

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
February 20, 2019

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 20, 2019 in the Classroom 120 of the Regional Manufacturing Technology Center (RMTC) 405 Hill Brady Road, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:30 p.m. Roll was taken and reflected the following in attendance:

Chairman Steve Claywell
Trustee Jill Booth
Trustee Matthew Davis
Trustee Jonathan Byrd

Trustee Patrick O'Donnell
Trustee Carla Reynolds
Trustee Xenia McKay

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student & Community Services
Dr. Paul Watson, Vice President, Instruction
Dr. Jan Karazim, Dean, Workforce Development
Ms. Tonya Forbes, Dean, Arts and Science
Mr. Eric Greene, Chief Communications Officer
Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid
Ms. Terah Zaremba, Dean, Student Services
Ms. Ali Robertson, Chief Human Resources Officer
Mr. Rick Scott, Chief Financial Officer
Ms. Teresa Durham, Executive Director, KCC Foundation
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation
Ms. Melinda Hall, Secretary, Workforce Solutions and SSA Representative
Ms. Pauline Rombaugh, Manager, President's Office

Eleven individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held January 16, 2019 were approved as written by the Board with a motion by Trustee Davis and supported by Trustee Byrd.

PRESIDENT'S REPORT

Silver-Level Veteran-Friendly School Award: Holly McKee, Director, Support Services, announced the college recently received the Silver-Level Veteran-Friendly School Award from the Michigan Veterans Affairs Agency (MVAA) for the 2018-19 academic year based on the College's commitment to helping student veterans succeed. President O'Connell recognized KCC employees, Holly McKee, Director, Support Services and Laura Miller, Financial Aid Officer along with Brent Haddow, Campus Coordinator, Department of Veterans Affairs for their efforts and collaboration.

"Blaze Goes to College" Publication: Abbie Brennan, Program Coordinator, Lifelong Learning, announced the College's publication of "Blaze Goes to College," a children's book illustrated by KCC student, Sara Parks and written by Simon Thalmann, Digital Marketing Manager.

Higher Learning Commission (HLC) Maintaining Accreditation 2021: Dr. Paul Watson, Vice President, Instruction provided an overall review of the Higher Learning Commission (HLC) Accreditation process as

well as the plan for the college to maintain its accreditation with the Higher Learning Commission. The plan includes completion of a comprehensive self-study and related projects over the next two years.

Guided Pathways/Statewide Transfer Agreement: Tonya Forbes, Dean, Arts and Sciences, reported the College is making progress on the continued implementation efforts of Guided Pathways strategies and in the development of statewide articulation agreements for common transfer courses.

Dual Enrollment/Early College: President O'Connell provided an update on the College's enrollment and revenue generated from its Dual Enrollment and Early College programs, in 2018-19 an increase of 12 percent in headcount and 20 percent in credit hours in comparison to 2017-18.

KCC Mid-Year Budget Update: Vicki Vandenberg from Plante Moran presented the Mid-Year Budget Update, which estimates an \$800,000 General Fund budget shortfall for the current fiscal year. This resulted from a continuing decline in enrollment and a reduction in reimbursements from the State of Michigan for lost personal property tax revenue. The College's Fund Balance is sufficient to sustain the deficit in the short term and remain in compliance with the Board's fiscal reserves policy. The Board formally approved the amended budget in a motion by Trustee Davis, supported by Trustee Byrd. Furthermore, for the remainder of the fiscal year, the College is requesting internal cost center managers to exercise extreme prudence to lessen the budget impact. In addition, President O'Connell stated he will be extremely conservative when approving the filling of new and vacant positions.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation provided an update on the Foundation's assets and scholarships, announced that this year's scholarship applications are due March 1 and explained the Foundation is updating its donor database and beginning to use a platform for campaign-based online fundraising.

21st Century Update: President O'Connell provided information about the renovation of the Regional Manufacturing Technology Center, which is ahead of schedule; the final work at the Miller Physical Education Building; the planned Northside Gateway project which is expected to be revised in scope, funded by donors and completed in the summer of 2019 and the development of a master plan for the Eastern Academic Center (EAC) to include spaces for occupational training and lab space.

Scholarships and Grants: The College received \$11,865.00 in scholarships and grants over the past two months, with a total received in the 2018-2019 academic year to \$404,141.68.

BOARD REPORTS AND REQUESTS

Trustee Byrd reported on the 2019 Association of Community College Trustee Legislative Summit that he attended in Washington, D.C.

Trustee O'Donnell commented on how positive and well attended the Soul Food Luncheon was on February 20.

Trustee Byrd thanked KCC employees who planned the February 15 event with the Michigan Talent and Economic Development Department at the Regional Manufacturing Technology Center.

CITIZEN/STAFF REQUESTS AND COMMENTS

Kim Andrews-Bingham, Director, Industrial Trades Education, extended her appreciation of the professionalism, efficiency and friendliness of the Walbridge staff and other contractors during the Regional Manufacturing Technology Center (RMTTC) renovation project.

ACTION ITEMS

Travel Policy: The Board approved the revisions to the Travel Policy with a motion by Trustee Booth and supported by Trustee Reynolds. The revision was made to reflect current processes and allow for reimbursement of mileage for local travel.

Acceptance of Donated Equipment: The Board approved the receipt of donated robotic equipment (estimated value \$35,000) from the Branch Area Career Center for use in the Industrial Technology program lab with a motion by Trustee Davis and supported by Trustee Byrd.

Maintenance and Replacement Funding for 2019 Mini-Projects: The Board approved the use of \$550,000 from the College's Maintenance and Replacement Fund to create an Early Childhood Education lab, redesign of Roll Building Lecture Room 210, create two new offices in the Lane Thomas Building, refurbish an ambulance in the Emergency Medical Services program and make structural repairs to campus walkways, with a motion by Trustee Byrd and supported by Trustee Davis.

Financial Statements: Financial Statements from January 2019 were approved by the Board, with a motion from Trustee Byrd and supported by Trustee O'Donnell.

Faculty Tenure Recommendation: With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board approved the tenure recommendation for Mitchell Walinski, Counselor.

Administration Contract Renewals: With a motion by Trustee Booth, supported by Trustee Reynolds, the Board approved a series of one-, two- and three-year administrative contracts for 44 eligible employees, effective at the beginning of the 2019-20 fiscal year.

Personnel Items: The following personnel items were approved by the Board, with a motion by Trustee Davis and supported by Trustee Byrd:

New Employees:

Summer Corsi	Student Success Coach, Academic Advising (Grahl Center) (effective February 4, 2019; Administration, Professional 1, 2018-2019 annual salary \$45,890.00 pro-rated for the remainder of the 2018-2019 fiscal year)
Kimberly Hardish	Technician, Upward Bound* (effective March 4, 2019; Support Staff, Technical, Step 3, 2018-2019 hourly rate \$19.97)
Priscilla Dieguez-Moya	Career Coach, Workforce Solutions* (effective February 4, 2019; Administration, Professional 1, 2018-2019 annual salary \$50,988.00 pro-rated for the remainder of the 2018-2019 faculty contract)

Position Transfer

Kathryn DeGraaf	Director, Integrative Learning (effective January 2, 2019; Administration, Director 1, 2018-2019 annual salary \$74,372.00 pro-rated for the remainder of the 2018-2019 fiscal)
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Tenure Recommendations

Mitch Walinski	Counselor
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Open Positions:

Status

No regular positions posted at this time

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

President O'Connell provided a brief update of coming events. With a motion led by Trustee O'Donnell, supported by Trustee Reynolds, Chairman Claywell adjourned the meeting at 7:24 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair