

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
February 21, 2018

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 21, 2018, 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	

Attendance from President's Council included:

Mr. Mark O'Connell, President  
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  
Dr. Jan Karazim, Dean, Workforce Development  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Teresa Durham, Executive Director, KCC Foundation  
Ms. Ali Robertson, Chief, Human Resources  
Mr. Rick Scott, Chief Financial Officer  
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation  
Ms. Cindi Schell, Secretary, Allied Health/Dental Clinic  
Ms. Pauline Rombaugh, Manager, President's Office

Thirteen individuals sat in the gallery.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **CONSIDERATION OF MINUTES**

With a motion by Trustee Booth, supported by Trustee Byrd, the Board approved the January 17, 2018, meeting minutes as written.

#### **PRESIDENT'S REPORT**

**Employee Recognition:** President O'Connell congratulated Eric Greene, Director of Public Information and Marketing, for his recent election as Lakeview School Board President. Also, congratulated by President O'Connell were Elyse Jozlin, Professor, English and Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services for their representation of KCC and upcoming graduation from the Michigan Community College Leadership (MCCA) Academy.

**KCC Restroom Survey/Assessment Plan of Action:** Tom Mathison of Mathison Architects presented recommendations for updating the campus restrooms for accessibility compliance, gender equity and nursing mothers. The restroom study covered all 73 restrooms on campus, excluding the Miller building and RMTTC due to those current or upcoming projects. The recommended renovations and conversions are targeted to commence in the summer of 2018, spanning all campuses.

**KCC Mid-Year Budget Update:** Vicki Vandenberg from Plante Moran presented the Mid-Year Budget Update. Due to better than projected enrollment and PPT reimbursements, and implementation of a new policy, the College is able to invest more funds in its Maintenance and Replacement Fund and partially reimburse the KCC Foundation for scholarships it covered for the College a few years ago. The Board formally approved the amended budget in a motion by Trustee Davis, supported by Trustee Byrd.

**Student Success Coach Positions in Academic Advising:** Dr. Donna Malaski, Manager of Academic Advising, presented information regarding the College's advising strategy. The College's advising strategy includes the addition of Student Success Coaches and advising model in place for the Fall of 2018.

**Satisfactory Academic Progress Standards for Title IV Aid:** Nikki Jewell, Director Financial Aid, presented information regarding KCC's success in establishing practices that help students receiving financial aid to ensure they are making "satisfactory academic progress" according to federal guidelines.

**Branch ISD Position/Early College:** President O'Connell and Angie Bess, Manager, Early College and Events reviewed the College's strategy in partnering with the Branch Intermediate School District to fund an Early College coordinator position to assist Brand County students in navigating the services and systems at KCC and in their respective school districts.

**EMS Collaboration:** President O'Connell reported the Public Safety Education Department is currently implementing strategies to grow enrollment and deliver courses through partnerships with the Calhoun Area Career Center, Branch Area Career Center and Barry County career/technical education advocates.

**2018 Governor's Fitness Award:** President O'Connell reported that for the second consecutive year Kellogg Community College has been selected as a finalist in the Governor's Fitness Awards, Healthy Workplace Award Category – Large Company. Award nominees will be recognized during events in Lansing and Detroit in April.

**CCSSE and CCFSSSE Update:** Dr. Reid and Dr. Rabineau, Vice President, Instruction, announced the College will administer two surveys – the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) - in the Spring of 2019.

**Agriculture Operations Program/MSU:** President O'Connell reported that, as of the current semester, 16 students are enrolled in KCC's new Agriculture Operations Program via the partnership with Michigan State University.

**KCC Center for Diversity and Innovation:** Jorge Zeballos, Executive Director, Center for Diversity and Innovation, reported that he recently presented the KCC CDI model to an invitation-only convening of community college chief diversity officers organized by the American Association of Community Colleges. Many colleges are interested in the CDI strategy for expanding capacity for equitable, inclusive practices as well as visiting KCC to learn more.

**KCC Equity and Inclusion Committee:** Kim Andrews-Bingham, Program Manager, Lifelong Learning, provided an update on the work of the KCC Equity and Inclusion Committee. The update included committee recommendations for achieving equity college-wide through training, hiring, capacity building and leadership.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation reported the KCC Foundation Board of Directors this month approved a service agreement with Morgan Stanley's Consulting Group Institutional Services to manage the Foundation's investment portfolio.

**21<sup>st</sup> Century Update:** John Di Pierro, part-time consultant, provided an update regarding the construction of the Miller Physical Education Building, reporting that the project is currently on schedule and on budget. John also reported on the continuation of planning of the partially state-funded renovation of the Regional Manufacturing Technology Center; construction is estimated to commence in August 2018 and be complete by May 2019.

**Governor's Executive Budget Recommendation for FY 2019:** President O'Connell reviewed Governor Rick Snyder's recently proposed state budget recommendation which proposes flat funding (no increases or decreases) for community colleges statewide.

**Scholarships and Grants:** The College received \$22,147.36 in scholarships and grants over the past month.

**BOARD REPORTS AND REQUESTS**

Trustee Byrd reported on his travel and attendance at the annual 2018 Community College Federal Legislative conference in Washington, D.C., The conference was organized by the American Association of Community Colleges (ACCC) and Association of Community College Trustees (ACCT).

Chairman Claywell thanked Trustee Davis and Trustee Camp Seifke for their work on the Board's Audit and Finance Committee.

Chairman Claywell, extended his appreciation of President O'Connell for the remarks he made to the Michigan House Oversight Committee earlier this month. President O'Connell testified on behalf of KCC during the committee's discussion of a proposed constitutional amendment regarding free speech.

**CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

**ACTION ITEMS**

**Faculty Tenure of Stacey Schramm:** The Board approved with a motion by Trustee Byrd, supported by Trustee Booth.

**KCC Accessibility in Technology Policy:** The Board approved with a motion by Trustee Booth, supported by Trustee Davis.

**KCC Pregnant Student Policy:** The Board approved with a motion by Trustee Booth, supported by Trustee Davis.

**Deferred 15-Year Capital Plan:** The Board approved with a motion by Trustee Byrd, supported by Trustee Davis.

**Recommendation for Backup Server Replacement:** The Board approved with a motion by Trustee Davis, supported by Trustee Byrd.

**Financials:** The Board approved the January 2018 financial statements with a motion by Trustee Byrd, supported by Trustee Davis.

**Recommendation for Administrative Contract Renewals:** The Board approved with a motion by Trustee Byrd, supported by Trustee Booth.

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

**New Hire**

Darcy Henning	Clerk, Registrar's Office (effective February 19, 2018 Support, O&C II, Step 5, 2017-2018 hourly rate \$19.19)
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**Position Transfer**

Rebecca Gallimore	Manager, Regional Manufacturing Technology Center (effective January 22, 2018; Administration, Manager 2, 2017-2018 annual salary \$59,912 pro-rated for the remainder of the 2017-2018).
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**Reclassification**

Christine Vandenberg                      Director, Allied Health, Radiography, and MRI Programs  
(effective July 1, 2017; Administration, Chair/Director, \$86,873)

**Correction**

The following misclassification was identified and the correct wage and classification are:

Karel Asbury                                      2013-2014 to current – Director1, \$7,728.69 adjustment  
2017-18 salary \$89,798

**Resignation Notice**

Rachel Roelof                                      Staff Assistant, Media Design  
(4 Years) (effective February 28, 2018)

**Open Positions**

Director, RMTC  
Faculty, Coordinator, Medical Assistant Program  
Manager, Records & Assessment Testing  
Technician, Financial Aid

**Status**

Candidate Review  
Candidate Review  
Interview and Selection  
interview and Selection

**CITIZEN/STAFF COMMENTS**

**ADJOURNMENT**

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:44 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair