

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
March 15, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, March 15, 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 Jonathan Byrd
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington (telephonically)	Trustee Patrick O'Donnell
Trustee Matthew Davis (Absent)	

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
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Cindi Shell, Secretary, Support Services and SSA Unit Member
Ms. Terah Zaremba, Dean, Student Services
Dr. Jorge Zeballos, Executive Director, KCC CDI

Seventeen individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held February 15, 2017, were approved as written with a motion by Trustee Booth, supported by Trustee Byrd.

PRESIDENT'S REPORT

All-Michigan Academic Team: KCC student Emily Brenner was introduced to the Board and congratulated for her acceptance to the Phi Theta Kappa All-Michigan Academic Team. Hamza Haque was also recognized but unable to attend the meeting. The students were named to the All-Michigan Academic Team earlier in the day at the awards luncheon in Lansing.

PTK Recycling Program Presentation: Phi Theta Kappa officers Brooke Roberts and Emily Brenner delivered a presentation for the Board on the recycling project being taken on by the PTK officers. The goal is to have a consistent recycling program on campus that will increase awareness and encourage students and employees to take that extra step. A special thank you was given to KCC student Zach Olson from Students for a Sustainable Earth for securing a \$500 donation for the project and President O'Connell for his support and funding assistance.

Ag Tech Presentation: Bobbi Gagnon, Grahl Center Director and leader of the Ag Tech initiative shared information with the Board regarding the Agriculture Operations Program set to begin in the fall of 2017. The partnership cultivated with MSU will allow students to simultaneously take courses from MSU and KCC with the ability to earn a KCC Associates Degree in addition to an MSU Ag-Tech certificate. An agreement formalizing the partnership with MSU was signed at KCC on March 6 and included State

Representative John Bizon as well as several FFA students and community stakeholders. Chairman Claywell, who also attended the signing, noted on behalf of the Board their appreciation to everyone involved at KCC for their dedication and professionalism to help get a program off the ground in what the MSU representatives said was the quickest upstart of a curriculum they have ever been a part of.

KCC Wins MiCC's Engaged Campus of the Year Award: Service Learning Manager Kate DeGraaf spoke about what an honor it is for KCC to win Michigan Campus Compact's Engaged Campus of the Year Award. DeGraaf thanked the Board of Trustees, upper administration, the students and virtually every office on campus for being such a large part of the reason KCC is able to celebrate the award and what has been accomplished for the community through the Service Learning Program.

K-12 Enrollment Update: Due to dual enrollment and early college agreements, gross tuition revenue from K-12 schools increased 49% over the previous year. Several new agreements will be implemented in the fall providing an opportunity for more students to take advantage of what early college has to offer.

Activities Classification Structure: Rick Scott provided information regarding the recent ACS Databook showing how KCC rates compared to other Michigan colleges in terms of general fund spending allocations and energy costs. The report shows KCC continues to focus on teaching and classroom support with the second largest amount of money being spent on instruction and instructional support and the second least amount spent on administrative expenses.

KCC Foundation Update: The Foundation received 48 Gold Key Scholarship applications resulting in 30 interviews to fill 15-16 slots. Executive Director Teresa Durham also apprised the Board on upcoming events in celebration of KCC's 60th anniversary and the efforts being spent on grant writing and fundraising for iACT, the Ag Tech Program and the Miller Building north side project.

Wellness Programming Update: In addition to the current one-on-one coaching provided by Holtyn & Associates, the Wellness Committee is planning to issue an RFP for a firm to assist the College in expanding its wellness programming by offering new recreational events and educational opportunities for employees.

KCC-WMU Transfer Discussions: In a follow up to the February 14 meeting with WMU, Dr. Rabineau convened a group of 17-18 participants from instruction and student services on March 14 to continue the conversation. Since the initial meeting in February, several departments have met individually to form relationships centered on the single goal of helping students to succeed by providing them with pathways that will take them seamlessly from KCC to WMU.

Innovative Accelerated Credentialed Training (iACT) Proposal: President O'Connell provided an update on the \$1.5 million grant application submitted to the W.K. Kellogg Foundation in February for support of the iACT program. A lot of time and effort has been put forth by several employees in hopes of obtaining funding to continue and expand upon the work started by the grant-funded KAMA program. A response to the request is expected within the next few months.

Community Engagement: President O'Connell recently began a series of speaking engagements to update community members in Branch, Barry and Calhoun counties on several initiatives the College and Foundation staff have been working on. Workforce readiness and the opportunities for K-12 students through dual enrollment and early college have been two of the main topics presented.

Visit by AACC Board of Directors Chair Dr. Dan Phelan: President O'Connell recently invited AACC Chairman Dr. Dan Phelan and members of his Jackson College leadership team to KCC to exchange information and talk about potential partnerships. More meetings are expected in the future.

21st Century Update: Bids for the Miller Building were received this week and are expected to come before the Board at the April meeting. Construction is anticipated to begin in May or June with completion expected in the summer of 2018. President O'Connell is scheduled for the March 21 Battle Creek TIFA board meeting to ask for their assistance in funding KCC's match requirement to the State for the RMTTC Capital Outlay Project. The TIFA board is a great supporter of the RMTTC having recently supported the 8400 sq. ft. addition to the building.

Calhoun Area School Board Members Association (CASBMA) Honors: In April, at the CASBMA Annual Awards Banquet, Trustees Davis, Harrington and Byrd will be honored for their 10 years of service to the KCC Board of Trustees.

Amendment of Board of Trustees Bylaws: A recommendation to remove trustee names, offices, and term expiration dates from the bylaws was provided in writing to the Board. Bylaw amendments require at least 10 days written notice so action is expected to be taken at the April meeting. Chairman Claywell noted that the Board was following the required procedure with regards to the amendment. Trustee Byrd had no objection to the proposed amendment but suggested the terms be added to the website for public information. Eric Greene confirmed that the information had already been recently added to the site.

Scholarships and Grants: The College received \$4,913.00 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Chairman Claywell spoke again of the good things said about the College during the recent Ag Tech signing. He also attended the bid opening for the Miller Building and said the bids look promising.

CITIZEN/STAFF REQUESTS AND COMMENTS

Jackie Braman stated that she believed the EMS program has done what they could for the College's dual enrollment numbers with 15 students enrolled in the program from the Calhoun Area Career Center.

ACTION ITEMS

New Certificate Programs: With a motion by Trustee Byrd, supported by Trustee Harrington, the Board approved the addition of the following three certificate programs to be offered by the College: Web Design and Development, Medical Assistant and Law Enforcement.

Recommended Tuition and Fee Rates: With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the recommended tuition and fee rates for the next three semesters as well as a new rate category to help the College remain competitive while vying for enrollment of K-12 students. Rates for the summer of 2017 will be frozen. Resident tuition rates for the fall of 2017 will increase \$2.25 with similar percentage increases for the other rate categories and will then remain flat for the 2018 spring semester. A new tuition rate of \$10 per credit hour more than the resident rate was established for K-12 schools within the service area or those having an early college agreement with KCC. Chairman Claywell said raising tuition is not an easy decision for the Board but one that is necessary. He also thanked his fellow board members and the Audit and Finance Committee for the amount of time and work put into the recommendation prior to the meeting. Trustees Byrd and O'Donnell agreed with those sentiments and Trustee Booth added that it was nice to see a freeze as part of the recommendation.

Financial Statements: The Board approved the February 2017 financial statements with a motion by Trustee Byrd, supported by Trustee Booth.

Personnel Items: Tonya Forbes, KCC's new Dean of Arts and Sciences, was introduced to the Board by President O'Connell. Forbes began work in February but was unable to attend the February meeting. Trustee O'Donnell noted the loss of 3 great employees that will be retiring before the end of the year.

With a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved the following personnel items:

New Hire

Donna Jeffery

Secretary, Eastern Academic Center (EAC)
(effective March 6, 2017; Support Staff, O & C II, Step 5, 2016-2017 hourly rate \$18.91)

Garold Simison Technician, Information Services
(effective March 6, 2017; Support Staff, Technician, Step 4, 2016-2017
hourly rate \$20.32)

Retirement Notice

Tom Longman Director, Regional Manufacturing Technology Center (RMTC) (25 years)
(effective November 28, 2017)

Cathy Slaughter Secretary, Athletics and Physical Education (11 years)
(effective April 30, 2017)

Harold West Director, Public Safety & Student Relations/ Chief Police (1 year) (effective
August 18, 2017)

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of coming events and a short promotion of the new KCC book club by Anna Cox, Chairman Claywell adjourned the meeting at 7:39 p.m. with a motion by Trustee O'Donnell, supported by Trustee Byrd.

Reba Harrington, Secretary

Steven Claywell, Chair