

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
July 19, 2017

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, July 19, 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 - Absent
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. Jan Karazim, Dean, Workforce Development
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Kevin Rabineau, Vice President, Instruction
Ms. Ali Robertson, Director, Human Resources
Ms. Cindi Shell, Secretary, Allied Health/Dental Clinic and SSA Unit Member
Ms. Terah Zarembo, Dean, Student Services

Eight individuals sat in the gallery including invited guests.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held June 21, 2017 were approved as written with a motion by Trustee Booth, supported by Trustee O'Donnell.

PRESIDENT'S REPORT

HLC Assessment Academy Team Presentation: Dr. Kevin Rabineau, Tonya Forbes and Dr. Chet Dalski, members of KCC's HLC Academy Assessment Team, provided an update for the Board on a recent roundtable session held in Illinois and the work being done to move the College forward in the development of a campus-wide culture of assessment. The Academy is a four-year commitment for the College but includes an assigned scholar to assist the team with their work and help maintain momentum. Other team members include Dr. Jan Karazim, Marcus Anderson, Marcia Campbell, Jason Smith, Naomi Livengood and Martha Perkins.

ARFF Trainer Sale: With the selling of the ARFF trainer, KCC completed its first ever transaction on eBay. IEC Emergency Response Training, a nonprofit group from California, intends to continue training with the unit and are planning to transport it to California in late August.

Summer Meeting with KFA & Faculty Senate Leadership: President O'Connell expressed his appreciation to the Kellogg Faculty Association and the Faculty Senate for their willingness to meet during the summer months to help keep the College moving forward with some of its key initiatives.

BCALC Charter: With the Michigan Department of Education's acknowledgement of KCC's non-renewal notice, the College officially ended its charter authorizing responsibilities for the Battle Creek

Area Learning Center (BCALC), effective June 30, 2017. The charter was granted in September of 2000 to serve Calhoun Intermediate School District students that were not thriving in a traditional setting. President O'Connell thanked Dr. Kay Keck and Marcia Campbell for their time spent working on the charter responsibilities.

KCC Foundation Report: During the July 12 annual meeting, the following individuals were elected to serve one-year terms: Kathy-Sue Dunn, Chair; Andrew Schweitzer, Vice Chair; and Steve Claywell, Secretary. Teresa Durham also reported on the approval of a grant for the Open Educational Resources pilot project, contributions received since June 1, progress to date on the upcoming Bruin Open, a commitment from the Binda Foundation for their continued support of the Elizabeth H. Binda Gold Key Scholarship, and funding received to support start-up costs for the KCC/MSU Agricultural Operations program. It was also noted that Kaitlyn Fraser was recently hired as coordinator of the new program.

21st Century Update: President O'Connell provided a brief update on construction of the new Miller Physical Education Building and the RMTC Capital Outlay project. A layer of peat discovered at the Miller Building construction site was removed and replaced with compacted, engineered soil to prevent settling. Footings and foundations have been completed and plumbing has been roughed in. President O'Connell and Teresa Durham continue to work on raising money for the College's in-kind match for the RMTC Capital Outlay renovation project. Over \$1 million has been raised to date.

Scholarships and Grants: The College received \$44,797.71 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell thanked Blaze for his appearance at the recent registration open house and Chairman Claywell, on behalf of the Board, thanked everyone involved for the tremendous amount of work done to make the day a huge success for the College and the students.

CITIZEN/STAFF REQUESTS AND COMMENTS

As an advocate for the students, mathematics faculty member Anna Cox asked KCC to reconsider the elimination of the student lounge on the second floor of the classroom building due to the amount of use it receives from students and staff. Chairman Claywell thanked her for her comments.

ACTION ITEMS

KCC Foundation Board Appointments: Chairman Claywell stated that the current Board of Trustee members serving on the Foundation Board were contacted and would be honored to serve again. With that, Trustee Byrd moved for Chairman Claywell, Trustee Booth and Trustee Davis to continue their service on the Foundation Board. The motion was supported by Trustee O'Donnell and approved by the Board.

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

Personnel Items: Due to the current economy, KCC has experienced a decline in the pool of adjunct instructors. Ali Robertson, Director of Human Resources, asked those in attendance to help by asking anyone interested to send their resume and credentials to HR so the information may be forwarded to the appropriate department. Adjunct instructors are hired directly through the departments and are not presented on the personnel memo.

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

New Hire

Adrienne Hill

Education Specialist, Upward Bound

(effective July 17, 2017; Manager 2, 2017-2018 annual salary \$50,648 for the 2017-2018 fiscal year*)

Austin Simons

Chief of Public Safety
(effective September 5, 2017; Director 1, 2017-2018 annual salary \$68,039 for the 2017-2018 fiscal year*)

Approaching Retirements

Fran Giguere

Secretary, Allied Health/ Dental Hygiene
(17 Years) (effective July 21, 2017)

**Fully or Partially Grant Funded*

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of upcoming events, Chairman Claywell adjourned the meeting at 7:06 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair