

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 20, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 20, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:30 pm. Roll was taken and reflected the following:

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

Attendance from President's Council included:

Mr. Mark O'Connell, Interim President
Ms. Jackie Braman, Secretary EMS and SSA Unit Chairperson
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety
Ms. Teresa Durham, Executive Director, Kellogg Community College Foundation
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, Dean, Arts, Sciences, and Regional Education
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zaremba, Dean, Student Services

Nineteen individuals sat in the gallery, including special guests from the College's Guided Pathways team and Battle Creek Enquirer reporter Ms. Safiya Merchant.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held December 16, 2015, were approved as written in a motion by Trustee Byrd, supported by Trustee Booth. The minutes were later tabled during the action items to allow for the correction of a potential error. The corrected minutes will be available at the February 2016 board meeting.

INTERIM PRESIDENT'S REPORT

Employee of the Semester: Ms. Stefanie Overhuel, Secretary, LRC/Library Services, and Mr. Harold West, Chief of Public Safety/Director, Student Relations, were introduced by Dr. Kay Keck as the 2015 Fall recipients of the G. Edward Haring Employee of the Semester Award. A third recipient, Ms. Jamie Bishop, Faculty, Early Childhood Education, was unable to attend the meeting but is planning to attend in February.

Guided Pathways Initiative: Dr. Kevin Rabineau, co-chair of the GPI team, provided a brief update to the Board regarding their participation thus far in Cohort II of the Guided Pathways Initiative. The following team members in attendance were recognized by the Board: Ms. Karel Asbury, Director, Academic Inquiry and Analysis; Ms. Carole Davis, Chair, Math and Science; Ms. Faith Vrugink, Instructor of Anatomy, Physiology, and Biology; Mr. Joe Vitanza, Instructor of Office Information Technology; Ms. Tammy Douglas, Director of Learning Technologies; Mr. Patrick Casey, Director of Career and Employment Services; Ms. Glenda Morling, Faculty, Social Science; Ms. Paula Westdorp, Faculty, Reading and Learning Strategies; Dr. Jan Karazim, Dean, Workforce Development and Ms. Terah Zaremba, Dean, Student Services and co-chair of the GPI team. Dr. Rabineau further explained that most of the members have been part of the team since its inception one year ago and they are looking forward to expanding the project teams and really getting to work.

Online Registration: Mr. JJ Combs, Director, Application and User Support Systems, and Ms. Colleen Wright, Registrar, provided a demonstration to the Board of the updated online registration system. The new module is part of the Student Self-Service and can be accessed from any type of mobile device. Students will find it easier to navigate and use with clear visual cues as to where they are in their program and what courses they will need to take in the future to complete their education. Updates are done in real-time and students can register for all of their courses for a given semester with one click of a button. The system is a great tool for advising and will integrate nicely with the Guided Pathways Initiative. Roll-out is scheduled for the end of February with full implementation taking place in time for the Summer 2016 registration.

Early College Update: Ms. Meredith Stravers, Director of Admissions, presented information regarding work being done by the Early College Committee to assist in the development of early college programs with schools throughout the College's service area. Programs are currently in place with Quincy High School and Marshall Public School's alternative education program being held at the Eastern Academic Center. Recent meetings with the four Battle Creek area superintendents have shown they would like to walk through the process of exploring an early college together and wish to have something in place for their students by the Fall of 2016. Along with those, two other schools hope to be ready for fall and five other schools have contacted the College to begin the exploration process.

Early college is an opportunity for high school students to gain a credential or pathway to a career upon graduation. Students enroll in the program, which calls for a fifth year of high school taking primarily college-level courses. Students still participate in the commencement ceremony of their original class. High school diplomas are received at the end of the fifth year. Funding for the program comes from the high school's per pupil State Aid allowance and participating schools will receive the full amount for each student's fifth year.

Financial Aid Program Review: The College received notice in December from the U.S. Department of Education, Federal Student Aid, that KCC has been selected for a Federal Program Review in 2016. Ms. Nikki Jewell, KCC Director of Financial Aid, has been meeting with individuals and groups, as well as distributing the FSA Self-Assessment to be completed, in further preparation for the review. KCC's last review was in 1984.

KCC Foundation Report: Ms. Teresa Durham reported on the success of the Bid a Brighter Future auction and raffle held January 13. The employee planned, implemented, and supported event raised \$8,000 within a two hour period. Over the thirteen year history of the event, \$110,000 has been raised for student scholarships. December contributions and commitments to the Foundation of \$145,000 brought the total for the year to over \$300,000.

MDE Authorizer Assurance and Verification Visit: The Michigan Department of Education (MDE) has randomly selected KCC for an Assurance and Verification Visit to be held February 4. The visit will evaluate KCC's oversight of our charter school (Calhoun Community High School) and is an opportunity for the MDE to review documents as well as discuss procedures and provide feedback. The College successfully went through the process in 2012.

