

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**March 20, 2019**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, March 20, 2019 in the Roll Board Room (R301A) located at 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 in attendance:

Chairman Steve Claywell	Trustee Patrick O'Donnell
Trustee Jill Booth – joined in person at 6:39 p.m.	Trustee Carla Reynolds
Trustee Matthew Davis - telephonically	Trustee Xenia McKay
Trustee Jonathan Byrd – telephonically, joined in person at 6:40 p.m.	

Attendance from President's Council included:

- Mr. Mark O'Connell, President
- Dr. Kay Keck, Vice President, Student & Community Services
- Dr. Paul Watson, Vice President, Instruction
- Dr. Jan Karazim, Dean, Workforce Development
- Mr. Eric Greene, Chief Communications Officer
- Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid
- Ms. Terah Zaremba, Dean, Student Services
- Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services
- Ms. Ali Robertson, Chief Human Resources Officer
- Mr. Rick Scott, Chief Financial Officer
- Ms. Teresa Durham, Executive Director, KCC Foundation
- Ms. June Lewis, Staff Assistant, Print and Document Services and SSA Representative
- Ms. Pauline Rombaugh, Manager, President's Office

Twelve individuals sat in the gallery. Jaylyn Taylor, Student Representative was present.

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

None.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held February 20, 2019 were approved as written by the Board with a motion by Trustee O'Donnell and supported by Trustee Reynolds.

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

**Board of Trustee Student Representative:** President O'Connell introduced Kellogg Community College (KCC) sophomore Jaylyn Taylor, as the first selected Student Representative to the KCC Board of Trustees. As Student Representative, Jaylyn will attend regular Board of Trustee meetings as a non-voting member to represent students' interests and give the student body a voice, in addition, serve as a connection to the Bruin News the student news platform. In addition to attending Board meetings, the Student Representative will have the opportunity to attend workshops, meetings, and conferences with the Board and with the President.

**Employee Recognition:** President O'Connell extended Congratulations to Mitch Walinski, Counselor for reaching Faculty Tenure status.

**Michigan Community College Association All Michigan Academic Team:** Terah Zaremba, Dean of Student Services introduced Kellogg Community College students, Autumn Thornton and Dawson Morgan. Autumn and Dawson were honored and named in early March to the 2019 All-Michigan Academic Team in Lansing sponsored by the Michigan Community College Association (MCCA) and Phi Theta Kappa (PTK) International Honor Society.

**Accreditation Commission for Education in Nursing (ACEN) Peer Review:** Liz Fluty, Director, Nursing Education congratulated Kimberly Barnes-Kalkowski and Karen Kulhanek, Nursing Professors, for their appointment to serve as peer reviewers by the Accreditation Commission for Education in Nursing (ACEN).

**Radiography Program Self Study:** Dr. Karazim, Dean, Workforce Development reported that Chris Vandenberg, Director, Allied Health, Radiography and MRI, submitted the Radiography program's self-study report to the Joint Review Committee on Education in Radiologic Technology (JRCERT). A team of accreditation site-visitors will be on campus in September to validate the quality of the program and re-affirm accreditation.

**Neurodiagnostic Technology Program (EEG) Site Visit at Lansing Community College Consortium:** Dr. Karazim, Dean, Workforce Development, reported the accreditation site-visitors from the Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT) conducted the initial accreditation validation visit in February 2019, for the newly launched Neurodiagnostic Technology Program (EEG) offered through the MiRIS Consortium.

**Higher Learning Commission (HLC) Assessment Academy:** President O'Connell reported the college has reached the midpoint of the Higher Learning Commission (HLC) Assessment Academy. It is a three year plan that has focused KCC's efforts on sustaining assessment efforts. At this time, Tonya Forbes, Dean of Arts and Sciences, has submitted the midpoint report summarizing KCC's progress (in mapping course level outcomes to program level outcomes), challenges (of assessment fatigue), and opportunities (to continually collaborate).

**Bruin Youth Program:** President O'Connell reported the Lifelong Learning Department is gearing up for another successful summer offering over 30 summer camps for ages 8 to 18 as part of the Bruin Youth Program. The Program has expanded the number of camps from last summer and has the potential to bring over 700 "campers" to the College. The Bruin Youth Program continues to serve as a foundation to the College's future Bruin efforts; these campers are the future academic students for KCC in the next one to ten years. The categories of careers, skills, S.T.E.A.M. (science, technology, engineering, art and math), sports, and study strategies are just a few of the variety of camps being offered.

**Olivet College Articulation Agreement:** President O'Connell reported that Olivet College and KCC have formalized an agreement that ensures a smooth transition for students pursuing a Bachelor of Science in Nursing. Offered in multiple formats, the program builds upon the strength of the KCC program and increases opportunities for students in the Battle Creek area.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation provided an update on the Foundation's activities, scholarship program, upcoming high school honors events, snack pantry initiative and donor contributions.

**21<sup>st</sup> Century Update:** President O'Connell provided an update on the renovation of the Regional Manufacturing Technology Center, which is ahead of schedule; and the re-work at the Miller Physical Education Building;

**Scholarships and Grants:** The College received \$9,750.00 in scholarships and grants over the past month, with a total received of \$413,891.68 for the 2018-2019 Academic Year.

## **BOARD REPORTS AND REQUESTS**

Trustee O'Donnell provided visibility on an upcoming Calhoun Area School Board Member Association (CASMB) Annual Awards Ceremony and Dinner.

Chairman Claywell welcomed Jaylyn Taylor to the Board of Trustee meetings as the first Student Representative to the college's Board.

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

None.



The Board approved a motion made by Trustee Byrd to amend the agenda schedule, allowing the review of the upcoming events prior to the Closed Session, supported by Trustee Reynolds.

### **UPCOMING EVENTS**

President O'Connell provided a brief update of coming events.

### **CLOSED SESSION**

Trustee Byrd made the motion supported by Trustee Reynolds to enter into closed session in pursuant to Section 8(e) of the Open Meetings Act for the purpose of discussing an update on collective bargaining. The closed session was approved by unanimous roll call vote of the Trustees in attendance and began at 7:17 p.m. Roll was taken and reflected the following in attendance:

Chairman Steve Claywell  
Trustee Jill Booth  
Trustee Matthew Davis - telephonically  
Trustee Jonathan Byrd

Trustee Patrick O'Donnell  
Trustee Carla Reynolds  
Trustee Xenia McKay

### **PUBLIC SESSION**

The Board returned to public session at 8:15 p.m.

### **ADJOURNMENT**

With a motion led by Trustee O'Donnell, supported by Trustee Reynolds, Chairman Claywell adjourned the meeting at 8:20 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair