

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
April 15, 2020

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 15, 2020, 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 6:30 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd - via Zoom conference
Trustee Jill Booth – via Zoom conference	Trustee Matthew Davis - via via Zoom conference
Trustee Carla Reynolds – via Zoom conference	Trustee Patrick O'Donnell – via Zoom conference
Trustee Xenia McKay - via Zoom conference	

Student Board Representative: Jaylyn Taylor - via Zoom conference

Attendance from President's Council included:

Dr. Adrien L. Bennings, President
Dr. Kay Keck, Vice President, Student and Community Services - via Zoom conference
Dr. Paul Watson, Vice President, Instruction - via Zoom conference
Ms. Pauline Rombaugh, Manager, President's Office

Twenty individuals, comprised of President's Council members, college staff and community guests participated via Zoom conferencing.

ADJUSTMENTS TO THE AGENDA

None

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on February 19, 2020, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee McKay.

PRESIDENT'S REPORT

Higher Learning Commission (HLC) Approval of Additional KCC Location: President Bennings reported the Higher Learning Commission (HLC) has reviewed and approved Kellogg Community College's request to open an additional location at Hastings High School, 520 West South Street, Hastings, MI 49058. This is in response to the interest and demand to offer more welding modules for Hastings High School.

National Council for State Authorization Reciprocity Agreement (NC-SARA): President Bennings reported Kellogg Community College has renewed its membership with the National Council for State Authorization Reciprocity Agreement (NC-SARA). This annual membership provides a voluntary, regional approach to state oversight of postsecondary distance education. SARA's policies help protect students and provide benefits to both states and institutions carrying out distance education in multiple states. Dr. Paul Watson, Vice President, Instruction reported 2020-21 is the second renewal year for the NC-SARA.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP): President Bennings and Dr. Paul Watson, Vice President, Instruction reported the Commission on Accreditation of Allied Health Education Programs (CAAHEP) has awarded initial accreditation to the Medical Assistant Certificate program at Kellogg Community College. CAAHEP identified some areas to strengthen program compliance prior to our next evaluation in Spring 2025. Dr. Watson acknowledged Lori Haley, Faculty Coordinator, Medical Assistant Programs and Chris VandenBerg, Director, Allied Health Radiography and MRI for their commitment and efforts.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation reported on year-to-date donations received and provided an update on recent and future fundraising events, contributions and scholarship programs. Rick Scott, Chief Financial Officer/Treasurer of KCC Foundation provided a summary of the KCC Foundation's investment portfolio for the first quarter of 2020.

COVID-19 Legislation – Employee Impacts: Ali Robertson, Chief Human Resource Officer, reported on the recently passed Federal and State Acts to help employers and employees during the COVID-19 pandemic. Several of these programs will benefit our employees and the College.

National Marketing Awards: President Bennings and Eric Greene, Chief Communications Officer, reported on Tuesday, March 31, Kellogg Community College and its' Public Information and Marketing (PIM) Department was honored with four prestigious Paragon Awards. These awards were granted for the department's efforts to recruit students, connect with the community and promote the College during the 2018-19 academic year. The national awards include three first-place Gold Paragon Awards and the coveted Best in Show Award. Eric acknowledged each of the PIM team members, Cab Rininger, Manager, Media Design; Simon Thalmann, Digital Marketer/Writer; Kathy Jarvie, Manager, Media Design; June Lewis, Process Specialist; Michael Loader, Specialist; Kristen Stolz, Specialist and Andy Fitzpatrick, Communications Specialist for their contributions and efforts.

Strategic Plan: President Bennings reported to date 12 Strategic Planning Input Sessions have been conducted, engaging approximately 190 individuals which represent college employees, various members of the community, area school district superintendents and former employees. Input from these sessions and survey responses collected will be critical in finalizing the Strategic Plan.

Operating Policies and Procedures: President Benning's reported on the Operating Policies and Procedures template developed for purposes of branding and communicating policies and procedures in a consistent manner as an institution. Ultimately, all policies will be reviewed, revised and formatted to the template standards.

Scholarships and Grants: President Bennings reported the College received \$12,386.95 in scholarships and grants over the past two months, with a fiscal year-to-date total of \$355,703.92 for the 2019/2020 Academic Year.

KCC Coronavirus Preparedness: President Bennings, Dr. Kay Keck, Vice President, Student and Community Services and Dr. Paul Watson, Vice President, Instruction, reported on the College's latest responses to the pandemic with efforts of transitioning to online learning, virtual simulations, providing academic counseling and financial aid resources to meet the needs of students via online, telephone or email communication. The campus remains closed until May 4, 2020, according to State guidelines. Kellogg Community College continues to monitor reports and information regarding the coronavirus (COVID-19) outbreak as it evolves in the United States. Several communications advising students, employees and guests to follow guidance from the Centers for Disease Control and Prevention are ongoing and continue.

BOARD REPORTS AND REQUESTS

Chairman Claywell requested a moment of silence in observation of the impact the COVID-19 virus has had on the individuals and community in which the college services.

Chairman Claywell on behalf of the Board of Trustee's acknowledged the level of professionalism and commitment demonstrated by Kellogg Community College employees and staff.

Trustee O'Donnell extended his gratitude for the condolences offered in the recent loss of his mother, acknowledged Dr. Keck efforts for celebrating student's hard work in a new virtual commencement, and reported former college President, Mark O'Connell's recent award of the 2019 Professional Award by the Calhoun Area School Board Member Association (CASBMA). Mark was nominated by Lakeview Schools and Harper Creek Schools.

Student Board Representative Jaylyn Taylor reported on information gathered from fellow KCC students and their experiences with the recent COVID-19 online course transition. While some students have

experienced barriers with internet/computer connectivity and increased work hours for healthcare students while balancing coursework, KCC instructors have been accommodating and understanding.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Neurodiagnostic Technologist Certificate Program Inactivation: The Board approved the inactivation of this certificate due to accreditation standards requiring at least an Associate Degree with a motion by Trustee Byrd, supported by Trustee Reynolds. A roll call vote as follows:

Board of Trustee	Yea	Nay
Chairman Claywell	X	
Trustee Booth	X	
Trustee Davis	X	
Trustee Byrd	X	
Trustee O'Donnell	X	
Trustee Reynolds	X	
Trustee McKay	X	

A motion to adopt and combine all remaining Action Items B-K: Human Services Certificate Program Inactivation, Global and International Studies Program Renaming, Posthumous Degree Policy, Credit Card/Account Procedures and Acceptable Use Policy, Approval of 457(b) and 415(m) Retirement Plans, Compliance with the Community College Act, Sec. 389.141, Authorization to Enter into Temporary Shelter Agreements, Waiver of Online Fee for 2020 Summer Semester, Financial Statements, Personnel Items with President Bennings providing detail and open discussion was made by Trustee Byrd, supported by Trustee Reynolds and approved by the Board.

Human Services Certificate Program Inactivation: The Board approved the inactivation of this certificate due to the lack of gainful employment for students based on employers' needs/demands.

Global and International Studies Program: The Board approved the renaming of the current degree of called International Studies to reflect the title of Global and International Studies. The name change aligns with the transfer to four-year institutions and allows students to analyze local, national and international connections.

Posthumous Degree Policy: The Board approved the Posthumous Degree Policy and the purpose to establish the policy regarding the award of posthumous degrees for enrolled students. Discussion was held on the driving nature of this policy creation. Dr. Paul Watson, Vice President, Instruction, provided clarity and confirmation that this policy was created proactively with Dr. Kay Keck, Vice President, Student and Community Services, with the help of Student Affairs and Kellogg Faculty Senate in the Summer and Fall of 2019.

Credit Card/Account Procedures and Acceptable Use Policy: The Board approved the proposed changes to the Credit Card/Account Procedures and Acceptable Use Policy and related forms.

457(b) and 415(m) Retirement Plans: The Board approved the recommendation of the two retirement plan enhancements, 457(b) and 415(m) for our employees and retirees, at no cost to the College.

Compliance with the Community College Act, Sec. 389.141: The Board approved, the estimate the amount of property taxes necessary for the 2021 fiscal year. The final budget approval will come before the Board in June 2020.

Authorization to Enter into Temporary Shelter Agreements: The Board approved granting President Bennings the authority to offer the College's facilities and enter into agreements with various health care providers as deemed necessary. This agreement is in the event the College is requested to make its facilities available for health care facilities due to capacity limitations caused by an influx of patients due to the

COVID-19 disease. Discussion was held on whether KCC was approached for facility usage. Rick Scott, Chief Financial Officer provided clarification that KCC is proactively preparing in the event facilities are needed, similar to what other college colleagues are putting in place.

Waiver of Online Fee for 2020 Summer Semester: The Board approved the waiver of online fees for 2020 Summer Semester.

Financial Statements: The Board approved the financial statements for the months of February and March 2020.

Personnel Items: The following personnel items were reviewed by President Bennings and approved by the Board.

Retirement Notices:

Naomi Livengood	Director, Institutional Compliance Reporting (17 years) (effective December 31, 2020)
Sharon Powell	Miller Building Coordinator (40 years) (effective November 30, 2020)
Ali Robertson	Chief Human Resources Officer (11 years) (effective October 2, 2020)
Linda Younglove	Learning Systems Analyst (28 years) (effective June 30, 2020)
Melinda Zabawa	Financial Aid Verification Analyst (36 years) (effective August 14, 2020)

New Employee:

Brandon Smith	Process Specialist, Media Design (effective May 11, 2020; Support Staff, Pay Grade 14, Step 2, 2019-2020 hourly rate \$21.66)
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Open Positions:

Status

Academic Advisor	Candidate Review
Department Assistant, Morris Library (PT)	Candidate Review
Department Assistant, Records Management, Upward Bound*	Candidate Review
Department Assistant, Student Life (PT)	Candidate Review
Director, Admissions	Offer and Selection
Instructor, Biology (Grahl)	Candidate Review
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	Candidate Review
Instructor, OIT	Candidate Review
Instructor, Welding (EAC) (temp)	Candidate Review

*Fully or Partially Grant Funded

The Board approved Action Items: Human Services Certificate Program Inactivation, Global and International Studies Program Renaming, Posthumous Degree Policy, Credit Card/Account Procedures and Acceptable Use Policy, Approval of 457(b) and 415(m) Retirement Plans, Compliance with the Community College Act, Sec. 389.141, Authorization to Enter into Temporary Shelter Agreements, Waiver of Online Fee for 2020 Summer Semester, Financial Statements, and Personnel Items with a motion by Trustee Byrd, supported by Trustee Reynolds. A roll call vote was captured as follows:

Board of Trustee	Yea	Nay
Chairman Claywell	X	
Trustee Booth	X	
Trustee Davis	X	
Trustee Byrd	X	
Trustee O'Donnell	X	
Trustee Reynolds	X	
Trustee McKay	X	

CITIZEN/STAFF COMMENTS

None.

ADJOURNMENT

Chairman Claywell adjourned the Board of Trustees' April 15, 2020, meeting at 7:33 p.m. with a roll call vote as follows:

Board of Trustee	Yea	Nay
Chairman Claywell	X	
Trustee Booth	X	
Trustee Davis	X	
Trustee Byrd	X	
Trustee O'Donnell	X	
Trustee Reynolds	X	
Trustee McKay	X	

Steve Claywell, Chairman

Jonathan Byrd, Secretary