HLC Assurance Report Update: KCC received notice from the Higher Learning Commission (HLC) that reviewers of the College's Assurance Report have completed their work and submitted their report. The College is now waiting for the final report from the HLC.

Interim Activities Update: Several events, including Interim Session, the Instructional Division meeting, Idea Exchanges, Active Shooter trainings, department meetings and the Bid a Brighter Future auction and raffle were held during the first two weeks of January. Mr. Mark O'Connell thanked Chairman Claywell and Trustee O'Donnell for their help and attendance at the different events.

Spring 2016 Enrollment Update: As of January 20 contact hours were down 10.5% and head count was down 7.5% from the same period one year ago. The smaller decrease in head count is indicative of the students taking fewer credits.

21st Century Project Update: Progress on the RMTC is slightly ahead of schedule. The Design Team will be meeting February 1 to go over concepts for the Miller Building with plans to bring them forward to the February board meeting. Closeout for the Davidson Building was included later in the meeting as an action item.

Scholarships and Grants: This month, the College received \$26,524.30 in scholarships.

BOARD REPORTS AND REQUESTS

Chairman Claywell thanked everyone for their involvement and those that committed their time for the Bid a Brighter Future auction and raffle. He also reported on attending Interim Session along with Trustee O'Donnell and seeing the energy in the room and hearing a lot of very positive input about the College. The next day Chairman Claywell and Interim President Mark O'Connell participated in 'speed updating' during the instructional division meeting. Chairman Claywell commented that the group came with a very clear agenda and he found out exactly what could be done in 8 minutes. He added that it was very enjoyable and he was glad to be a part of it.

CITIZEN/STAFF REQUESTS AND COMMENTS

Ms. Mary Louise Stefanski asked if the December minutes that were approved could be corrected. The minutes, with regards to the support staff tentative agreement and the consent agenda, show a board member listed that moved a motion and supported a motion when the attendance for that same meeting listed the board member as being absent. Chairman Claywell stated that it would be looked into and corrected.

ACTION ITEMS

Interim President Title: Trustee Byrd made the motion to add Item D, the Interim President's Title, to the list of Action Items. The motion was supported by Trustee Booth and approved by the Board.

Davidson Building Renovation Closeout: With a motion by Trustee Camp Seifke, supported by Trustee Davis, the Board approved the final cost of \$6,392,288 for closeout of the Davidson Building renovation. The project was completed on schedule and came in approximately \$233,612 under the budgeted amount of \$6,625,900 granted at the May 2014 board meeting.

Financial Statements: The Board approved the December 2015 financial statements with a motion made by Trustee Davis, supported by Trustee Byrd.

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

New Hire

Cindy Arizmendi Paraprofessional, Academic Support-Science
(effective January 25, 2016; Support Staff, Paraprofessional, 2015-2016
hourly salary \$20.10)

Position Transfer

Rob Miller Director, Criminal Justice
(effective January 1, 2016; Director 1, 2015-2016 annual salary \$63,758.55)

Resignation

Melissa Metzger Administrative Assistant, Calhoun Community High School (2 years)
(effective January 22, 2016)

Approaching Retirement

Marilyn Hogan Secretary, Eastern Academic Center (8 years)
(effective January 29, 2016)

Interim President's Title: Prior to any motions being made, Chairman Claywell read the following statement:

"As chairman of the Board of Trustees, I am looking for a motion and support to appoint Mark O'Connell as president of Kellogg Community College.

Mr. O'Connell has offered outstanding vision and leadership over the past 10 months as interim president and is exactly the right person to lead the institution at this time.

We are grateful for his personal commitment to the success of all students at the College and for ensuring that he carries out his duties in a collaborative, inclusive and open manner.

As interim president, he has tirelessly advanced the Board's priorities, established an environment of open and honest communication, repaired strained relationships, engaged the faculty and staff, involved communities of the College's service areas, made difficult decisions to address budget deficits, expanded KCC's credibility within its peer College group, and heightened the focus on our students by creating the best learning environments for their needs.

We are extremely pleased with Mr. O'Connell's performance and we have heard similar sentiments from many stakeholders, including faculty, staff, students and community members. We appreciate the countless hours that employees and trustees have spent moving the College forward during this past year of transition and we look forward to continuing to work together."

With a motion by Trustee Byrd, supported by Trustee Booth, and unanimously approved by the Board, Mr. Mark P. O'Connell was named the fifth President of Kellogg Community College.

Correction of Minutes: Trustee Byrd made a motion to table the December minutes until the next meeting so any potential errors could be revised and corrected. The motion was supported by Trustee Booth and approved by the Board.

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of upcoming events, Chairman Claywell adjourned the meeting at 7:07pm.

Reba Harrington, Secretary

Steven Claywell, Chair