

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
March 16, 2016

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, March 16, 2016, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:32 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell
Trustee Jill Booth
Trustee Reba Harrington
Trustee Matthew Davis

Trustee Jonathan Byrd – arrived at 6:47 p.m.
Trustee Julie Camp Seifke
Trustee Patrick O'Donnell

Attendance from President's Council included:

Mr. Mark O'Connell, President
Mr. John Di Pierro, Director, Institutional Facilities and Public Safety
Ms. Teresa Durham, Executive Director, KCC Foundation
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, 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. Catherine Waugh, Vice President, Instruction
Ms. Terah Zaremba, Dean, Student Services
Mr. Jorge Zeballos, Executive Director, KCC CDI

Nineteen individuals sat in the gallery including presenters and faculty recommended for tenure.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held February 17, 2016, were approved as written with a motion by Trustee Booth, supported by Trustee Davis.

PRESIDENT'S REPORT

Flint Water Crisis: Drew Hutchinson, Manager of Student Life, introduced KCC student Rochelle Lyles and provided information to the Board regarding the "Flint Water Project". Lyles, assisted by the Kampus Activities Board (KAB), did the research and has taken lead on efforts to collect water, monetary donations, and various other necessities for the residents of Flint affected by lead-tainted water.

2016 All-Michigan Academic Team Awards: KCC students Dakota Glassburn and Eucharía Ganda were recognized as members of the All-Michigan Academic Team. The students received their award earlier in the day at the Phi Theta Kappa Awards Luncheon in Lansing.

New Weekend Business Cohort Program: Chair of Business and Information Technology, Michael Gagnon, and Business Professor, Kimberly Montney, presented information on the new Business Cohort Program. Beginning in Fall 2016, the program is a result of strategic efforts of the Enrollment Management Cabinet and allows for a small group of students to progress through the program together. Courses will be offered primarily on the weekends in a combination of online, hybrid and face-to-face. The program is aligned with Siena Heights allowing students within the cohort to receive an associate degree from KCC after three years and a four year degree by completing one more year at Siena.

KCC Center for Diversity and Innovation (KCC CDI): Mr. Jorge Zeballos, Executive Director of the CDI, provided an update for the Board on the work being done to bring the message of equity and diversity to KCC employees and the local community. The Center has held several workshops and

Lunch and Learn sessions, is reactivating the Diversity Committee on campus and collaborated with Student Life to reach out to students of color and international students to see how the College can better serve those populations. The Center has also entered into contracts with local organizations, including the Calhoun County Department of Health and the Battle Creek Fire Department, to assist them with their own equity initiatives. The CDI enters its third year of operation in 2016.

Authorizer Review by Michigan Department of Education: In February, the Michigan Department of Education (MDE) reviewed KCC with the purpose of evaluating the College's performance in meeting State requirements for charter authorizers. The report, regarding KCC's charter for the Battle Creek Area Learning Center (known as Calhoun Community High School or CCHS), was very good and showed all requirements being met. Suggestions provided by the MDE have been shared with CCHS.

HLC Faculty Qualifications Update: The KFA and Faculty Senate have been working collaboratively with administration to establish criteria to meet requirements set by the Higher Learning Commission regarding faculty qualifications. The Faculty Senate, established in August 2015, has taken a leadership role in the process and, along with the Instructional Chairs and Directors, is vetting out a process and forms that have been created.

Faculty Director Model: Due to attrition, the chance to pilot a new faculty chair/director model came to fruition. The potential framework for such a model has been set and a Letter of Understanding signed with the KFA to support the pilot for a Faculty Director. Faculty member Bridget Korpela has been serving as Interim Director of the program since the resignation of Director Jamie Beale in August of 2015. Korpela was appointed to the Faculty Director position later in the evening as a personnel action item. The model provides a significant cost savings to the College and will be reviewed after one year.

2016-17 Recruitment and Retention Plans: The 2016-17 recruitment and retention plans approved by the Enrollment Management Cabinet were provided to the Board for their review.

Response to Citizen Comments Regarding Janitorial Services: Comments made at the February board meeting by Aboubacar Ndiaye regarding the College's janitorial services contract were thoroughly researched by Institutional Facilities. A written response from KCC and GDI OMNI was provided to the Board.

KCC Foundation Report: Executive Director Teresa Durham reported that the 2016-17 scholarship season is in full swing. The Gold Key Scholarship process has been completed with 24 out of 27 student applicants being interviewed for the 15 Gold Key slots. Work will now begin on the Board of Trustees Scholarships. Durham was also pleased to announce establishment of the Lois Pennock-Brown Scholarship for Maple Valley students and a partnership with Sexual Assault Services to bring assault victim Elizabeth Smart to campus for an open community forum as part of their 20th anniversary celebration.

Update on Annexation Proposition regarding Albion Public Schools: In February the Albion Board of Education approved ballot language for an Annexation Proposition with Marshall Public Schools to be included in the May 2016 special election. College administration has been working with Marshall Superintendent Dr. Randy Davis in anticipation of the annexation and the possibility of providing more support and assistance through the Eastern Academic Center to students on the eastern portion of the county.

Higher Learning Commission (HLC) Update: The Pathways to Reaccreditation group is working on an operational framework to coordinate the many projects that will be necessary to meet HLC requirements. A message from President O'Connell along with a PowerPoint summary was sent to all employees and the full report from the Higher Learning Commission has been made available for their review.

21st Century Project Update: John Di Pierro, Director of Institutional Facilities, reported that the RMTTC/TIFA addition is progressing very well. He also stated that KCC's RMTTC project is number one on the State's list for recommended funding through Capital Outlay. If approved, the project will be \$4.3 million split with the State of Michigan. The Miller Community Education Center was not supported for

funding by the DTMB (Department of Technology, Management and Budget) so the Design Team will be brought together in May to develop a design using available millage funding.

Annex Student Living: Shelborne Park Apartments, across from the College on North Avenue, has been purchased by the Indiana firm Annex Student Living who recently began a \$6 million renovation project to create 64 units with 118 beds. Plans are for the new Annex of Battle Creek to have units available by August of 2016. The College has no formal affiliation with Annex but they are allowed to place ads in the school paper and host information tables on campus as any other housing entity would be able to do.

Vice President for Administration and Finance Vacant Position: A recommendation from President O'Connell regarding his former, currently vacant, position of Vice President of Administration and Finance was placed in the portal for the Board's review. Still concerned with the budget and impacts of enrollment, it is O'Connell's recommendation to leave the position vacant to allow for review of College initiatives and capacity to determine the best use of resources going forward.

Scholarships and Grants: This month the College received \$3,885.00 in scholarships and grants.

BOARD REPORTS AND REQUESTS

Patrick O'Donnell thanked photographer Austin Wisner for the poster highlighting O'Donnell holding a copy of the book *The Giving Tree* by Shel Silverstein. Wisner, and student graphic designer Gabby Nunez-Reyes, created several posters of employees as part of a library campaign encouraging students to read more.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

President's Contract: With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the presidential contract for Mark O'Connell. Chairman Claywell thanked President O'Connell for the ease of negotiations and a contract prioritizing the best interests of the students and the College.

Faculty Tenure: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the tenure recommendations for Joseph Vitanza, Office Information Technology; Jennifer Rodriguez, Nursing; and David Johnson, Transitional Studies (English). All three faculty members were available and introduced to the Board.

CCHS/Lakeview Contract: With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the Calhoun Community High School (CCHS) contract with Lakeview School District. The contract provides for advisory services from Lakeview during the transition of the CCHS human resources and financial services to AccessPoint Educational HR. Chairman Claywell attended the recent CCHS board meeting on behalf of the KCC Board of Trustees to offer their support but also to compliment them on the collaboration and efforts to achieve what they did in such a short period of time. Trustee Davis also noted the tremendous amount of work done by President O'Connell, Catherine Waugh, and the rest of the administration in their support of CCHS.

CCHS Early College Agreement with KCC: With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved a memorandum of understanding with the Battle Creek Area Learning Center, also known as CCHS, for the creation of an early college program. The Michigan Department of Education requires the KCC Board of Trustees to approve any third party contracts entered into by CCHS.

Tuition & Fee Rates: With a motion by Trustee Byrd, supported by Trustee Booth, the Board unanimously approved the tuition and fee increase recommended by the Audit & Finance Committee. With this schedule, the resident tuition rate will increase \$2 per credit hour each semester for three

semesters starting this summer, with similar percentage increases for the other residency categories as detailed in the board portal. Also beginning in summer, the technology fee will increase \$2 per credit hour and the fee for online courses will increase from \$10 to \$20 per credit hour. The increases will partially restore budgets and operations frozen in 2015-16 when the College experienced an unprecedented decline in enrollment.

Chairman Claywell noted that raising tuition is one of the toughest votes the Board has to make and he thanked and commended his fellow trustees for the amount of time each one spent reviewing the proposal before it was brought forward to the board meeting. Trustee Davis stated that it is difficult to not raise tuition on an annual basis due to rising costs, especially retirement system costs. He added that he does not like to raise tuition but believes it's necessary to "keep the quality we have at the College and do the good things we are doing here". Trustee Booth echoed that sentiment but felt assured that the increase keeps the College competitively priced so it remains affordable for the citizens.

Financial Statements: With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the February 2016 financial statements as presented.

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

Transfer

Bridget Korpela	Faculty/Director Dental Hygiene (effective July 1, 2016; Masters lane, Step 12, 2015-2016 annual salary \$81,309)
-----------------	---

Tenure Recommendations

David Johnson	Instructor, Transitional Studies-English
Jennifer Rodriguez	Instructor, Nursing
Joseph Vitanza	Instructor, Office Information Technology

CITIZEN/STAFF COMMENTS

On behalf of the KFA, faculty member Michelle Wright expressed appreciation for support of the tenured faculty members from the Board of Trustees and the administration.

Trustee O'Donnell commented on how nice it was to see the weather shown on the display board as he came into the building. The image and information are from a weather station/camera mounted on top of the Ohm Information Technology Center.

MISCELLANEOUS

Mary Louise Stefanski asked for clarification regarding Spring Break listed in the board letter under miscellaneous items. The letter mistakenly showed the College is closed during Spring Break. Catherine Waugh stated that the College is not closed but there are not any classes held during that week.

ADJOURNMENT

After a brief update of upcoming events, Chairman Claywell adjourned the meeting at 7:39pm.

Reba Harrington, Secretary

Steven Claywell, Chair