

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
May 22, 2019

The rescheduled meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 22, 2019, in Classrooms 124 and 125 of the Grahl Center located at 125 Seeley Street, Coldwater, 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 Matthew Davis
Trustee Jonathan Byrd

Trustee Patrick O'Donnell
Trustee Xenia McKay

Absent: Trustee Booth and Trustee Reynolds

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
Ms. Tonya Forbes, Dean, Art and Sciences
Mr. Eric Greene, Chief Communications Officer
Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation
Ms. Terah Zaremba, Dean, Student Services
Ms. June Lewis, Staff Assistant, Print and Document Services and UAW Representative
Ms. Pauline Rombaugh, Manager, President's Office

Jaylyn Taylor, Board of Trustee Student Representative was present. Eight individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

President O'Connell requested the Action Items related to the Calhoun Intermediate School District (CISD) Board Elections be removed. With a motion from Trustee Byrd and supported by Trustee O'Donnell, the Board approved the striking of Actions Items C and D.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held April 17, 2019 were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee Davis.

PRESIDENT'S REPORT

Branch Intermediate School District (BISD) and Branch Area Career Center (BACC): President O'Connell introduced Jen Searls, Career Development/Early Middle College Coordinator from the Branch Area Careers Center and KCC Grahl Center. Jen provided the Board with a brief review of the history of the Early College program and how it developed in partnership with the BISD, BACC and KCC. Jen reported that 147 BISD students are enrolled for Fall 2019 Early College with KCC.

MiTransfer Phase II and Phase III Transfer Pathways: Tonya Forbes, Dean, Arts and Sciences reported on the Regional faculty conversations with a focus on improving learning through Guided Pathways will be hosted by the Michigan Center for Student Success. Several faculty and staff from KCC will attend the May 23 session held at Kalamazoo Valley Community College. KCC faculty representatives and Bobbie Brawley, Associate Registrar, will participate in meetings organized by the MiTransfer Network to develop statewide transfer agreements in the following areas: Phase II, Summit II meeting May 14: Sarah Stout, Communication; Ruth Schultz, Computer Information Science; Rod Price, Mechanical Engineering and Sheila Matthews, Social Work. Phase III, Summit I meeting May 15: Pete Williams, Art; David Johnson, English; and Eieri Jordan-Salivia, Exercise Science. Dean Forbes extended her gratitude to Bobbie Brawley,

Associate Registrar, for your extended efforts to insure this process within the timeline and collaborates with Faculty to insure KCC's success and compliance.

National Center for Higher Education Risk Management (NCHERM): Dr. Kay Keck provided an overview

KCC's 5th Annual Nursing Capstone and Networking Event: President O'Connell reported on April 24th, KCC's graduating nursing students showcased their senior projects and explored future career and educational opportunities at the College's 5th Annual Nursing Capstone and Networking Event, which was held in the Binda Performing Arts Center and Kellogg Room. For the first time, KCC's Dental Hygiene students, were included in the event. This year's event was a grand success as it gave KCC students and the general public an opportunity to network with more than 30 clinical and educational partners and local businesses, who are hiring in the health care field. Students were also able to interact with representatives from four-year universities, who were onsite with information about transfer programs.

Spring 2019 Mosaic: President O'Connell reported that on April 25, in the Davidson Lobby, KCC student writers and artists, along with their families and friends, and faculty and staff, gathered to celebrate the release of the Spring 2019 *Mosaic*.

Men's Baseball Team/Michigan Community College Athletic Association (MCCAA) Western Conference Baseball Champions: President O'Connell provided a status on the KCC's men's baseball team and that they had secured their 3rd straight Conference Championship in a row. Further reporting that this is to their 7th conference championships in the past 10 years, finishing their regular season with a 34-13 record. The team departed earlier on May 22 to attend the NJCAA DII National Championship in Enid, Oklahoma May 25-June 1.

Indirect Cost Rate (ICR): President O'Connell reviewed the Indirect Cost Rate (ICR) information by Brian Murphy, Assistant Director, Finance, reporting that the College has negotiated a higher ICR through 2023 with the federal government. This process has allowed the College to recover almost \$500,000 of indirect costs for administering federal grants since it was initially approved in 2010.

KCC Foundation: In Teresa Durham, Executive Director's absence, President O'Connell provided an update on the KCC Foundation, detailing scholarships awarded, the North-End Gateway Project, May 2019 KCC Foundation Board updates and the 2019 Starfish Awards.

