

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
November 14, 2018**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 14, 2018, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:32 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Julie Camp Seifke
Trustee Jill Booth	Trustee Patrick O'Donnell
Trustee Matthew Davis	Trustee Carla Reynolds
Trustee Jonathan Byrd - telephonically	

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Kevin Rabineau, Vice President, Instruction
Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services
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
Ms. Ali Robertson, Chief Human Resources Officer
Mr. Rick Scott, Chief Financial Officer
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation
Ms. June Lewis, Staff Assistant, Print and Document Services and SSA Representative
Ms. Pauline Rombaugh, Manager, President's Office

21 individuals sat in the gallery. Including guests: Xenia McKay and Vicki VanDenBerg, Plante Moran

SWEARING IN OF NEW BOARD MEMBER

Trustee Carla Reynolds affirmed the Constitutional Oath of Office administered by KCC President Mark O'Connell.

ADJUSTMENTS TO THE AGENDA

President O'Connell made a request to remove Action Item B, add October 17, 2018 regular meeting minutes as corrected and add October 30, 2018 Special Board meeting minutes for consideration. These agenda amendments were approved by the Board, with a motion by Trustee Davis and support by Trustee O'Donnell.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held October 17, 2018 as corrected and minutes from the Special Board meeting held October 30, 2018, were approved as written by the Board with a motion by Trustee Davis and supported by Trustee O'Donnell.

PRESIDENT'S REPORT

Retirement Recognition: President O'Connell reported the College has several employees with over 25 years of dedicated service retiring at the end of 2018. Bridget Korpela, Dental Hygiene Director/Professor with 34 years was present and was recognized.

KCC Cross Country Team Recognition: Tom Shaw, Director, Athletics and Physical Education introduced members of the KCC men's and women's cross-country teams, Erin Lane, Head Coach who were all honored by the Board for their successful inaugural season at the College. Both teams competed recently at the regional and national levels.

Audit Report: Rick Scott, Chief Financial Officer introduced Ms. Vicki VanDenBerg of Plante Moran, PLLC. Ms. VanDenBerg reported the results of the College's audit report for the 2017-2018 fiscal year, which included a "clean, unmodified opinion". The Board formally accepted the report at the conclusion of the presentation with a motion by Trustee Camp Seifke and support by Trustee Davis.

MCCBOA Tuition Surveys: Rick Scott, Chief Financial Officer, reviewed highlights on two recent surveys with the Board. The Michigan Community College Business Officers Association (MCCBOA) Gibson Survey which estimates the total costs, including tuition, course-specific fees and universally applied fees, of an in-district, first time student taking similar classes at each college. In addition, the 2018-2019 Tuition & Fee Survey which provides a variety of information on different tuition rates and fees that are charged by each community college.

Marketing Award: Chief Communications Officer, Eric Greene reviewed the recently received silver Medallion Award from the National Council for Marketing and Public Relations District 3. The Kellogg Community College Public and Information and Marketing Department received the award in recognition of marketing material developed as part of KCC's marketing of the College's Innovative Accelerated Credential (iACT) initiative in 2017-2018.

Enrollment Update: Dr. Kay Keck, Vice President, Student and Community Services provided an update of the Spring 2019 enrollment. As of November 12, the registration activity compared to last year shows a decrease of 3.68% in credit hours, a decrease in headcount of 7.09% and a decrease in contact hours of 1.89%.

Early Childhood Education Program: President O'Connell reported the College's Early Childhood Education program is preparing for renewal of its accreditation by the National Association for the Education of Young Children (NAEYC). A site visit from the NAEYC peer review team will be held in the spring of 2020.

Battle Creek Public Schools Ford Next Generation Learning (NGL): Dr. Jan Karazim, Dean, Workforce Development reported that KCC remains actively engaged as Battle Creek Public Schools ventures into the Ford Next Generation Learning initiative. An initial visioning exercise was held recently, as an initial step to deeper work as BCPS moves to organize career academies.

Marshall Plan Talent Consortiums: Dr. Jan Karazim, Dean, Workforce Development reported that KCC is planning to join one or more consortia of K-12 school districts who are collaborating on talent development initiatives that have been proposed and potentially funded by Michigan's Marshall Plan for Talent.

Vice President of Instruction: President O'Connell reported that earlier in the week, two finalists for the Vice President of Instruction position were on main campus to interact with employees, forums and discussions; experience our culture and tour our campus. A recommendation from the hiring committee is expected later this month.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation provided a summary of the November 14 Board of Directors meeting and other Foundation activities.

21st Century Update: President O'Connell reported on the renovations at the Regional Manufacturing Technology Center, with the first phase on schedule and staff occupancy of new office areas expected to occur in January 2019. A second phase of the renovation is expected to be complete in May 2019.

Early Childhood Education (ECE) Lab: President O'Connell reviewed the College plans to convert a classroom in the Severin Building into an Early Childhood Education laboratory prior to the NAEYC visit expected in spring of 2020.

Scholarships and Grants: The College received \$14,097.00 in scholarships and grants over the past month, with a total received in the 2018-2019 academic year to \$369,560.00.

BOARD REPORTS AND REQUESTS

Trustee Camp Seifke thanked the Board of Trustees and employees for their professionalism, friendship and professional excellence.

Trustee Reynolds reported that she recently attended the Michigan Community College Association New Trustee Orientation session at Michigan State University.

Trustee O'Donnell expressed appreciation for college employees who always put students first. O'Donnell also stated the KCC's marketing and advertising in the community is effective and attention-grabbing.

Chairman Claywell stated he was honored to participate in a recent Veteran's Day ceremony on main campus, during which he honored the late Trustee Reba Harrington for her military service.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

KCC Equity Statement: The KCC Equity Statement was approved as written by the Board with a motion from Trustee Booth and supported by Trustee Camp Seifke. Trustee Davis asked about the statement's mention of "social justice", Jorge Zeballos, Executive Director of the Center for Diversity and Innovation, explained that the phrase refers to the resolution of any inequities that KCC may discover in its systems or practices that affect students of employees.

The equity statement reads:

"At Kellogg Community College, we are committed to creating an inclusive environment where we foster respect for others and our differences, support cultural understanding, demonstrate ethical behavior and champion social justice. We will accomplish this by:

- Deepening our understanding of diversity, equity and inclusion through learning, engagement with others and personal reflection;
- Valuing the lived experiences and perspectives of others while nurturing and understanding the differences between us;
- Rejecting all forms of prejudice, discrimination and racism; and
- Advancing integrity, justice and civility among and between us."

Roll Building Roof Repair: A \$50,000 increase in the Roll Building Roof Repair budget to account for roof stair tower and elevator shaft roofs not including in the original \$200,000 plan and the proposal from Bornor Restoration, Inc. was approved by the Board, with a motion from Trustee Davis and supported by Trustee O'Donnell.

Miller Building Budget Adjustment and Building Art Proposals: The Board approved a \$150,000 increase in the Miller Physical education Building construction budget to account for wall graphics, lighted displays and other items and the proposal by Agio Imaging not included in the original \$10 million plan, with a motion by Trustee O'Donnell and supported by Trustee Davis.

Financial Statements: Financial Statements from October 2018 were approved by the Board, with a motion from Trustee Booth and supported by Trustee Camp Seifke.

Personnel Items: The following personnel items were approved by the board, with a motion by Trustee Davis supported by Trustee Camp Seifke:

New Employees:

Michelle Nicolai	Secretary, Allied Health/Dental Hygiene Clinic (Effective November 1, 2018; Support Staff, O & C II, Step 5, 2018-2019 hourly rate \$19.48)
Timeaka Reese	Student Success Coach* (Effective October 29, 2018; Administration, Professional 1, 2018-2019 annual salary \$50,989.00 pro-rated for the remainder of the 2018-2019 fiscal year)

David Smith, DDS Director, Dental Hygiene Education and Clinic
(Effective January 7, 2019; Administration, Director 2, 2018-2019 annual salary \$84,996.00 pro-rated for the remainder of the 2018-2019 fiscal year)

Robert Cohoon Temporary Faculty, HVAC-R
(Effective September 24, 2018; until position is filled; Faculty, Bachelors Lane, Step 10, 2018-2019 annual salary \$69,425.00 pro-rated)

Position Transfer

Abbie Brennan Temporary Program Coordinator, Lifelong Learning
(Effective October 29, 2018 through April 26, 2019 or until position is filled: Administration, Professional 1, 2018-2019 annual salary \$48,439.00 pro-rated for the period of the assignment)

Lane Changes

Jennifer Rodriguez Faculty, Nursing
(Effective January 3, 2019; from Master's Lane, Step 10, to Master's Lane +30, Step 10, 2018-2019 annual salary \$80,313.00)

Open Positions:

Career Coach, Workforce Solutions (2)
Enrollment and Outreach Coach
Faculty Coordinator, Physical Education/
Head Coach, Women's Soccer
Instructor, Nursing Education (2)
Secretary, Selective Admissions
Secretary, Social Science
Student Success Coach, Academic Advising
Technician, Records Coordinator,
Upward Bound

Status

Interview and Selection
Interview and Selection
Interview and Selection

Posted - External
Interview and Selection
Interview and Selection
Posted - External
Interview and Selection

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

President O'Connell provided a brief update of coming events, Chairman Claywell adjourned the meeting at 7:33 p.m. with a motion by Trustee Camp Seifke, supported by Trustee Davis.

Jonathan Byrd, Secretary

Steven Claywell, Chair