

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
April 18, 2018

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 18, 2018, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

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

Chairman Steve Claywell – absent/excused	Trustee Jonathan Byrd
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington – telephonically	Trustee Patrick O'Donnell
Trustee Matthew Davis – absent/excused	

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
Ms. Tonya Forbes, Dean, Arts and Sciences
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
Ms. Kassie Dunham, Librarian, Electronic Resources/Systems
Ms. Cindi Shell, 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 O'Donnell, supported by Trustee Camp Seifke, the Board approved the March 21, 2018, meeting minutes as written.

PRESIDENT'S REPORT

Employee Recognition: President O'Connell honored Steve Casselman, Lisa Johnson, Jason Moore, Mitchell Walinski and Jason Wiersema for completing the two-year KCC Faculty Mentoring Program. Also recognized was Anne Jost and Megan Ward, who have completed their first year of the program.

Michigan American Council on Education (ACE) Women's Network: President O'Connell reviewed the College's commitment to equity and leadership development for our employees. KCC employees Kerri Langdon and Kimberlee Andrews-Bingham have created the KCC ACE Women's Network chapter. They recently held an inaugural event with more than 30 employees attending. The College's goal is to develop and support female leaders.

MCCA All-Michigan Academic Team: Drew Hutchinson, Manager, Student Life, honored KCC students Allison Anthony and Matt Maurer who have been named to the 2018 All-Michigan Academic Team. Allison and Matt were recently honored at a reception and luncheon in Lansing sponsored by the Michigan Community College Association (MCCA) and Phi Theta Kappa international honor society.

Student Leadership Summit and TRIO Day: Dr. Kay Keck reported that the MI-CAPP (Michigan College Access Programs & Personnel) held its 2018 Student Leadership Summit and TRIO Day in March

in Battle Creek. Grindl Williams, KCC Director of Upward Bound and MI-CAPP Conference Chair, reports that 270 students and personnel from high schools, community colleges and universities from across the State of Michigan attended for workshops, speakers, networking and learning.

2018 HLC Annual Conference: Dr. Kevin Rabineau, Vice President, Instruction presented a recap of the Higher Learning Commission Annual Conference in Chicago. A team of faculty and administrators from KCC attended. Several team members said that, based upon what they learned at the conference, KCC is heading in the right direction with its plans for assessment, institutional data and faculty credentials.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation, provided an update on recent Foundation activities, including the application and interview process related to Gold Key, Trustee and general scholarships. The KCC Foundation continues to seek and manage grant support for the North End Gateway campus improvement project and the iACT initiative.

21st Century Update: President O'Connell reviewed the progress on the Miller Physical Education Building stating construction is on schedule with the gymnasium flooring scheduled to be installed late April. Planning is continuing for the renovation of the Regional Manufacturing Technology Center, with construction expected to begin in July.

KCC 15 Year Capital Project: President O'Connell reported progress continues with a series of restroom upgrades, including the addition of all-gender and nursing mothers' spaces targeted to commence in May. Also in May, crews will repave the Roosevelt Avenue entrance and parking lots G and I at an estimated cost of \$87,500.

2018 Impact Award: Dr. Jan Karazim said KCC recently received the 2018 Impact Award given by Michigan Works! Southwest to the City of Coldwater, Clemens Food Group, Kellogg Community College, Michigan Talent Investment Agency, and Rob Rzepka for strategic partnership and collaboration to customize local strategies for training and employment opportunities.

Scholarships and Grants: The College received \$6,143.00 in scholarships and grants over the past month.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell recently attended the ACCT Governance Leadership Conference and commented about his learnings of various community college trustee topics, including succession planning, accreditation, board development, presidential evaluations, campus safety, student hunger and homelessness.

CITIZEN/STAFF REQUESTS AND COMMENTS

Jonathan Williams, Professor, Political Science, representing the KCC Faculty Senate stated the KCC faculty have 'grave concerns' about College leadership. The concerns are not regarding the competence of KCC leaders, he said, but rather with the succession planning related to the upcoming retirement of Dr. Kevin Rabineau, Vice President, Instruction and what Williams described as the anticipated retirement of President O'Connell. Williams asked the Board to create a temporary provost position to help with transitions until the instructional vice president and president positions are refilled.

Rod Price, Professor, Physics, representing the Kellogg Faculty Association, described the Faculty Senate as a positive presence at the College and echoed Jonathan Williams' comments about faculty concerns regarding succession plans for KCC leadership.

ACTION ITEMS

KCC and Branch Intermediate School District (BISD) Early College Services Agreement: A one year service agreement between Kellogg Community College and Branch Intermediate School District to provide pilot programming and support for Early College programs in Branch County. The agreement commences on July 1 when KCC will provide up to \$55,000 and office space at the Grahl Center for a career development counselor and student success coach to be employed by the Branch Area Careers Center

(BACC). This action item passed with a motion by Trustee O'Donnell, supported by Trustee Camp Seifke and approval by the Board.

AFSCME Letter of Agreement: With a motion by Trustee Camp Seifke, supported by Trustee O'Donnell, a letter of agreement with KCC Maintenance employees, represented by the American Federation of State, County and Municipal Employees, to create a new job classification called "Utility III" that accounts for employees who have or obtain credentials in a specific skilled trade was approved by the Board.

Approval of Tuition and Fee Rate Freeze, Starting Summer 2018 Semester: Tuition rates and fees in all categories at KCC will remain at their current levels through the Summer 2019 semester, except and tuition rate categories for Indiana and international residents will be eliminated. The Indiana rate, which had been \$1 more than the non-resident rate was used infrequently. The international rate had been the same as the out-of-state rate. This recommendation was approved by the Board with a motion by Trustee O'Donnell and support by Trustee Byrd.

Compliance with the Community College Act, Sec. 389.141: Similar to previous years, Michigan law requires the Board to estimate the amount of property taxes necessary for the 2019 fiscal year. This resolution was approved by the Board with a motion from Trustee Byrd and support from Trustee O'Donnell.

Financial Statements: Financial Statements from March 2018 were approved by the Board, with a motion from Trustee O'Donnell and support by Trustee Camp Seifke.

Personnel Items: The following personnel items were approved by the board, with a motion by Trustee Byrd, supported by Trustee O'Donnell:

New Hire

Brahm Olds	Manager, Network Infrastructure (effective April 30, 2018; Administration, Manager 1, 2017-2018 annual salary \$60,000 pro-rated for the remainder of the 2017-2018 fiscal year)
Lori Haley	Faculty Coordinator, Medical Assistant Program (effective August 16, 2018; Faculty, Bachelors Lane, Step 5, 2018-2019 annual salary \$55,566)

Resignation Notice

Jessica Olds	Secretary, Selective Admissions (4 Years) (effective April 9, 2018)
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Open Positions

- Director, RMTC
- Instructor, Sociology
- Librarian, Instruction/Student Success
- Manager, Facilities
- Manager, Network Infrastructure
- Nurse Aide Training Program Faculty
- Program and Events Coordinator, KCCF
- Staff Assistant II, Media Design
- Student Success Coach, Academic Advising (2)
- Technician, Financial Aid

Status

- Review for Repost – Under Review
- Interview and Selection
- Interview and Selection
- Interview and Selection
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CITIZEN/STAFF COMMENTS

Rod Price, Professor, Physics, applauded the Board for freezing tuition rates, and thanked President O'Connell and Rick Scott, CFO, for their efforts in managing declines in enrollment and revenue in recent years.

ADJOURNMENT

After a brief update of coming events, Trustee Booth adjourned the meeting at 7:17 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair