

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
September 20, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 20, 2017, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

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

Chairman Steve Claywell
Trustee Jill Booth
Trustee Reba Harrington - Absent
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
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. Jan Karazim, Dean, Workforce Development
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Kevin Rabineau, Vice President, Instruction
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Director, Library Services
Ms. Ali Robertson, Director, Human Resources
Ms. Terah Zarembo, Dean, Student Services

Twelve individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

The Board approved the addition of a Nursing Site Accreditation Update to the President's Report with a motion made by Trustee Davis, supported by Trustee Booth.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held August 16, 2017 were approved as written with a motion by Trustee Booth, supported by Trustee Davis.

PRESIDENT'S REPORT

Employee Recognition: Dr. Keck introduced Catherine James and Marcus Anderson as recipients of the Fall 2017 G. Edward Haring Employee of the Semester Award. Michael Loader was also honored as a recipient but was unable to attend the meeting. The award is presented twice a year to nominated individuals who exceed the expectations set for their position.

Barry County KAMA Training and KCC's Work with Area Manufacturers: Levi Good, Director of Workforce Solutions, and Lisa Larsen, Program Coordinator TAAACT, provided an update on the initial cohort of students finishing KAMA training in Barry County. Nine students not planning to go to college enrolled in the program with 8 being offered employment after the 4-week program. Students received 2 credentials, 8.74 college credits and averaged \$13 an hour as a starting wage for their new jobs. Tuition was paid by the Barry County Community Foundation with classes being held at the Fehsenfeld Center and the manufacturing piece being delivered at TNR Machine, Inc. in Dowling. An enhanced version of the training is planned for the spring of 2018 that will lead to a Certified Production Technician (CPT) credential through the Manufacturing Skills Standards Council.

Fred Jacobs, a local leader in Barry County, enlightened the Board and guests about the importance of KCC's work in the county with several stories of student success related to the KAMA training as well

as other training opportunities provided to high school students that may not wish to attend college in a traditional setting.

MNJTP Agreement with Cosma Casting Michigan: Workforce Solutions signed a \$250,000 Michigan New Jobs Training Program (MNJTP) agreement with Cosma Casting Michigan to provide technical, quality and leadership training to 87 new employees over the next 3 years.

Assessment Team Update: Dr. Chet Dalski and Dean Tonya Forbes provided an update on the status and timeline of KCC's assessment plan. An aggressive timeline has been established with coursework to be completed by Fall of 2018 so similar process can then begin at the program level.

Enrollment Update: Enrollment numbers for the Fall semester have increased slightly with a 1.8% increase in headcount and credit hours and a 2.5% increase in contact hours. Administration is beginning work to study the impact of dual enrollment and early college on those numbers.

DACA: President O'Connell reiterated the comments presented in his report regarding the College's commitment to staff and students with the recent government repeal of the Deferred Action for Childhood Arrivals (DACA) policy. KCC has been and will remain, committed to fostering a safe environment and inclusive culture for all students and employees.

Dual Enrollment Orientation: The continued growth in the relationship between KCC and local K-12 districts was quite evident in the turnout of students and parents for the recent Dual Enrollment Orientation. Previous attendance had been around 40-60 students and parents but this year far exceeded that number with almost 250 participating.

Changes to Dual Enrollment Options for Summer: Recent revisions from the Michigan Department of Education allowing high schools to pay for summer dual enrollment regardless of the college schedule has KCC anticipating a larger number of dual enrolled students over the summer semester.

KCC Foundation Report: Executive Director Teresa Durham thanked the Board members, employees, volunteers, honor students, athletes and the 140 supporters and contributors for making the 20th Annual Bruin Open an overwhelming success. Over \$105,000 was raised on September 8 bringing the total over the 20 year span of the event to more than \$1 million. Durham also shared information regarding two recent Battle Creek Shopper inserts, a \$5,000 grant received from DuPont Pioneer for the KCC/MSU ag partnership, and total contributions to the Foundation from June 1 to date of approximately \$182,000.

Laborers' Training Center Tour: An invitation to visit the Michigan Laborers' Training and Apprenticeship Institute came about after a recent conversation between KCC administration, Trustee's Claywell and Byrd, and representatives from the Laborers' Local 355. President O'Connell would like to see if the College can utilize the RMTC to assist with the labor shortage and training gaps. Trustee Byrd added that they would like to see programming for construction that is similar to that being done for manufacturing through the KAMA program.

Bruin Blast Report: Dean Terah Zaremba thanked the volunteers during her report to the Board on the recent Bruin Blast event held to welcome students to campus and connect them to community and student organizations as well as campus departments. This year saw approximately 700 attendees and some of the best sign-ups ever.

United Way Campaign: The United Way campaign has been kicked off with co-chairs Elyse Jozlin, Faculty, English, and Patrick Casey, Director, Career and Employment Services, leading the initiative.

Campus Crime Statistics: Each year the Federal Government requires all colleges to report campus crime statistics. This year KCC was once again able to report an exceptionally low incidence of crime on campus.

Corporate Cup Results: Athletic Director Tom Shaw shared results of the recent Cereal City Corporate

Cup and presented medals to Trustee O'Donnell and Rebecca Gallimore for their participation on winning teams. KCC took 2nd place overall in Division Two behind rival Pennfield.

Capital Outlay 5 Year Plan Review: Board members were provided a draft of the Capital Outlay 5 Year Plan. KCC was granted Capital Outlay funding in 2016 for renovation of the office area, classrooms and student resource center at the RMTC. While the funding request would typically change once an award has been made, the State has asked KCC to keep the RMTC request in the plan until construction authorization has been received from the State. Formal approval of the 5 year plan will be requested in October.

21st Century Update: President O'Connell provided an update on progress of the Miller Physical Education Building and the RMTC Capital Outlay renovation project. Construction authorization for the renovation is anticipated in the fall and work continues on the possibility of an in-kind match of funds for the project.

Scholarships and Grants: The College received \$130,894.15 in scholarships over the past month.

Nursing Accreditation Site Visit: Site visitors were at KCC during the week for initial accreditation of the nursing program. The program has always been state approved but must now be accredited for the state approval to continue. Dr. Jan Karazim credited the department for their hard work over the last 3 to 4 years in preparation of the site visit and accreditation process. Results are not expected until April of 2018.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell expressed appreciation from the pickleball players for new benches at the courts, noted that October 6 is Manufacturing Day at the RMTC, and was glad to see employees participating in the wellness programs being offered through the Personal Professional Wellness group.

Trustee Byrd apologized for being unable to attend Manufacturing Day due to his participation in the Michigan Community College Association Board of Directors meeting scheduled for the same day.

On behalf of the Board, Chairman Claywell thanked personally each and every volunteer who committed their time to the outstanding success of the recent Bruin Open. He also took a moment to recognize KCC's volleyball team for the tremendous heart and determination shown during a recent match he was able to attend at Grand Rapids Community College.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Grant Evaluation Contract Request: With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board approved the expenditure of up to \$465,000 to hire the vendor Social Policy Research (SPR) for evaluation services of the three year grants received by KCC, Michigan Works Southwest and the City of Battle Creek from the W.K. Kellogg Foundation. KCC will be the holder of the contract with support from the other two entities.

Local Strategic Value: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the Local Strategic Value resolution entitling the College to receive approximately \$3,000 in addition revenue from the State.

Financials: The Board approved the August 2017 financial statements with a motion by Trustee Byrd, supported by Trustee Booth.

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

New Hire

Codie Stone Instructor, Sociology (Temporary)
(effective August 21, 2017; Master Lane, Step 4, 2017-2018 annual salary \$57,921)

Position Transfer

Janette Coday Secretary, Support Services
(effective September 18, 2017; Support Staff, O&C II, Step 5, 2017-2018 hourly rate \$19.19)

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

President O'Connell provided an update on upcoming events and invited everyone to attend the inaugural statewide conversation regarding Open Educational Resources being hosted by KCC on September 22.

With no more business to be brought before the Board, Chairman Claywell adjourned the meeting at 7:36 after the motion for adjournment by Trustee Camp Seifke, supported by Trustee O'Donnell.

Reba Harrington, Secretary

Steven Claywell, Chair