

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 16, 2019

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 16, 2019 in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

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

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
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation
Ms. June Lewis, Staff Assistant, Print and Document Services and SSA Representative
Ms. Pauline Rombaugh, Manager, President's Office

Fifteen individuals sat in the gallery.

ADJUSTMENTS TO THE AGENDA

President O'Connell requested the addition of Action F: Recommendation to fill vacancy on KCC Audit and Finance Committee action item. The Board approved adjusting the agenda with a motion by Trustee Davis, supported by Trustee Byrd.

ACCEPTANCE OF ELECTION RESULTS

With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board accepted the report from the Calhoun County Board of Canvassers certifying the November 6, 2018, election results for the Kellogg Community College Board of Trustees. Trustee Claywell was re-elected and newly elected Trustee McKay were both elected to six-year terms ending December 31, 2021.

SWEARING IN OF NEW AND RE-ELECTED BOARD MEMBERS

Trustee Xenia McKay affirmed the Constitutional Oath of Office administered by KCC President Mark O'Connell.

Trustee Steve Claywell affirmed the Constitutional Oath of Office administered by KCC President Mark O'Connell.

BOARD OF TRUSTEE PROCEDURES

Election of Officers: The current chair, vice chair, secretary and treasurer were all re-elected to serve two-year terms with the following actions:

Chair Steve Claywell – Nominated by Trustee Byrd, motion carried and the Board approved.

Vice Chair Jill Booth – Nominated by Trustee Byrd, motion carried and the Board approved.

Secretary Jonathan Byrd – Nominated by Trustee Davis, motion carried and the Board approved.

Treasurer Matt Davis – Nominated by Trustee Byrd, motion carried and the Board approved.

Schedule of Regular Meeting Dates and Times: The Board set and approved the meeting schedule for 2019 with a motion by Trustee Byrd, supported by Trustee O'Donnell. Meetings will be held on the third Wednesday of the month at 6:30pm with the exception of July and December which were removed due to summer and holiday scheduling. The Board will rotate locations to visit one of each of the centers throughout the KCC service area.

Conflict of Interest Policy Requirements: Conflict of Interest and Commitment forms were provided and signed by Trustees Booth, Davis, O'Donnell, Byrd, Reynolds and McKay.

ADJUSTMENTS TO THE AGENDA

CONSIDERATION OF MINUTES

Minutes from the regular meeting held November 14, 2018 were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee O'Donnell.

PRESIDENT'S REPORT

Employee Recognition: President O'Connell recognized KCC employees who recently received service pins for their years of service to the college.

Introduction and Welcome: Dr. Paul Watson II, Vice President of Instruction was introduced to the Board by President O'Connell. Dr. Watson told the Board he appreciates the warm welcome he has received at the College and spoke about his top priorities: communication, collaboration and accreditation as KCC's instructional leader.

Student Study Abroad Trip to Greece: Kate DeGraaf, Director, Integrative Learning introduced several students who participated in a group of 32 KCC students, community members and employees who studied philosophy, archaeology, mythology and religion during an international Student Study Abroad Trip to Greece in October 2018. A video of travel highlights was also shown from the trip.

Michigan American Council on Education's Women's Network (MI-ACE): The KCC chapter of the Michigan American Council on Education's Women's Network recently received a \$500 micro-grant from the MI-ACE Women's Network Board to support programming and learning opportunities. President O'Connell acknowledged efforts made by KCC chapter's Co-Chairs: Kerri Langdon, Sara Reed and Kim Andrews-Bingham for their leadership.

National Center for Higher Education Risk Management (NCHERM): Dr. Kay Keck, Vice President of Student and Community Services reported that KCC will continue working with the National Center for Higher Education Risk Management (NCHERM) in 2019 to strengthen policies and practices related to student handbooks, Title IX and field trips.

Kellogg Advanced Manufacturing Assembly (KAMA) Training Program in Albion: Dr. Jan Karazim, Dean, Workforce Development, said high school students from the Marshall area have begun their studies in the Kellogg Advanced Manufacturing Assembly (KAMA) Training Program and soon will begin hands-on training at the new KAMA lab in Albion.

Enrollment Update: Dr. Kay Keck, Vice President, Student and Community Services, reported that headcount, contact-hour, and credit-hour enrollment for Spring 2019 are down about 6 percent compared to a year ago.

Third Phase of Marshall Talent Consortiums Submittal: Dr. Jan Karazim, Dean, Workforce Development, reported that she will continue work with area school districts on joint applications for state grants through the Marshall Plan for Talent program.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation provided a summary about year-end contributions and announced that, although KCC was not approved to receive a state grant for the Northside Gateway campus improvement project, the Foundation will seek fund for the project elsewhere.

21st Century Update: President O'Connell provided information about the renovation of the Regional Manufacturing Technology Center, which is on schedule to be completed before the summer, and the remaining work to be finished this winter and spring at the Miller Physical Education Building.

Scholarships and Grants: The College received \$22,717.00 in scholarships and grants over the past two months, with a total received in the 2018-2019 academic year to \$392,276.63.

BOARD REPORTS AND REQUESTS

Chairman Claywell complimented the success of Interim Session 2019, Dr. Keck's 40 years of service to KCC and welcomed Dr. Watson.

Chairman Claywell provided comments on RMTTC facility, renovations and future opportunities for both training and the community.

Chairman Claywell expressed gratitude to the Board for his appointment as Chairman for another term and for the Board's ongoing teamwork in its governance of KCC.

Trustee O'Donnell complemented the College's expansion of athletics teams and shared that student feedback has been positive.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

KCC Security Services: DK Security was recommended to remain KCC's Security Service supplier. The Board approved DK Security as KCC's Security Service supplier for a term of three years, at a total cost of \$1,004,981.00 with a motion by Trustee Davis and supported by Trustee Reynolds.

Lawn Service RFP Recommendation: The Board approved a five-year contract to Springfield-based Greenscape Services for the care of all lawns at all campuses at a total cost of \$687,302.00 with a motion by Trustee Byrd and supported by Trustee Davis.

Renewal of Audit Firm: The Board approved a five-year contract, at a total cost of \$354,625.00 to Plante Moran auditing firm to continue performing annual audits of KCC and the KCC Foundation with a motion by Trustee Booth and supported by Trustee Byrd.

Financial Statements: Financial Statements from December 2018 were approved by the Board, with a motion from Trustee Byrd and supported by Trustee Davis.

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

Audit and Finance Committee Appointment: Chad Smith, who is currently a member of the KCC Foundation Board of Directors was appointed to the Board of Trustees Audit and Finance Committee with a motion by Trustee Davis, supported by Trustee Byrd and approved by the Board.

New Employees:

Nathan Anderson

Career Coach, Workforce Solutions

(effective January 7, 2019; Administration, Professional 1, 2018-2019 annual salary \$48,439.00 pro-rated for the remainder of the 2018-2019 fiscal year)

Dicran Doumanian Enrollment and Outreach Coach
(effective November 26, 2018; Administration, Professional 1, 2018-2019 annual salary \$50,988.00 pro-rated for the remainder of the 2018-2019 fiscal year)

Jaclyn Gibbs Instructor, Nursing Education
(effective May 6, 2019; Faculty, Masters Lane, Step 10, 2018-2019 annual salary \$76,923.00 pro-rated for the remainder of the 2018-2019 faculty contract)

Marciene Morgan Instructor, Nursing Education
(effective January 3, 2019; Faculty, Masters Lane, Step 10, 2018-2019 annual salary \$76,923.00 pro-rated for the remainder of the 2018-2019 faculty contract)

Michelle Reece Secretary, Selective Admissions
(effective December 10, 2018; Support Staff, O & C III, Step 5, 2018-2019 hourly rate \$21.12)

Brenda Richards Secretary, Social Sciences
(effective November 26, 2018; Support Staff, O & C II, Step 4, 2018-2019 hourly rate \$18.55)

Eieri Jordan Salivia Faculty Coordinator, Physical Education/Head Coach Women's Soccer
(effective November 26, 2018; Faculty, Masters Lane, Step 4, 2018-2019 annual salary \$58,790.00 pro-rated for the remainder of the 2018-2019 faculty contract)

Jessica Sullivan, Ed.D. Temporary Faculty, Sociology
(effective January 3, 2019; Faculty Support, Masters Lane +60, Step 3, 2018-2019 annual salary \$59,652.00 pro-rated for the Spring 2019 semester)

David Tannor, Ed.D. Temporary Instructor, Mathematics
(effective January 3, 2019; Faculty, Masters Lane +60, Step 6, 2018-2019 annual salary \$69,147.00 pro-rated for the Spring 2019 semester)

Paul Watson II, Ed.D. Vice President of Instruction
(effective January 2, 2019; Administration, Vice President 1, 2018-2019 annual salary \$136,951.00 pro-rated for the remainder of the 2018-2019 fiscal year)

Lane Changes

Renee Mielke, Ed.D. Faculty, Nursing
(effective January 3, 2019; from Master's Lane +30, Step 12, to Master's Lane +30, Step 12, 2018-2019 annual salary \$89,677.00)

Resignations

Ngoc Chen

Manager, Registration and Assessment Testing
(11 months) (effective March 1, 2019)

Open Positions:

Career Coach, Workforce Solutions*
Student Success Coach
Technician, Records Coordinator
Upward Bound*
Instructor, HVAC-R
Assistant Director, Admissions

Status

Offer and Selection
Offer and Selection
Interview and Selection

Interview and Selection
Posted Internally

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None.

CLOSED SESSION

The Board of Trustees entered into closed session for 36 minutes to discuss collective bargaining.

Roll call: Entered back into Public Session at 7:55pm.

ADJOURNMENT

President O'Connell provided a brief update of coming events, Chairman Claywell adjourned the meeting at 8:02 p.m.

Jonathan Byrd, Secretary

Steven Claywell, Chair