

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

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 18, 2017, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:33 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd - Absent
Trustee Jill Booth	Trustee Julie Camp Seifke - Absent
Trustee Reba Harrington – Arrived 6:37 p.m.	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. Tonya Forbes, Dean, Arts and Sciences
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
Dr. Kevin Rabineau, Vice President, Instruction
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services
Ms. Ali Robertson, Chief, Human Resources Officer

Six individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee Davis, supported by Trustee Booth, the Board approved the addition of a Libraries for Life report and announcement of an Employee of the Semester prior to the President's Report.

Michigan Libraries for Life: Dr. Michele Reid reported on the recent organ donor drive held in the library as part of the Michigan Libraries for Life campaign. Since 2014 the library staff have registered 204 donors and handed out information to 440 potential donors. Retired library employee Jerris Finkbeiner, a transplant recipient herself, was also on hand to help out.

Employee of the Semester: Dr. Keck introduced Mike Loader, Technician, Print and Document Services, as recipient of the 2017 Fall G. Edward Haring Employee of the Semester.

CONSIDERATION OF MINUTES

Trustee Booth, supported by Trustee O'Donnell, made a motion to accept the September 20, 2017, minutes but the motion was withdrawn due to an amendment under the President's Council attendance changing Ms. Michele Reid to Dr. Michele Reid and her title to Senior Director, Institutional Effectiveness and Library Services. Trustee Booth, supported by Trustee O'Donnell, then made a motion to accept the amended minutes and the motion carried.

PRESIDENT'S REPORT

WKKF iACT Grant: President O'Connell announced the recent kick-off of the \$2.85 million grant from the W.K. Kellogg Foundation designed to improve the local economy by guiding individuals through programs that will connect to job opportunities, strengthen technical skills, improve financial security and accelerate college completion. Eric Greene noted that the marketing campaign will be similar to that used for the former M-CAM grant due to the comparable target audience.

Marketing Awards: Eric Greene proclaimed it to be a banner year for the Public Information and Marketing Department with the recent win of 9 Medallion Awards from the National Council for Marketing and Public Relations. Members of the department in attendance at the meeting included Kathryn Jarvie, Simon Thalmann, June Lewis and Mike Loader. Kristen Stolz and Rachel Roelof, also members of the department, were unable to attend.

WMU Articulation Update: Tonya Forbes updated the Board on the progress being made on transfer pathways with Western Michigan University. Several conversations have been held between faculty members from both institutions and a high level meeting with WMU representatives is scheduled for October 27. Forbes also noted a recent request from Grand Valley State University to begin similar work.

HLC Assessment Update: Tonya Forbes, along with faculty members Marcus Anderson, Martha Perkins and Jonathan Williams, recently attended the HLC General Education Assessment Workshop where they took a deep dive into the assessment process. Forbes provided a brief report for the Board and added that she is very proud of the faculty and the progress being made.

Guided Pathways Update: During a GPI meeting held at the Student Success Summit in Lansing on September 28 and 29, colleges were told they would be asked to apply for the Mentor Circle or the Study Circle. KCC will apply for the Mentor Circle which requires greater input from KCC staff but also allows for the greatest amount of support from the Michigan Center for Student Success (MCSS). Several changes have taken place throughout KCC as part of this initiative and still continues with the development of additional pathways and new transfer partnerships.

Dual Enrollment/Early College: Information was provided to the Board on the impact that dual enrollment and early college programs have had on enrollment. These figures are playing an important part in the College's enrollment and KCC, as well as the K-12 schools, have benefited from the Service Area/Early College tuition rate.

KCC Foundation Report: Teresa Durham provided an update on donations received to date, a recent gift of \$10,000 from a KCC alum and various outreach efforts. She also invited Board members to the Celebration of Donors and Scholars dinner scheduled for October 25 and spoke briefly of the early planning stages for the Bid A Brighter Future Auction and Raffle set for January 4.

All-Gender Restrooms: The recent conversion of two restrooms on the main campus to all-gender restrooms was made at the request of students and employees. As part of KCC's goal of creating a safe, comfortable and welcoming environment for all students and staff, the College will be working with Mathison | Mathison Architects to survey all restrooms within KCC's facilities to identify additional spaces that can be created or converted into all-gender restrooms and lactation rooms.

Cross Country Coach Hired: Erin Lane was hired as KCC's first cross country coach and is set to begin recruiting for the College's new men's and women's cross country programs starting in the fall of 2018.

21st Century Update: Work on the Miller Physical Education Building continues on schedule. The recent installation of precast concrete panels for the gym provides a feel for what the building will look like. Steel installation is scheduled to be done by the end of October with roof work beginning the first week of November. The Phase 200/300 schematic design for the RMTCC Capital Outlay Project has been approved by the Department of Technology, Management and Budget (DTMB) and forwarded to the Joint Capital Outlay Subcommittee. Administration remains hopeful that the construction authorization will be received soon thereby assuring KCC will have state funding for the project.

Scholarships and Grants: The College received \$24,061.75 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Chairman Claywell said it was a wonderful surprise to see Trustee Harrington and welcomed her back. Trustee Harrington thanked her fellow board members for their indulgence over the past year and then provided extreme praise to the nursing program and the KCC nurses assisting her during her recent hospitalization and rehab.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Capital Outlay Five Year Plan Approval: With a motion from Trustee Davis, supported by Trustee Booth, the Board approved the final copy of the Five Year Capital Outlay Plan. Per the State's request, the RMTTC renovation project was kept on the report as the College's priority because construction authorization had not yet been received.

Employee Benefits: With a motion by Trustee Booth, supported by Trustee Davis, the Board approved the healthcare, dental, vision and other ancillary benefits recommended by the College's Healthcare Advisory Team. Ali Robertson provided a review of the recommendation that included staying with the current providers and keeping benefits for all employees at the same level. There was a slight increase of 1.45% for the staff health care renewal. As an added benefit, all regular employees can sign up to be covered under ID Shield for protection against identity theft for free with an option to purchase a family plan as well. On behalf of the Board, Chairman Claywell asked Robertson to extend their appreciation to the committee for their diligence.

Public Act 152 of 2011 Election: With a motion from Trustee Davis, supported by Trustee O'Donnell, the Board approved the recommendation from the Healthcare Advisory Team to continue with the 80/20 cost share model for healthcare.

Military Veterans Awareness Resolution: With a motion by Trustee Booth, supported by Trustee O'Donnell, the Board approved a resolution naming November 2017 Military Veterans Awareness Month at KCC.

Financials: The Board approved the September 2017 financial statements with a motion by Trustee O'Donnell, supported by Trustee Booth.

Personnel Items: With a motion by Trustee Booth, supported by Trustee Davis, the Board approved the following personnel items:

New Hire

Jasmine Granville	Technician, Upward Bound* (effective October 9, 2017; Support Staff, Technical, Step 3, 2017-2018 hourly rate \$19.67)
Margaret Murphy	Secretary, Fehsenfeld Center (part-time) (effective October 2, 2017; Support Staff, O & C II, Step 4, 2017- 2018 hourly rate \$18.28)

Reclassification

Marcia Campbell	Executive Assistant, Vice President Instruction (effective July 1, 2017; Administration, Manager 2: \$54,408)
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Gwyn James

Executive Assistant, Vice President Student and Community Services (effective July 1, 2017; Administration, Manager 2, \$56,603)

**Fully or partially grant funded.*

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:07 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair