

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

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 15, 2017, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:32 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 – telephonically	

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 Library Services
Mr. Rick Scott, Chief Financial Officer
Ms. Cindi Shell, Secretary, Allied Health/Dental
Ms. Terah Zarembo, Dean, Student Services

Seventeen individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

With a motion by Trustee O'Donnell, supported by Trustee Byrd, the Board approved the addition of a change to the December board meeting time and location as action item letter G.

CONSIDERATION OF MINUTES

With a motion from Trustee Booth, supported by Trustee Byrd, the Board approved the October 18, 2017, meeting minutes as written.

PRESIDENT'S REPORT

Audit Report: Vicki VanDenBerg from Plante Moran, PLLC presented the College's 2016-2017 fiscal year audit report. Once again the College received the highest level of assurance with a clean, unmodified opinion. Rick Scott noted there were actually three audits completed recently for the College and the Foundation. He also noted that all were presented as 'clean' with no findings, which shows the great work done by a variety of staff. He continued by thanking several individuals for their assistance with the process. With a recommendation for acceptance by Trustee Camp Seifke, supported by Trustee Davis, the audit report was accepted as presented by the Board.

Faculty Tenure: Dr. Karazim introduced Dr. Debra Buck, recommended tenure recipient, and Tonie McMaster, Director, Nursing Education. McMaster added that Buck was pivotal to the success of the recent accreditation process. Dr. Buck began her career at KCC in 1977 by finishing the nursing program and added that it is an honor to be back and she hopes to finish her career here. With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved Dr. Buck for tenure.

Support Staff Bargaining Unit: Neville Mark, Support Staff UAW Representative, introduced newly elected co-chairs Cindi Shell and Melinda Hall and additional officers Gary Simison and Jean Rice. Mark stated that the recent election is a new page and the support staff is looking forward to being partners in solving issues for the College.

GPI Mentor Circle: Patrick Casey, Director, Career and Employment Services, and Tonya Forbes provided an update on work that has been completed through the Guided Pathways initiative and noted the College's acceptance into the Mentor Circle by the Michigan Center for Student Success (MCSS).

WMU Partnership Update: Work continues on the development of transfer pathways for those students wishing to continue their education at WMU. At a recent meeting hosted by WMU topics of discussion included reverse transfer, dual admission and clarity of credit equivalency. Several KCC programs will have WMU transfer guides ready for Fall 2018 registration.

National Apprenticeship Week: Becky Gallimore, Operations Manager of the Regional Manufacturing Technology Center (RMTC), provided an update on the events held November 13 at the RMTC in celebration of the U.S. Department of Labor's National Apprenticeship Week.

MCCBOA Tuition Surveys: Rick Scott shared information on the Gibson Survey and the Tuition and Fee Survey results recently compiled by the Michigan Community College Business Officers Association (MCCBOA). The College continues to be one of the most affordable within the State and is the most affordable within its ACS group.

ESL (English as a Second Language) Update: Tonya Forbes and Dr. Karazim provided an update on the work being done academically and within the manufacturing sector through customized training to assist KCC students and area employees with obstacles they may be facing due to a language barrier.

BC Vision Quarterly Update: A portion of the BC Vision Quarterly Update highlighting the second annual Bruin Boo! was shared with the Board. BC Vision partnered with KCC for the second annual event that drew approximately 2000 people to campus.

Veterans Creative Works Exhibit: President O'Connell encouraged the Board and visitors in attendance to stop by the LRC to view the various display pieces in the Veterans Creative Works Exhibit. The 6th annual exhibit is being hosted by the 1st Battalion Support Division.

KCC Foundation Update: At the annual meeting held November 8, Joe Lopez, Superintendent of Branch Intermediate School District, became the newest member of the KCC Foundation Board of Directors. In other business, the Foundation Board accepted the audit report from Plante Moran and approved the issuance of an RFP for investment advisory services.

21st Century Update: President O'Connell shared the most recent pictures of the Miller Physical Education Building construction. The unusually mild weather has allowed it to remain very much on schedule. The Joint Capital Outlay Subcommittee approved the RMTC renovation project for construction authorization with a 14-0 vote. Once it is attached to a bill and signed by the Governor, work can begin on the developmental design phase.

Scholarships and Grants: The College received \$13,601.20 in scholarships over the past month.

BOARD REPORTS AND REQUESTS

None.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Neurodiagnostic Technologist Program – Certificate and Degree and Computed Tomography (CT) Technologist Program - Certificate: Trustee Booth made a motion to accept action items A & B together. The motion was supported by Trustee O'Donnell and the Board approved the programs with their respective certificates and degree after a brief update by Dr. Karazim. Please review the President's Letter for a more in depth explanation of the programs.

Revision to the College's Investment Policy: With a motion by Trustee Camp Seifke, supported by Trustee O'Donnell, the Board approved a revision to the College's Investment Policy that will provide more clarity for what the College's Investment Officers are allowed to invest in and also adds an additional investment option to improve the College's investment income. Recommendation for approval of the policy was made by the Audit and Finance Committee.

Fiscal/Budget Reserves and General Fund Unrestricted Net Asset (a.k.a. Fund Balance) Policy: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved adoption of the new policy which demonstrates good stewardship of the College's operating resources and reserves, as well as the establishment of a fund balance range that is acceptable and provides for a structure of reporting to the Board should the fund balance fall outside of the range. This policy was also recommended for approval by the Audit and Finance Committee. Trustee Camp Seifke, a member of the committee, added that putting the policy on paper was simply a reflection of what has already been taking place.

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

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

New Hire

Sammi Jones	Clerk, Records and Registration (effective December 4, 2017, Support Staff, O&C II, Step 3, 2017-2018 hourly rate \$17.37)
Trevion Thomas	Student Success Coach* (effective October 30, 2017; Administration, Professional 1, 2017-2018 salary \$45,212 pro-rated for the remainder of the 2017-2018 fiscal year)

Position Transfer

Pernell Gibson	Academic Advisor (effective November 27, 2017; Manager 2, 2017-2018 annual salary \$48,240 pro-rated for the remainder of the 2017-2018 fiscal year)
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Reclassification

Jorge Zeballos	Executive Director, Center for Diversity and Innovation* (effective July 1, 2017, Administration, Chair/Director, \$82,755)
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Tenure Recommendations

Debra Buck	Instructor, Nursing
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Approaching Retirements

Thomas Longman Director, RMTC
(25 Years) (effective November 27, 2017)

Resignation Notice

Kelly Frost Librarian, User Education
(7 Years) (effective December 20, 2017)

Roberta Gagnon Director, Grahl Center
(10 Years) (effective November 30, 2017)

Andrea Grant-Friedman Instructor, Social Science
(1 year) (effective November 7, 2017)

Tracy White Manager, Records and Registration
(13 Years) (effective October 24, 2017)

**Fully or partially grant funded*

December Board Meeting Change: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved moving the December meeting to the Heritage Room at Schuler's in Marshall and changing the start time to 6:15 p.m. The meeting is expected to be very short and will be followed immediately by a joint dinner with the KCC Foundation Board of Directors.

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:24 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair