

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**April 21, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 21, 2021, via Zoom conferencing and hosted within the Board Room of the Kellogg Community College Roll Administration Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 p.m. Roll and each trustee's physical location if attending remotely was taken, reflecting the following:

Chairman Steve Claywell	Trustee Jonathan Byrd – Zoom, in Emmett Township, MI
Trustee Jill Booth – Zoom, in Homer, MI	Trustee Matthew Davis – Zoom, in Marshall, MI
Trustee Carla Reynolds – Zoom, in Battle Creek, MI	Trustee Patrick O'Donnell – Zoom, in Battle Creek, MI
Trustee Xenia McKay – Zoom, in Battle Creek, MI	

Twenty-five individuals, comprised by Trustee Student Representative Payton Espolon, KCC executive leadership, President's Council members, college staff and community guests, participated via Zoom. Zero individuals participated via conference call.

### **ADJUSTMENTS TO THE AGENDA**

President Dr. Bennings requested the removal of Action Item "C" relating to the Reflecting Pools repairs from the agenda. With a motion by Trustee Byrd and supported by Trustee Booth, the Board unanimously approved striking Action Item "C".

### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on March 17, 2021, were approved as written by the Board unanimously, with a motion by Trustee Reynolds and supported by Trustee Booth.

### **PRESIDENT'S REPORT**

**KCC Cruisin' Commencement:** Dr. Kay Keck, Vice President for Student and Community Services, updated the Board on the current plan for commencement activities to be held on May 13, 2021. The plan is still tentative and dependent on weather.

**Study Abroad:** Dr. Paul Watson, Vice President for Instruction, presented the Board the tentative plans to resume short term study abroad courses starting Summer 2022.

**Campus Reopening:** Eric Greene, Vice President for Strategy, Communications and Relations, briefed the Board on the Campus Reopening status and goals. Included in the briefing were the updated MIOSHA safety rules and guidelines. The current plan is to have employees working in person at least 50% of the time by August 30, 2021; 75% by January 18, 2022, and 100% by May 16, 2022. Facilities is reviewing the close proximity workspaces to help achieve these goals. The College's Emergency Paid Sick Leave (EPSL) benefit expires April 30, 2021. The College's Extended Family and Medical Leave Act (FMLA) benefits will not extend beyond June 30, 2021.

**Infrastructure, Planning, and Sustainability (IPS) Council Update:** The IPS Council co-chair, Brad Fuller, provided the Board with an update of their recent activities, including the approval of the much-needed improvements to our campus infrastructure consisting of repaving Circle Drive, updating the A/C unit in the Information Services server room and renovating the Dental Clinic.

**Scholarships and Grants:** The College received no scholarships or grants in March.

**KCC Foundation:** Executive Director, Teresa Durham, shared that the Foundation is finalizing scholarship interviews for recommendations to the Board with an anticipated awarding to over 400 students. Gifts and grants totaling over \$450,000 for the fiscal year and an investment portfolio over \$13,200,000. KCCF will be awarding 19 Arts & Communications recipients with over \$1400 in monetary awards. She also

announced and encouraged all to register and attend the virtual Gala on Tuesday, April 27. KCCF has a goal of \$10,000 to be raised from this event. Lastly, she announced the Bruin Scholarship Open currently scheduled for Friday, September 10.

**Faculty Mentoring Program:** Dr. Paul Watson recognized this year's Faculty Mentoring Program faculty.

**Paragon Award:** Eric Greene informed the Board that the National Council for Marketing and Public Relations recently honored Kellogg Community College's Public Information and Marketing Department with a prestigious gold Paragon Award for the department's efforts to promote Black History Month in early 2020. Award recipients were announced March 17 during a virtual awards ceremony. KCC won a Paragon for a series of posters designed by Cab Rininger, Manager of Media Design at the College.

## **BOARD REPORTS AND REQUESTS**

Trustee Student Representative, Payton Espolon, updated the Board on Phi Theta Kappa, Outstanding Bruin Awards and athletics.

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

Elizabeth Hammond from GDI Services addressed the Board.

## **ACTION ITEMS**

- A. Dental Clinic Furniture:** With a motion by Trustee O'Donnell, supported by Trustee McKay, the Board unanimously approved \$360,000 to replace the Dental Clinic's dental chairs during the renovation to create a safer working environment.
- B. Custodial Services Request for Proposal:** Trustee Davis made a motion and Trustee Reynolds supported to accept the recommendation regarding the RFP for custodial services. After board discussion, Trustee Davis withdrew his motion and Trustee Reynolds withdrew her support of this action item. Trustee Byrd made a motion and Trustee Reynolds supported with the Board unanimously approving to table this action item until the next (May 2021) Board meeting.
- C. REMOVED FROM THE AGENDA**
- D. Financial Statements:** With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board unanimously approved the financial statements for the month of March 2021.
- E. Personnel Items:** The following personnel items were reviewed by Dr. Bennings and approved unanimously by the Board, with a motion by Trustee Byrd, supported by Trustee Booth:

### ***New Employees***

Terry Burleson, Jr.	Manager, Recruitment and Student Outreach (effective April 19, 2021; Administration, Manager 2, 2019-2020, annualized salary \$59,500)
Jerry Humphreys	Department Assistant, President's Office (effective March 15, 2021; Support Staff, Pay Grade 12, Step 2, 2019-2020 hourly rate \$17.03)

### ***Retirement Notices***

Kevin Moody	Utility III, Facilities (25 years) (effective November 30, 2021)
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**Open Positions**

Applications Programmer  
 Career Coach, Workforce Solutions\*  
 Director, Admissions  
 Executive Director – Regional Manufacturing Technology  
 Center (RMTC), Industrial Trades Education and Workforce  
 Solutions  
 Faculty Coordinator, Human Services Program  
 Instructional Assistant, Academic Support (Math)  
 Instructor, Biology (temporary)  
 Instructor, Psychology  
 Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)  
 Instructor, Welding (EAC) (temp)

**Status**

Offer and Selection  
 Offer and Selection  
 Candidate Review  
 Candidate Review  
  
 Posted  
 On Hold  
 Posted  
 Offer and Selection  
 Candidate Review  
 Candidate Review

*\*Fully or Partially Grant Funded*

- F. ACCT Resolution to make April Community College month:** The ACCT Resolution was presented by Dr. Bennings. The resolution was unanimously approved by the Board, with a motion by Trustee Booth, supported by Trustee Byrd.

**CITIZEN/STAFF COMMENTS**

Karen Asbury asked how the Board will gather additional information to act on the custodial bid. Chairman Claywell stated that the Board will submit an answer to her in writing at the next meeting.

Nikki Jewell commented on the upcoming retirement of Kevin Moody, noting his many contributions to KCC and his personal mentoring of her when she joined the KCC family over 20 years ago.

**MISCELLANEOUS**

President Bennings covered upcoming events at the College, including the next Board meeting scheduled for May 19, 2021. Because Calhoun County is still under a state of emergency, the College plans to continue Board meetings remotely for the time being.

**ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee Davis, Chairman Claywell adjourned the meeting at 7:52 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary