

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

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

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

Chairman Steve Claywell
Trustee Jill Booth
Trustee Matthew Davis

Trustee Jonathan Byrd
Trustee Julie Camp Seifke
Trustee Patrick O'Donnell

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kevin Rabineau, Vice President, Instruction
Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services
Dr. Jan Karazim, Dean, Workforce Development
Ms. Tonya Forbes, Dean, Arts and Sciences
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. Linda Iriel, Secretary, Early Childhood Education and SSA Representative
Ms. Pauline Rombaugh, Manager, President's Office

Ten individuals sat in the gallery.

MOMENT OF SILENT REFLECTION REGARDING THE LOSS OF TRUSTEE REBA HARRINGTON

ADJUSTMENTS TO THE AGENDA

President O'Connell made a request to add an Action item F to the Board Meeting's Agenda, requesting the Board's approval for the Associate in Agricultural Science degree (AAgS). The AAgS is a degree offered by KCC through a consortial arrangement with Michigan State University (MSU). This agenda addition was approved by the Board, with a motion by Trustee Booth and support by Trustee Camp Seifke.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held September 19, 2018, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee Davis.

PRESIDENT'S REPORT

KCC Equity and Inclusion: Kimberlee Andrews-Bingham, Director, Industrial Trades Education and co-chair of KCC's Equity and Inclusion Committee, reported that the College is developing its first equity statement and plans to conduct a climate survey this fall before launching a college-wide equity capacity-building plan.

HLC Assessment: Tonya Forbes, Dean, Arts and Sciences, reported that KCC is using its current course and program assessment plans to move closer to reforming the College's general education requirements. The overriding goal of the College's assessment activities is to improve student learning at KCC.

KCC Foundation: President O'Connell announced that the recent KCC Foundation "Celebration of Donors and Scholars" was successfully held in the new Miller Physical Education Building. Further reporting receipt of year to date scholarship donations totaling \$170,000.00, MCCA Fundraising training and the second

submission on the DNR North-End Gateway project is now complete. The full October KCC Foundation reporting will be available on the Board portal.

21st Century Update: President O'Connell reported on the renovations at the Regional Manufacturing Technology Center are currently ahead of schedule along with the final items in the new Miller Physical Education Building are expected to be complete in mid-November. Visuals of the new KCC batting cages were also shared.

Scholarships and Grants: The College received \$21,056.50 in scholarships and grants over the past month.

BOARD REPORTS AND REQUESTS

Board Procedure: Nomination/Election to Refill the Secretary of the Board: Trustee Davis nominated Trustee Byrd to the position of Secretary of the Board. The Board unanimously approved this nomination followed by an acceptance by Trustee Byrd.

Chairman Claywell congratulated and commended the professionalism of the Board members in overall collaboration every day and also during the time of the loss of fellow Trustee Harrington. The Board Election Law in the State of Michigan does not require the public posting of a vacant position. However, the Board of Trustee's did publicly post the vacant seat with a deadline of today, October 17 at 12 noon. 25 letters of interests have been received for the vacant board seat. A sub-committee has been established and will be reviewing all candidates. Interviews will be held on Tuesday October 23. A Special Meeting has been set for October 30th at 6pm at that time the sub-committee will review and make a recommendation.

Trustee Byrd reported on his and President O'Connell's attendance to last week's Michigan Community College Association (MCCA) Board of Director meeting in Ironwood, MI at Gogebic Community College. Reporting that no new legislation was discussed, however, discussion at length was had on future legislative goals.

Trustee Davis gave tribute to the late Trustee Reba Harrington.

Trustee O'Donnell provided statements on the passing of Trustee Reba Harrington, new KCC advertising on Battle Creek area buses, bus stops and the Public Information and Marketing newsletter.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Capital Outlay Five Year Plan Approval: The final KCC Five Year Capital Outlay Plan was approved by the Board with a motion from Trustee Booth and supported by Trustee Byrd. The final copy will be submitted to the State making KCC eligible to receive funding for capital projects should appropriations become available.

Employee Benefits: The College's Healthcare Advisory Team made a recommendation to renew the current employee Health plans for employees, which was approved by the Board, with a motion from Trustee Davis and supported by Trustee Byrd.

Public Act 152 of 2011, Election: In alignment with the College's Healthcare Advisory Team recommendation this Public Act was approved by the Board, with a motion by Trustee Davis and supported by Trustee Byrd to continue with the 80/20 cost share model for healthcare set by the State of Michigan.

Financial Statements: Financial Statements from September 2018 were approved by the Board, with a motion from Trustee Byrd and supported by Trustee Davis.

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

Position Transfer:

Casey Fairley	Program Manager, Lifelong Learning (effective October 15, 2018; Administration, Manager 1, 2018-2019 annual salary \$61,000.00 pro-rated for the remainder of the 2018-2019 fiscal year)
Elizabeth Fluty	Director, Nursing Education (effective November 26, 2018; Administration, Chair/Director, 2018-2019 annual salary \$90,000.00 pro-rated for the remainder of the 2018-2019 fiscal year)
Trevion Thomas	Admissions Representative (effective October 29, 2018; Administration, Professional 1, 2018-2019 annual salary \$47,589.00 pro-rated for the remainder of the 2018-2019 fiscal year)
Holly Van Dam	Staff Assistant II to the Dean, Arts and Sciences (effective October 22, 2018; Support Staff, Staff Assistant II, Step 6, 2018-2019 hourly rate \$25.61)

Resignation Notices

Shane Bresson	Faculty, Industrial Trades (6 Years) (effective October 5, 2018)
Janette Coday	Secretary, Support Services (3 Years) (effective November 9, 2018)
Brittany Lemke	Student Success Coach (4 Months) (effective October 4, 2018)

Open Positions:

Status

Career Coach, Workforce Solutions	Posted – Internal/External
Director, Dental Hygiene	Interview and Selection
Enrollment and Outreach Coach	Interview and Selection
Faculty Coordinator, Physical Education	Posted - External
Department/Head Coach, Women’s Soccer	
Secretary, Social Science	Interview and Selection
Secretary, Selective Admissions	Interview and Selection
Technician, Records Coordinator, Upward Bound	Posted – External

Associate in Agricultural Science degree (AAgS): The Board approved with a motion by Trustee Camp Seifke and supported by Trustee Booth, the Associate in Agricultural Science degree (AAgS) to be effective Spring 2019. The AAgS is a degree offered by KCC through a consortial arrangement with Michigan State University (MSU). Students who earn the AAgS will earn a certificate in Agricultural Operations from MSU. The AAgS will also serve as an umbrella degree for additional proposed certificate programs currently under development, such as Food Processing and Technology.

CITIZEN/STAFF COMMENTS

Mr. Cary Whitfield representing the NAACP stated that upon his office’s review of KCC Board of Trustee meeting minutes, the average length of meetings are between 40 and 45 minutes. Mr. Whitfield commends the Board for running efficiently.

Trustee Davis responded to Mr. Whitfield stating that it takes a great team around the table to be able to communicate effectively and run Board meetings efficiently and in a collaborative manner.

ADJOURNMENT

President O'Connell provided a brief update of coming events, Chairman Claywell adjourned the meeting at 7:14 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair