

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 18, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 18, 2017, 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
Ms. Teresa Durham, Executive Director, KCC Foundation
Ms. Becky Gallimore, Executive Assistant to the President
Mr. Eric Greene, Director, Public Information and Marketing
Dr. Kay Keck, Vice President, Student and Community Services
Mr. Kevin Moody, Maintenance, Utility II and KMA Chapter Chairperson
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
Ms. Terah Zaremba, Dean, Student Services

Eight individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the agenda.

ACCEPTANCE OF ELECTION RESULTS

With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board accepted the report from the Calhoun County Board of Canvassers certifying the November 8, 2016, election results for the KCC Board of Trustees. Trustees Booth and Davis were both re-elected to six-year terms ending December 31, 2022.

SWEARING IN OF BOARD MEMBERS

Trustees Booth and Davis each affirmed the Constitutional Oath of Office administered by KCC President Mark O'Connell.

BOARD OF TRUSTEES PROCEDURES

Election of Officers: The current chair, vice chair, secretary and treasurer were all re-elected to serve two-year terms with the following actions:

Chair Steve Claywell – Nominated by Trustee Davis, supported by Trustee Byrd, motion carried; motion for unanimous ballot made by Trustee Davis, supported by Trustee Byrd, motion carried.

Vice Chair Jill Booth - Nominated by Trustee Byrd, motion carried.

Secretary Reba Harrington - Nominated by Trustee Byrd, motion carried.

Treasurer Matt Davis - Nominated by Trustee Byrd, supported by Trustee Camp Seifke, motion carried.

Schedule of Regular Meeting Dates and Time: The Board set the meeting schedule for 2017. Meetings will be held on the third Wednesday of the month at 6:30 pm with the exception of May and December which were moved due to commencement and the holidays.

Conflict of Interest Policy Requirements: Conflict of Interest and Commitment forms were provided and signed by Trustees Claywell, Booth, Davis, Camp Seifke, and O'Donnell. Trustee Byrd took the policy home for review and Trustee Harrington was not present at the meeting.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held December 14, 2016, were approved as written with a motion by Trustee Byrd, supported by Trustee Booth.

PRESIDENT'S REPORT

Employee Recognition: Dr. Kay Keck shared a few reasons for each nomination as she introduced the following employees as recipients for the Spring 2017 G. Edward Haring Employee of the Semester award: Paula Westdorp, Faculty, Reading and Learning Strategies; Debbie Paul, Help Desk Analyst; and Nikki Jewell, Director, Financial Aid.

Miller Building Relocation Programming: Tom Shaw, Director, Athletics and Physical Education, provided an update on the relocation programming that has taken place due to the closing of the Miller Building. Athletic games will be played at the Battle Creek Central Field House while physical education courses and the balance of athletics will be housed at the YMCA. Shaw also reported the athletic teams broke a barrier for the fall of 2017 by posting a 3.04 team grade point and a 95% persistence rate from fall to spring.

Enrollment Update: Enrollment numbers for the beginning of the spring semester show both contact hours and credit hours down approximately 6.5% from the same time one year ago.

Foundation Update: Teresa Durham provided accolades to employees and board members that participated in the Bid a Brighter Future event raising \$10,400 for student scholarships. She also shared that several tables and chairs from the Miller Building were donated to local nonprofits and contributions to the Foundation for the 2016-2017 year are currently just over \$628,000.

Agriculture Education Pathway-KCC/MSU Partnership: Many resources are being utilized and energy is high in the continuing development of an agricultural pathway for KCC students. Funding sources for a joint program coordinator are being explored as talks with the Institute of Ag Tech's funding development staff continue. Launch of the program is projected for the fall of 2017.

Title IX Speaker: Ali Robertson, Director of Human Resources, spoke about the College's relationship with representatives from the Office of Civil Rights (OCR) and how helpful they have been since moving into an educational mode. Recently, OCR attorney and investigator Vince Cheverine provided an educational session for faculty and staff regarding the topic of Title IX with an emphasis on gender equity in programs with underrepresented groups. Robertson said the session was well attended, the reviews were very good and some employees have commented to her about how helpful it was.

Higher Learning Commission (HLC) Assessment Academy: With KCC's recent acceptance into the HLC Assessment Academy, Dr. Kevin Rabineau and Dr. Chet Dalski, Director, EMS Education, are now preparing to attend an orientation for the program at the HLC Annual Conference in April. In June a team of 5 to 8 faculty and staff from KCC will travel to Chicago for a 3 day formal introduction into the academy where goals for the next 4 years will be determined.

Open Educational Resources (OER): Dr. Kevin Rabineau provided an in-depth look at OER and what the College is doing to shift away from the traditional use of hardcopy textbooks to technologies aimed at reducing, or perhaps eliminating, the cost of study materials for the students. While some faculty members are practicing this to a certain level, a work group was established to take it a step further by investigating learning technologies and encouraging faculty members to consider the addition of open educational resources into their courses. In addition to using outside resources, KCC faculty can create their own resources and share them other institutions. Currently the Pocket Prof, now in its third revision, is available statewide on the OER website.

CCSTEP GRANT UPDATE: Accounting and Business Office Manager Brian Murphy updated the Board on the closeout of the recently completed CCSTEP grant. Written by Dr. Jan Karazim, the grant provided \$2.1 million for the purchase of occupational equipment but included a match from the college of over \$700,000. Through the utilization of local companies and organizations for funding, and the ability to leverage other projects on campus through the State, only \$80,000 of the College's general fund resources were needed to fulfill the matching requirement. As of December 2016 the College has been paid in full by the State, the equipment has been set up, and the State has completed the walkthrough thereby finishing out the grant.

Scholarships and Grants: The College received \$13,588.00 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Chairman Claywell updated trustees on discussions held at a recent Emmet Township board meeting and spoke about the fun and good vibe witnessed by himself and Trustee O'Donnell at the Interim Session and Bid a Brighter Future events held on January 5. Chairman Claywell added that the Board is in the process of finishing their mid-year review of President O'Connell and are also working on plans to finish the strategic governance planning.

Trustee Byrd encouraged his fellow board members to attend the Michigan Community College Association Legislative Summit to be held January 25 at the state Capitol.

CITIZEN/STAFF REQUESTS AND COMMENTS

Jackie Braman noted that she has seen a shift in the use of technology in the EMS department due to faculty member Clark Imus who is very familiar with technology and the use of it.

ACTION ITEMS

RMTC Addition Closeout: With a motion by Trustee Camp Seifke, supported by Trustee Byrd, the Board accepted the closeout figures for the RMTC/TIFA addition. The project came in \$159,924 under budget. As the majority of funding was provided by the Battle Creek Tax Increment Finance Authority (TIFA), President O'Connell will be attending the next TIFA board meeting to close out the project with them also.

Miller Building Demolition Bids: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the recommended demolition and asbestos abatement bid of \$561,290 from Bierlein, Inc. It was noted that Bierlein will be using trades within our local community to do the work.

BCALC Revised Budget: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved a revised budget for the Battle Creek Area Learning Center's 2016/2017 fiscal year.

Financial Statements: The Board approved the December 2016 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

Tonya Forbes

Dean, Arts and Sciences
[effective February 1, 2017; **(correction from December board memo)** Dean 1, 2016-2017 annual salary \$104,000 prorated for the remainder of the 2016-2017 fiscal year]

Position Transfer

Brooke Woodstock

Staff Assistant, Accounting
[effective December 12, 2016; **(correction from December board memo)** Support Staff, Staff Assistant, Step 6, 2016-2017 hourly rate **\$23.30**)

Resignation Notice

Bob Reynolds

Chief, Administrative Services (18 years)
(effective January 20, 2017)

Retirement Notice

Fran Giguere

Secretary, Allied Health/Dental Hygiene (17 years)
(effective July 21, 2017)

CITIZEN/STAFF COMMENTS

Kevin Moody, Maintenance, Utility II, said he appreciated what Bob Reynolds, Chief of Administrative Services, has done for the College and feels that KCC is losing a valuable employee with his resignation.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:21 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair