

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
September 19, 2018**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 19, 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 Jonathan Byrd - telephonically
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington – Absent	Trustee Patrick O'Donnell
Trustee Matthew Davis	

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
Ms. Teresa Durham, Executive Director, KCC Foundation
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. Melinda Hall, Secretary, Workforce Solutions and SSA Co-Chair
Ms. Pauline Rombaugh, Manager, President's Office

Twenty individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

Chairman Claywell requested the inclusion of a special announcement by Tom Shaw, Athletic Director. The request to amend the agenda was approved by the Board with a motion by Trustee Booth and support by Trustee Davis.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held August 15, 2018, were approved as written by the Board with a motion by Trustee Davis and supported by Trustee Booth.

PRESIDENT'S REPORT

Special Announcement 2018 Corporate Cup Results: Tom Shaw, Athletic Director, announced that the College had won its division in the 2018 Battle Creek Corporate Cup. This annual community event hosted by the Battle Creek Area Y Center, includes teams from various Battle Creek employers, competing in events ranging from running, tennis, cornhole tournament to tug-o-war all to generate team spirit, community involvement and good health.

Employee Recognition: Dr. Kay Keck, Vice President, Student and Community Services recognized the 2018 recipients of the G. Edward Haring Employee of the Year Award. Recipients are Dr. Gerald Case-Blanchard, Professor, Vocal Music; Holly McKee, Director, Support Services; and Kelli Cowell, Staff Assistant II, Information Services.

Bruin Youth Programming: Mary Green, Director, Lifelong Learning and Kimberlee Andrews-Bingham, Director, Industrial Trades Education, reported that Lifelong Learning operated 25 youth camps in 2018, serving 338 youth. The Bruin Youth Program is a part of a long-term strategy to engage area children in recreational and career exploration camps with hopes they will enroll as college students in future years.

Instructional Division – Academic Assessment Update: Information was shared on the review of year two of the College’s three-year plan by Tonya Forbes, Dean, Arts and Sciences, reporting that KCC is on track with its plan to complete course and program level academic assessments in compliance with accreditation guidelines of the Higher Learning Commission.

New Training Contracts/Marshall Plan: Dr. Jan Karazim, Dean, Workforce Development, reviewed how KCC is continuing to address skills shortages in various industries through the state’s Marshall Plan for Talent and Michigan New Jobs Training Program (MNJTP) contracts. A listing of local school initiatives are included in the Board portal for review.

KCC United Way 2018 Campaign: Patrick Casey, Director, Career and Employment Services, and Angela Cleveland, Director, Purchasing, reviewed the College’s annual United Way fundraising will be commencing this month. This year’s campaign goal is \$15,600 through employee contributions.

Campus Crime Statistics: President Mark O’Connell reported that each year the federal government requires all colleges to report campus crime statistics. Overall, campus crime at KCC remains low.

Enrollment Update: Dr. Kay Keck, Vice President for Student and Community Services, reported that Fall enrollment is down 4 percent in headcount and 5 percent in contact hours year-over-year.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation, reported the recent Bruin Scholarship Open raised more than \$100,000 for scholarships. Also noted was the hiring of Alex Carlson, Program and Events Coordinator.

21st Century Update: President O’Connell reported the renovations at the Regional Manufacturing Technology Center are currently ahead of schedule.

Capital Outlay 5-Year Plan: President O’Connell reported the college has updated its Capital Outlay 5-Year Plan and will present it to the Board for approval in October.

Marshall Public Schools Golden Apple Award: President O’Connell reported that Dr. Randy Davis, Superintendent, Marshall Public Schools, presented President O’Connell with the Golden Apple Award to recognize his efforts to move the Marshall Opportunity School into the KCC Eastern Academic Center; establish early college programming at the EAC; pilot a high school cohort in the Kellogg Advanced Manufacturing Assembly program; and bring to fruition the new Agricultural Operations program in partnership with Michigan State University.

Scholarships and Grants: The College received \$105,784.50 in scholarships and grants over the past month.

BOARD REPORTS AND REQUESTS

Trustee Patrick O’Donnell congratulated KCC on being named the second-best community college in Michigan, according to WalletHub, a personal finance website.

Chairman Claywell congratulated President O’Connell for his leadership and for his recent Golden Apple Award from Marshall Public Schools.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Non-Exempt Pay While Traveling Policy: The Non-Exempt Pay While Traveling Policy which governs how non-exempt employees are paid and reimbursed for expenses while traveling on College business was approved by the Board, with a motion from Trustee Camp Seifke and supported by Trustee O'Donnell.

Certificate of Resolution for Local Strategic Value: The annual certificate of resolution for Local Strategic Value required by the State of Michigan was approved by the Board, with a motion by Trustee Booth and supported by Trustee Davis. This completed report makes KCC eligible for an additional \$4,000 in revenue.

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

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

New Hire:

Chris Martin	Police Officer (effective September 4, 2018; Administration, Professional 2, 2018-2019 annual salary \$38,858.00 pro-rated for the remainder of the 2018-2019 fiscal year)
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Lane Changes:

Mitch Walinski	Counselor (effective August 19 2018; from Master's Lane, Step 12, to Master's Lane +30, Step 12, 2018-2019 annual salary \$87,563.00)
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Position Transfer:

Angie Bess	Interim Director, Eastern Academic Center (effective September 4, 2018 – December 31, 2018; Administration, Director 1, additional stipend of \$500.00 per pay for the duration of this assignment)
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Jeff Houldsworth	Staff Assistant II, Academic Support (effective September 17, 2018; Support Staff, Staff Assistant II, Step 6, 2018-2019 hourly rate \$25.61)
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Retirement Notices:

Kathy Newton	Professor, Nursing (34 years) (effective September 30, 2018)
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Resignation Notices

Roy Tooke	Career Coach (3 years) (effective September 14, 2018)
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Open Positions:

	Status
Admissions Representative	Interview and Selection
Director, Dental Hygiene	Posted - External
Director, Nursing Education	Interview and Selection
Enrollment and Outreach Coach	Posted – External
Program Manager, Lifelong Learning	Interview and Selection
Secretary, Allied Health/Dental Hygiene	Posted – External
Secretary, Social Science	Posted – Internal

Secretary, Selective Admissions
Staff Assistant II to the Dean of Arts & Sciences

Interview and Selection
Interview and Selection

CITIZEN/STAFF COMMENTS

Dr. Jan Karazim, Dean, Workforce Development, provided notice of the annual upcoming Manufacturing Day events scheduled for October 3 and 11, 2018.

ADJOURNMENT

President O'Connell provided a brief update of coming events, Chairman Claywell adjourned the meeting at 7:36 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair