

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
September 18, 2019

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 18, 2019, in Board Room of the Kellogg Community College Roll Administration Building, 450 North Avenue, Battle Creek, MI.

Vice Chairman Booth called the meeting to order at 6:33 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell - Absent
Trustee Jill Booth
Trustee Carla Reynolds
Trustee Xenia McKay - Absent

Trustee Jonathan Byrd - Absent
Trustee Matthew Davis
Trustee Patrick O'Donnell

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Paul Watson, Vice President, Instruction
Mr. Eric Greene, Chief Communications Officer
Ms. Ali Robertson, Chief Human Resources Officer
Ms. Terah Zaremba, Dean, Student Services
Dr. Jan Karazim, Dean, Workforce Development
Dr. Michele Reid, Dean, Institutional Effectiveness and Library Services
Mr. Rick Scott, Chief Financial Officer
Ms. Teresa Durham, Executive Director, KCC Foundation
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation
Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid
Ms. June Lewis, Process Specialist, Print and Document Services, UAW Support Staff Co-Chair
Ms. Pauline Rombaugh, Manager, President's Office

Fourteen individuals sat in the gallery including Chris Sargent, United Way of the Battle Creek and Kalamazoo Region.

ADJUSTMENTS TO THE AGENDA

The Board approved the addition of an Overview of the Board Room Technology, 2019 Corporate Cup Update, and Action Item 'D', Acceptance of the 2019 Campus Crime Statistics Report to the President's Report with a motion made by Trustee Davis, supported by Trustee Reynolds.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held August 21, 2019, were approved as written by the Board with a motion by Trustee Davis and supported by Trustee Reynolds.

PRESIDENT'S REPORT

Overview of Board Room Technology: Brahm Olds, Manager, Network Infrastructure, demonstrated the new technology in the Roll Board Room. The room now includes two mounted cameras, 32 microphones in the ceiling and a large television monitor to allow for live streaming, video conferencing and wireless display of presentations.

KCC United Way 2019 Campaign: President O'Connell introduced Wanda Miller, Professor, Social Science and 2019 Co-Chair of KCC United Way Campaign. Wanda Miller reviewed KCC's 2019 United Way Fundraising campaign will commence on October 1, 2019, with an employee contributions goal of \$12,000. Angela Cleveland, Director, Purchasing is also a 2019 Co-Chair for KCC's 2019 United Way campaign. President O'Connell introduced Chris Sargent, President and Chief Executive Officer of the United Way of the Battle Creek and Kalamazoo Region. Mr. Sargent presented information about the organization and the initiatives that have benefited from KCC's past contributions.

2019 Corporate Cup: Tom Shaw, Director, Athletics and Physical Education, reported that KCC placed in first place overall in Battle Creek's 2019 Corporate Cup. KCC teams won volleyball, foot golf, pickleball, basketball, 5K run (men and women) and cornhole, while placing second or third in other events. 2019 was KCC's seventh first-place overall win in the past 10 years of the Battle Creek Corporate Cup.

Employee Recognition: President O'Connell acknowledged four employees who were announced as the 2019 recipients of the G. Edward Haring Employee of the Year Award - Roderick Simmons, Manager, Recruitment and Student Outreach; Kevin Barnes, Professor, Industrial Electricity; Abbie Brennan, Program Manager, Lifelong Learning, and Dr. Kay Keck, Vice President, Student and Community Services.

Faculty Tenure: President O'Connell acknowledged the August 2019 Board approval of Faculty Tenure of Jason Moore, Professor, Machining Technology and Jason Wiersema, Professor, Physical Therapist Assistant effective January 2020.

Summer Study Abroad: Professors Michelle Wright and Kevin Barnes provided a summary of the international travel class that traveled to Europe this summer and learned about World War II.

MiTransfer.org Online Tool: Dr. Paul Watson, Vice President, Instruction, reported that KCC students now have access to a new website, MiTransfer.org, a resource that allows them to search for courses at any Michigan community college or university and understand precisely how they will transfer to other institutions. KCC is a part of the collaborative that developed the online tool. Dr. Watson expressed his gratitude to the KCC team that collaborated to help make this happen, the KCC Registrar's office, Dean Forbes, Dean Karazim and many faculty.

Bruin Youth Camps: President O'Connell reported that Lifelong Learning recently concluded its summer season of Bruin Youth camps and a total of 630 registrations, an 80 percent increase in participation from 2018 was the final result.

Enrollment Update: President O'Connell reported the Fall 2019 enrollment at a higher than projected level. As allowed in contracts negotiated earlier this year for the faculty, support staff, maintenance bargaining units and in the Board-approved incentive language for administrators, the College will provide those KCC employees with an additional 1 percent increase in compensation.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation provided an update on the Bruin Scholarship Open, new funds and grants, the Davidson Mural Project and upcoming fundraising activities.

21st Century Update: President O'Connell reviewed the construction that is underway and on schedule of the new welding and mechatronics labs projected to be completed by February 2020.

Capital Outlay Five Year Plan: President O'Connell briefly reviewed the draft of the KCC Capital Outlay Plan, a five-year planning document which is updated each year and submitted to the state government in order to maintain the College's eligibility for state capital outlay funding. The final plan will come before the Board for approval in October 2019.

Scholarships and Grants: President O'Connell reported the College received \$80,787 in scholarships and grants over the past month, with a year-to-date total of \$238,315.00.

BOARD REPORTS AND REQUESTS

Angela Provart, Pauly Group provided an update via video conference, on the Presidential Search for the college. Applications will be accepted until September 23, 2019 after which a screening committee of three trustees and other institutional and community representatives will begin reviewing the applicant pool.

Trustee O'Donnell commented on his appreciation of the recent Bruin Blast and Bruin Scholarship Open events.

Jaylyn Taylor, Board Student Representative, provided his appreciation on how the KCC faculty members have helped raise student moral by offering assistance to students at the beginning of the fall semester.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Eastern Academic Center Easement: The Board approved an easement to allow the Michigan Department of Transportation access to property at the Eastern Academic Center to repair drainage on the College's property line with a motion from Trustee Davis, supported by Trustee Reynolds.

Financial Statements: Financial statements for the month of August 2019 were approved by the Board with a motion from Trustee O'Donnell, supported by Trustee Davis.

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

New Employee:

April Kragt	Instructional Assistant, Academic Support (effective September 30, 2019; Support Staff, Pay Grade 13, Step 2, 2019-2020 hourly rate \$19.91)
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Open Positions:

Department Assistant, ARCO/MASC (part-time)	Posted
*Education Specialist, Support Services	Candidate Review
Specialist, Information Services	Candidate Review

Status

*Fully or Partially Grant Funded

2019 Campus Crime Statistics Report: The Board approved the annual 2019 Campus Crime Statistics Report, which is required by federal law and specifies the number of criminal offenses at the College over the past three calendar years with a motion from Trustee Reynolds, supported by Trustee O'Donnell.

CITIZEN/STAFF COMMENTS

None

ADJOURNMENT

President O'Connell provided a brief update of coming events, Vice Chair Booth adjourned the Board of Trustee, September 18, 2019, meeting with a motion by Trustee Reynolds and supported by Trustee O'Donnell at 7:27 p.m.

Jill Booth, Vice Chair

Matthew Davis, Treasurer