

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
February 15, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 15, 2017, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, 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	Trustee Julie Camp Seifke (Absent)
Trustee Reba Harrington (telephonically)	Trustee Patrick O'Donnell
Trustee Matthew Davis (Absent)	

Attendance from President's Council included:

Mr. Mark O'Connell, President
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
Mr. Rick Scott, Chief Financial Officer
Ms. Cindi Shell, Secretary, Support Services and SSA Unit Member

Twenty-one individuals sat in the gallery, including tenure eligible faculty members and their supervisors.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the addition of the Structural Steel Bid Proposal for the Miller Physical Education Building as an action item.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held January 18, 2017, were approved as written with a motion by Trustee Booth, supported by Trustee Byrd.

PRESIDENT'S REPORT

Mid-Year Budget Update: Vicki Vandenberg from Plante Moran provided the Mid-year Budget Update for the Board. With an improvement in the projected tuition and fees revenue and an unexpected increase from the State for lost property tax revenue, KCC is now able to put some funding back into the Maintenance and Replacement Fund, departmental operating budgets and capital outlay. With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the budget amendment.

Faculty Tenure: Dr. Kevin Rabineau was honored to introduce the candidates for tenure and their program directors: Clark Imus and Director Chet Dalski; Elyse Jozlin and Dr. Martha Perkins (Chair Barb Sudeikis was unavailable due to a conference); Penny Rose and Director Mike Gagnon; and Gina Thomas and Director Tonie McMaster. The group received a nice round of applause and tenure for all was approved later in the meeting as an action item.

AACC Convention Proposal: In April, President O'Connell will join a group of panelists in Louisiana to present "Filling the Gap: Creative Partnerships for Workforce Development" at the American Association of Community Colleges' annual convention.

21st Century Update: Work is progressing for demolition of the Miller Building. Tentative plans include use of the building for training purposes by the Battle Creek, Pennfield and Bedford Fire Departments once the required abatement work has been completed.

Teresa Durham provided an update on the Northside Gateway Project at the corner of Roosevelt and North Avenue that will include a redesign of the linear path, expanded parking, a new BCycle station, and a 'pocket park'. KCC administration is seeking grant dollars to assist in taking this project from concept to completion.

KCC Foundation Update: Executive Director Teresa Durham provided an update on the Foundation Board meeting held February 8 and was happy to report a 40% increase over the previous year in Gold Key Scholarship applications. Durham also shared an update on the Ag Tech programming taking place with MSU. Agricultural Operations is scheduled to be the first certificate program offered through the new partnership.

Governor's Fitness Awards: A short video clip showing the announcement of KCC as one of three finalists for the Governor's Fitness Award, Healthy Workplace Award Category was shared by Dr. Rabineau. KCC will be sending a contingent to the Capitol on April 20 for recognition on the House and Senate floors and a small group to Cobo Center in Detroit that evening for the awards ceremony.

KCC-WMU Transfer Partnership Meeting: On March 14, approximately 45 KCC and WMU representatives joined together for a very productive conversation regarding articulation and transfer credit. KCC will be working closely with WMU going forward to continue discussions regarding articulation and transfer as well as revamping general education to gain a more seamless transfer of students. Currently 50% of KCC transfer students go to WMU.

Strategic Planning Update: Ali Robertson provided an update on the College's strategic planning process. Goals have been drafted for a three-year period and the plan has now gone back to employee sessions for feedback. Students will be provided an opportunity for input in March.

Battle Creek Unlimited (BCU) Board Appointment: President O'Connell attended his first meeting February 8 as a member of the Battle Creek Unlimited Board of Directors. He thanked Chairman Claywell for his work in ensuring KCC was able to get a seat back on the Board and is looking forward to fostering training opportunities for our manufacturing partners in the Fort Custer area.

Scholarships and Grants: The College received \$18,655.80 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

The Board completed their mid-year evaluation of President O'Connell. Chairman Claywell shared that O'Connell exceeded the Board's expectations in all categories and they are very appreciative of his hard work and everything he has accomplished for the College. O'Connell thanked the Board for their continued support.

Trustee O'Donnell commented on the MCCA Legislative Summit he recently attended at the State Capitol in Lansing. Trustee Byrd, Eric Greene and Dr. Rabineau were also in attendance.

CITIZEN/STAFF REQUESTS AND COMMENTS

Lisa Gibbins handed out bookmarks at the meeting in celebration of the newly formed KCC Book Club. Gibbins is president of the club that is open to all students, employees and board members. KCC's new Director of Library Services, Michele Reid, will serve as the club's advisor.

ACTION ITEMS

Change in Institutional Minimum Credit Policy from 62 to 60: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved lowering the minimum institutional credits necessary to earn an associate degree from 62 to 60.

Higher Learning Commission (HLC) Additional Location Application: With a motion from Trustee Byrd, supported by Trustee O'Donnell, the Board approved the submittal of an additional location application to the HLC for the Branch Area Careers Center and the Cedar Creek Machinist School.

Administrative Contract Renewal: With a motion by Trustee Booth, supported by Trustee O'Donnell, the Board approved the recommendation to renew the administrative contracts for eligible employees.

Financial Statements: The Board approved the January 2017 financial statements with a motion by Trustee Byrd, supported by Trustee Booth.

Addition of Tenure Recommendation: After noticing the tenure approval was not included in the personnel items, Trustee Byrd made a motion to add the Tenure Recommendation as an action item to the agenda. The motion was supported by Trustee Booth and approved by the Board.

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

New Hire

Chris Chrusciel	HVAC Technician (effective February 6, 2017; Maintenance, HVAC Technician, Step 5, 2016-2017 hourly rate \$28.64)
-----------------	--

Position Transfer

Matthew Kahyl Stevenson	Clerk, Records and Registration (effective February 13, 2017; Support Staff, O&C II, Step 5, 2016-2017 hourly rate \$18.91)
-------------------------	--

Danaisa Henderson	Secretary, Human Resources (effective February 6, 2017; Support Staff, O&C II, Step 2, 2016-2017 hourly rate \$16.20)
-------------------	--

Structural Steel Bid Proposal: With a motion from Trustee Byrd, supported by Trustee Booth, the Board approved the \$496,266 steel bid proposal from Schweitzer, Inc. in preparation for construction of the new Miller Physical Education Building.

Tenure Recommendation: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the tenure recommendation for Clark Imus, Instructor, Emergency Medical Services; Elyse Jozlin, Instructor, English; Martha Perkins, Instructor, English; Penny Rose, Instructor, Graphic Design; and Georgina Thomas, Instructor, Nursing.

CITIZEN/STAFF COMMENTS

Trustee Byrd reported on his recent trip to Washington D.C. for the Association of Community College Trustees National Legislative Summit. While there Trustee Byrd met with some of Michigan's state representatives and shared an invitation for Representative Justin Amash to visit KCC's Regional Manufacturing Technology Center.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:18 p.m. with a motion by Trustee Byrd, supported by Trustee O'Donnell.

Reba Harrington, Secretary

Steven Claywell, Chair