21st Century Update: President O'Connell reported the status on the nearly completed RMTC renovations, the summer projects consisting of the construction of the Early Childhood Education Lab, the renovation to the nursing lecture hall and the expansion the nurse aide lab at the EAC.

BOARD REPORTS AND REQUESTS

Chairman Claywell reported the Board of Trustees received and accepted President O'Connell's letter of retirement request, effective December 31, 2019. Several Trustees spoke of their appreciation for President O'Connell and the roles he has played and the impact he has made at the College over the past 29 years. Trustees and employees in attendance at the meeting recognized President O'Connell with a standing ovation.

CITIZEN/STAFF REQUESTS AND COMMENTS

Kris Jenkins, Superintendent, Branch Intermediate School District introduced herself and extended her appreciation for the partnership and collaboration from Kellogg Community College, Shari Deevers, Center Director, Grahl Center.

ACTION ITEMS

Mawby Center Authorization Resolution: The Board approved authorizing President Mark O'Connell to sign necessary documents to complete the transfer and set the operational guidelines for the Mawby Center property with a motion by Trustee Byrd and support by Trustee Davis.

Regional Manufacturing Technology Center (RMTC) State Building Authority (SBA) Authority: The Board approved to adopt the resolution in the matter of the RMTC and SBA authority with a motion by Trustee Byrd and with support by Trustee Davis. A Roll Call Vote was required and results reflect as follows:

Board of Trustee	Yea	Nay
Chairman Claywell	X	
Trustee Davis	X	
Trustee Byrd	X	
Trustee McKay	X	
Trustee O'Donnell	X	

Tuition and Fees Rates Recommendation: The Board approved the recommended setting of tuition and fee rates for the next several semesters consisting of an increase in the tuition rate of 3.25% each semester for the next four semesters, a \$6 per credit increase in the technology and student services fees and a \$15 per credit increase in the online course fee, with a motion by Trustee Byrd and with support by Trustee Davis.

Financial Statements: The Board approved the financial statements for the month of April 2019 with a motion by Trustee Byrd and with support by Trustee O'Donnell.

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

New Employee:

- Lloyd McPartlin Assistant Director, Admissions
(Effective June 10, 2019; Administration, Director 2, 2018-2019 annual salary \$73,025.00 pro-rated for the remainder of the 2018-2019 fiscal year)

- Emily McCann, D.C. Instructor, Biology
(Effective August 21, 2019; Faculty, Masters Lane +60, Step 4, 2018-2019 annual salary \$62,778.00)

- David Tannor, Ed.D. Instructor, Mathematics
(Effective August 21, 2019: Faculty, Masters Lane +60, Step 7, 2018-2019 annual salary \$72,392.00)

Position Transfer:

- Jennifer Stegenga Staff Assistant, Accounting
(Effective May 6, 2019; Support Staff, Staff Assistant, Step 6, 2018-2019 hourly rate \$24.00)

Contract Extension:

- Abbie Brennen Temporary Program Coordinator, Lifelong Learning
(Effective April 26, 2010 through June 30, 2019 or until position is filled; Administration, Professional 1, 2018-2019 annual salary \$48,439.00 pro-rated for the period of the assignment)

Retirement Notices:

- Tonya Chase Secretary, Testing and Assessment (part-time)
(7 years) (Effective May 7, 2019)

- Kathleen Bess Faculty, Nursing
(19 years) (Effective August 16, 2019 – **REVISED**)

Open Positions:

Manager, Registration and Assessment Testing
Secretary, Academic Advising
Secretary, Testing and Assessment
Technician, User Support (IS)

Status

Candidate Review
Interview and Selection
Interview and Selection
Posted - Internal

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None.

UPCOMING EVENTS

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

CLOSED SESSION

Trustee Byrd made the motion supported by Trustee McKay to enter into closed session in pursuant to Section 8(e) of the Open Meetings Act for the purpose of discussing a brief update on collective bargaining. The closed session was approved by unanimous roll call vote of the Trustees in attendance and began at 7:19 p.m. Roll was taken and reflected the following in attendance:

Chairman Steve Claywell
Trustee Matthew Davis
Trustee Jonathan Byrd

Trustee Patrick O'Donnell
Trustee Xenia McKay

Absent: Trustee Jill Booth and Trustee Carla Reynolds.

PUBLIC SESSION

The Board returned to public session at 7:39p.m

ADJOURNMENT

With a motion led by Trustee Byrd, supported by Trustee Davis, Chairman Claywell adjourned the meeting at 7:42 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair