

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
January 17, 2018

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 17, 2018, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 p.m. Roll was taken and reflected the following

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington – telephonically	Trustee Patrick O'Donnell
Trustee Matthew Davis	

Attendance from President's Council included:

Mr. Mark O'Connell, President  
Dr. Kay Keck, Vice President, Student and Community Services  
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services  
Dr. Kevin Rabineau, Vice President, Instruction  
Ms. Tonya Forbes, Dean, Arts and Sciences  
Dr. Jan Karazim, Dean, Workforce Development  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Teresa Durham, Executive Director, KCC Foundation  
Ms. Ali Robertson, Chief, Human Resources  
Mr. Rick Scott, Chief Financial Officer  
Ms. Melinda Hall, Secretary, Workforce Solutions  
Ms. Terah Zaremba, Dean, Student Services  
Ms. Pauline Rombaugh, Manager, President's Office

Fourteen individuals sat in the gallery.

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

With a recommendation from President O'Connell, motion by Trustee Booth, supported by Trustee Byrd, the Board approved the addition of the revised KCC Freedom of Expression Policy as action item letter D.

#### **CONSIDERATION OF MINUTES**

With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board approved the December 13, 2017, meeting minutes as written.

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

**Employee Recognition:** President O'Connell congratulated Gene Andrews, Professor, Communications and Ron Smith, Professor, Math and Science for their 45 years of dedicated service to Kellogg Community College.

**Employee of the Semester:** Dr. Kay Keck introduced the following employees as recipients for the Fall 2017 G. Edward Haring Employee of the Semester award: Dana Angeletti, Clerk, Purchasing and Doug Mann, Professor, Computer Aided Drafting.

**Swearing in of KCC Police:** Chairman Claywell provided the Oath of Office to Brett Weiss. Brett will be acting as a reserve officer for the KCC Police.

**KCC Received the Paragon Award:** Eric Greene, Director, Public Information and Marketing reviewed that KCC has received a national Paragon Award from The National Council for Marketing and Public Relations. Specifically, the award is for the "60<sup>th</sup> Anniversary Gala Invitation" designed by Rachel Roelof, Staff Assistant, Media Design. Eric Greene will be attending the ceremony to accept the award.

**NCHERM:** Dr. Keck provided a review of the three main focus areas for 2018. The first focus area is Title IX: Create web page, provide advanced investigator training and review Title IX process and reporting. Focus area two is Sex/Gender Harassment, Discrimination and Sexual Misconduct Policy: Creating one policy and process for students and employees. As well as reviewing the policy to meet requirements of Title IX, DOJ/OCR, VAWA. The third focus area is Student Code of Conduct and Due Process. Reviewing both the prohibited conduct as well as due process/appeals process for students.

**KCC Foundation Update:** Teresa Durham provided an update of both the annual Bid a Brighter Future Auction and Raffle as well as results of the performances of magician Stuart MacDonald. Contributions for December brought the fiscal year total to \$525,000.

**KCC Foundation Investment Services RFP:** Ten responses have been received for the KCC Foundation's request for proposals for investment services. Evaluation of the proposals and selection of the finalist will be determined this week among the Foundation's Finance Committee with a goal of full determination targeted for February 2018.

**KCC Mid-Year Budget Update:** Rick Scott reported that KCC is in process of completing the mid-year budget update. A review with the auditors and the Board's Audit and Finance Committee will be scheduled in February. Both the updated budget and recommended projects will come before the board in February.

**Enrollment Update:** Dr. Keck provided an update indicating enrollment is down by 4% from spring semester last year. An expected decrease of 4.5% by the Enrollment Management Cabinet was built into the budget. Therefore the decline should not have an impact on the College.

**MPSERs Health Care Contribution Refunds:** Ali reviewed the December 20, 2017 Michigan Supreme Court ruling that the three percent contribution for retirement healthcare withheld from Michigan school employee wages between July 2010 and September 2012 was ruled unconstitutional and ordered refunds to members. Human Resources is working on the distribution plan for employees and has communicated with our active employees. In addition, a plan to refund to employees who have either left the college including those who are deceased. Refunds are to be distributed by the end of February.

**21<sup>st</sup> Century Update:** President O'Connell provided an update on the Miller Physical Education Building reviewing construction to date. Additional projects underway include a redesign of the Roll Building Administration and KCC Foundation Entrance. Expansion of academic testing doubling the testing stations within the Ohm Building and a new office for Criminal Justice Director within the Lane-Thomas Building. There are also several offices being relocated to better serve the students.

**Scholarships and Grants:** The College received \$22,606.40 in scholarships over the past month.

## **BOARD REPORTS AND REQUESTS**

None.

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

None.

## **ACTION ITEMS**

**2018 Board of Trustees Meeting Schedule:** The Board approved the recommended KCC Board of Trustees meeting schedule with a motion by Trustee Byrd, supported by Trustee Davis.

**Financials:** The Board approved the December 2017 financial statements with a motion by Trustee Byrd, supported by Trustee Booth.

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

### **New Hire**

Rebekah Love Librarian, User Education/Experience (Temporary)  
(effective January 2, 2018; Faculty, Master's Lane, Step 1, 2017-2018 salary \$48,885.00 pro-rated for the remainder of the 2017-2018 fiscal year)

**Position Transfer**

Shari Deevers Director, Grahl Center  
(effective January 3, 2018; Administration, Director 1, 2017-2018 annual salary \$68,039.00 pro-rated for the remainder of the 2017-2018).

Brad Fuller Director, Institutional Facilities  
(effective January 22, 2018; Administration, Director 2, 2017-2018 annual salary \$71,946.00 pro-rated for the remainder of the 2017-2018 fiscal year)

**Approaching Retirements**

Mark Olmstead Manager, Institutional Facilities, Environmental Health and Safety  
(23 Years) (effective February 9, 2018, extended from December 31, 2017)

**KCC Freedom of Expression Policy.** The Board approved the revised Freedom of Expression Policy with a motion from Trustee Byrd, supported by Trustee Booth.

**CITIZEN/STAFF COMMENTS**

Lindsay Wheeler provided his viewpoint on KCC on-site speaker Tim Wise and requested an opportunity to speak his point of view on campus.

**CLOSED SESSION**

Trustee Booth made the motion supported by Trustee Camp Seifke to enter into closed session pursuant to Section 8(e) of the Open Meetings Act for the purpose of consulting with an attorney in connection with specific pending litigation, Young Americans for Liberty (YAL) vs. KCC. The closed session was approved by unanimous roll call vote of the Trustees in attendance and began at 7:28 p.m. No action was anticipated after the closed session.

**PUBLIC SESSION**

The Board returned to public session at 8:10 p.m.

**ADJOURNMENT**

After a brief update of coming events, Chairman Claywell adjourned the meeting at 8:14 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair