

**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
August 15, 2018**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 15, 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 - telephonically	

Attendance from President's Council included:

Mr. Mark O'Connell, President  
Dr. Kay Keck, Vice President, Student and Community Services  
Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services  
Dr. Jan Karazim, Dean, Workforce Development  
Ms. Tonya Forbes, Dean, Arts and Sciences  
Mr. Eric Greene, Chief Communications Officer  
Ms. Terah Zaremba, Dean, Student Services  
Mr. Rick Scott, Chief Financial Officer  
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation  
Ms. Melinda Hall, Secretary, Workforce Solutions  
Ms. Pauline Rombaugh, Manager, President's Office

Six individuals sat in the gallery.

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

President O'Connell provided a status update on the Non-Exempt Travel Policy. Final review with President's Council is scheduled and will be resubmitted for consideration on September 19.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held June 20, 2018, were approved as written by the Board with a motion by Trustee Booth and supported by Trustee Byrd.

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

**HLC Accreditation for New KCC Programs:** Dr. Jan Karazim, Dean, Workforce Development reviewed the process for new programs and HLC Accreditation. The next step of the process is the acceptance of the Department of Education to fully be recognized from a Financial Aid perspective. The new KCC programs commencing August 30, 2018 are Neurodiagnostic Technologist, AAS; Neurodiagnostic Technologist, Certificate and Computed Tomography, Certificate program.

**Open Education Resources (OER) Task Force Update:** Dr. Michele Reid, Dean of Institutional Effectiveness and Library Services, presented an overview of the last year's task force activity. This includes reporting \$28,900 in savings to students in textbook costs due to implementing the OER initiatives. The KCC OER Task Force has outlined four recommendations: Value of OER, CIE Support for Faculty, Grant Program and Task Force Reorganization.

**Enrollment Update:** Dr. Kay Keck, Vice President for Student Services, reported that Fall enrollment is fluctuating and enrollment is currently down 8% in headcount year-over-year and down 11% in contact hours.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation reported on recent activities, including a new scholarship for English language learners, sculpture installations on campus, planning for the upcoming Bruin Scholarship Open and financial contributions.

**21<sup>st</sup> Century Update:** President O'Connell described the construction on the Miller Physical Education Building as nearly complete and noted the open house on August 7, 2018 was attended by an estimated 400 people. Sequence 1 renovation is currently in progress at the Regional Manufacturing Technical Center. Staff and offices have been temporarily relocated on-site until the Spring 2019 semester. Renovations continue in KCC restrooms and spaces and are being transformed for all-gender access, nursing mothers' rooms and updating to meet ADA accessibility standards.

**Scholarships and Grants:** The College received \$129,828.00 in scholarships and grants over the past two months (June and July).

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell provided an overview of the President's evaluation for the 2017-2018 fiscal year. Details are included within the action item below.

Trustee Jonathan Byrd recognized Dr. Kay Keck, Vice President, Student and Community Services, as a new member of the United Way of the Battle Creek and Kalamazoo Region Board of Directors.

Trustee Patrick O'Donnell stated that the Michigan Community College Association (MCCA) summer conference in Traverse City was informative and beneficial.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

## **ACTION ITEMS**

**Policy Proposals:** Three policy amendments related to the Freedom of Expression, Commercial Solicitation and Fundraising were approved by the Board, with a motion from Trustee Byrd and supported by Trustee O'Donnell.

The Freedom of Expression policy amendment specified the KCC Student Center dining area as a "limited public forum" and the only indoor area at KCC that is designated for expressive activities.

The Commercial Solicitation policy was amended to specify that commercial solicitation activities are allowed on campus only if they directly benefit a KCC department, program or registered student organization and are specifically authorized by the College.

The Fundraising policy was created to specify that fundraising is allowed at KCC if the activity seeks a charitable donation (money, goods or services) from an external agency for the purpose of financial benefit to a KCC department, program or registered student organization. Fundraising efforts will require written permission beforehand. The policy allows KCC employees to engage in external fundraising as long as the activity is passive, conducted outside of an employee's working time and does not use KCC owned communication tools, such as employee email accounts or interoffice mail.

**Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy (Title IX):** The Board approved the Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy (Title IX) with a motion by Trustee Byrd, supported by Trustee Booth. The amendment specifies a zero-tolerance approach to all forms of discrimination, harassment, violence and other forms of abusive behavior. The policy, which ensures compliance with the federal IX law, explicitly prohibits and defines such behaviors, including sexual harassment, non-consensual sexual contact, non-consensual intercourse, sexual exploitation, hazing, bullying, stalking and other misconduct offenses. The policy also specifies reporting options for victims and witnesses.

**Sabbatical Leave:** Sabbatical Leave request for Marcus Anderson, Faculty, Math and Science was approved by the Board with a motion from Trustee O'Donnell and supported by Trustee Byrd.

**Financial Statements:** Financial Statements from June and July 2018 were approved by the Board, with a motion from Trustee O'Donnell and supported by Trustee Camp Seifke.

**Personnel Items:** The following personnel items were approved by the board, with a motion by Trustee Byrd supported by Trustee Booth:

**New Hire:**

Alex Carlson                      Program and Events Coordinator, KCC Foundation  
(effective August 20, 2018; Administration, Manager 2,  
2018-2019 annual salary \$55,362.00 pro-rated for the remainder of the  
2018-2019 fiscal year)

Cherise Buchanan                Career Coach, Workforce Solutions  
(effective August 6, 2018; Administration, Professional 1,  
2018-2019 annual salary \$48,439.00 pro-rated for the remainder of the  
2018-2019 fiscal year)

**Lane Changes:**

Jason Moore                      Faculty, Machining Technology  
(effective August 16, 2018; from Non Degree Lane, Step 11, to  
Bachelors Lane, Step 11, 2018-2019 annual salary \$72,313.00)

Kim Madsen                      Faculty, Business  
(effective August 16, 2018, from MA, Step 12, to MA +30, Step 12,  
2018-2019 annual salary, \$87,563)

**Position Transfer:**

Kimberlee Andrews-Bingham                      Director, Industrial Trades Education  
(effective August 20, 2018; Administration, Chair/Director, 2018-2019  
annual salary \$81,666.00 prorated for the remainder of the 2018-2019  
year)

**Reclassification:**

Linda Younglove                Learning Systems Analyst  
(effective July 1, 2018 from Staff Assistant II, Step 6, \$25.61/hr to  
Staff Assistant III, Step 6, \$26.65/hr)

**Resignation Notices:**

Beth Bess                      Secretary, Social Science  
(8 years) (effective July 23, 2018)

Cindi Shell                      Secretary, Allied Health/Dental Clinic  
(3 years) (effective July 31, 2018)

**Retirement Notices:**

Cynthia Herbrandson            Faculty, Math and Science  
(25 years) (effective December 31, 2018)

Bridget Korpela	Professor/Director, Dental Hygiene (34 years) (effective December 31, 2018)
Sandra McGuire	Technician, IS User Support (25 years) (effective December 31, 2018)
John Younglove	Utility II (42 years) (effective December 31, 2018)

**Sabbatical Request:**

Marcus Anderson	Faculty, Math and Science (effective January 11, 2019 – December 16, 2019)
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**Open Positions:**

Director, Nursing Education	Posted
Staff Assistant II, Academic Support	Posted Internal Only
Secretary, Selective Admissions	Posted Internal Only

**Status**

**Amendment to the President’s Contract:** President Mark O’Connell’s evaluation for the 2017-2018 was delivered by Board Chairman Steve Claywell stating that the Board continues to be very happy with the performance of President O’Connell on the many items that have been achieved and the many things planned for the future. Trustee Davis added his appreciation for President O’Connell’s work, how he conducts himself in public and the confidence he instills in College stakeholders. Immediately following these comments, the Board approved an amendment to President O’Connell’s contract by extending the term by one year through June 30, 2020, increasing his base salary to \$189,523 for 2018-2019, as well as an annuity payment by 1.5 percent of the president’s salary, with a motion from Trustee Byrd and supported by Trustee Booth.

**CITIZEN/STAFF COMMENTS**

None

**ADJOURNMENT**

President O’Connell provided a brief update of coming events, Chairman Claywell adjourned the meeting at 7:12 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair