-Cola Leaders of Promise Scholar and a recipient of a \$1,000 scholarship sponsored by the Coca-Cola Scholars Foundation.

**Bookstore Program Update:** President O'Connell reported on one of the programs the faculty and the Bookstore have been implementing, Cengage Unlimited. Cengage Unlimited allows students to purchase unlimited textbooks from this publisher for a semester, year or two years. This program reports an overall savings for KCC students of over \$130,000.

**Equity Climate Assessment Update:** Jorge Zabellos, Executive Director, Center for Diversity and Innovation provided an overview of the history of equity and inclusion at KCC, the progress that has transpired since 2016 and the current Equity Goals for 2019-2020.

**Enrollment Update:** Dr. Keck, Vice President, Student and Community Services, reported that currently Fall enrollment is trending down 4.8% in headcount, indicating the enrollment trend has been fluctuating weekly. President O'Connell stated that while the trend of fewer students are registered currently, the report thus far indicates these students are registered for more classes.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation provided an update of KCC Foundation activities, new funds and grants, the status of the Bruin Basket initiative, the Davidson Mural Project and upcoming fundraising activities.

**21st Century Update:** President O'Connell reported on the summer projects that have completed i.e. the Eastern Academic Center nurse aide lab expansion, the Severin Building Early Childhood Education lab and office redesign are all completed and of the Roll nursing lecture hall that is targeted for completion by August 23rd.

**Scholarships and Grants:** President O'Connell reported the College received \$157,529.00 in scholarships and grants over the past month, with a year-to-date total of \$157,529.00.

## **BOARD REPORTS AND REQUESTS**

Trustee O'Donnell commented on the positive effects of Pickleball.

Angela Provar, Pauly Group provided an update via telephone, on the Presidential Search for the college.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

## **ACTION ITEMS**

**Cyber Security Associate in Applied Science Degree:** The Board approved the creation of the Associate of Applied Science in Cyber Security degree with a motion by Trustee Davis, supported by Trustee Byrd.

**Eastern Academic Center Bids and Updated Project Budget:** The Board approved the bid recommendation by Schweitzer and updated \$1.75 million EAC project budget with a motion by Trustee Davis, supported by Trustee McKay.

**Financial Statements:** Financial statements for the months of June and July 2019 were approved by the Board with a motion from Trustee Byrd, supported by Trustee O'Donnell.

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

### **New Hire:**

Sara Gleason	Department Assistant, Testing and Assessment, Records & Registration (effective July 8, 2019; Support Staff, Pay Grade 12, Step 2, 2019-2020 hourly rate \$16.86)
Andrew Halder	Utility III, (effective August 26, 2019; Maintenance, Utility III, Step 5, 2019-2020 hourly rate \$29.81)

Shannon Hicks	Specialist, Academic Advising (effective July 8, 2019; Support Staff, Pay Grade 13A, Step 1, 2019-2020 hourly rate \$18.76)
Jennifer O'Brien	Temporary Instructor, Mathematics (effective August 19, 2019; Faculty, Masters Lane +30, Step 3, 2019-2020 annual salary \$58,247.00 pro-rated for the Fall 2019 Semester)
Jessica Sullivan	Temporary Instructor, Sociology (effective August 19, 2019; Faculty, Masters Lane +60, Step 3, 2019-2020 annual salary \$60, 249.00 pro-rated for the Fall and Spring 2020 Semesters)
Jon Versluis	Manager, Registration and Assessment Testing (effective July 8, 2109; Administration, manager 1, 2019-2020 annual salary \$65,000.00 pro-rated for the remainder of the 2019-2020 fiscal year)

**Position Transfer:**

Abbie Brennan	Program Manager, Lifelong Learning (effective July 22, 2019 through June 30, 2020; Administration, Manager 1, 2019-2020 annual salary \$63,014.00 prorated for the remainder of the 2019-2020 year)
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**Resignation Notices:**

Rebecca Durkee	Faculty, Social Science (11 months) (effective July 19,2019)
Kate Rosebush	Department Assistant, Student Life (2 years) (effective August 16, 2019)

**Retirement Notices:**

Kathryn Jarvie	Manager, Media Design (17 years) (effective March 31, 2020)
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**Tenure Recommendations:**

Jason Moore	Faculty, Machining Technology
Jason Wiersema	Faculty, Physical Therapist Assistant

**Open Positions:**

Education Specialist	<b>Status</b> Internal Candidate Review
Instruction Assistant, Academic Support	Candidate Review
User Support Technician	Candidate Review

\*Fully or Partially Grant Funded

**Amendment to President's Contract:** The Board approved the Contract Amendment for President O'Connell with a motion by Trustee Byrd, supported by Trustee McKay with an effective date of July 1, 2019. The following amendments were approved: amended term to end December 31, 2019 to coincide with his retirement, salary for the 2019-2020 fiscal year shall be \$193,313, or \$96,657.00 pro-rated through December 31, 2019, plus any other salary increase that other administrators receive as a result of any incentive language prior to his retirement, and a partial payment of his retirement package by December 31, 2019 will be provided subject to IRS limits. All other terms and conditions of the original contract and the First Amendment remain in effect.

**CITIZEN/STAFF COMMENTS**

None

**ADJOURNMENT**

President O'Connell provided a brief update of coming events, Chairman Claywell adjourned the Board of Trustee, August 21, 2019, meeting with a motion by Trustee Byrd and supported by Trustee O'Donnell at 7:27 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair