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**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
February 16, 2022**

The Kellogg Community College Board of Trustees met in regular public session on February 16, 2022, at 6:30 p.m. in the Board Room of the Kellogg Community College Roll Administration Building, 450 North Avenue, Battle Creek, MI. A Zoom conferencing option was available to staff and the public.

Chairman Claywell called the meeting to order at 6:30 p.m. Roll call was conducted. Each trustee's physical location is reflected if attending remotely:

Chairman Steve Claywell - present	Trustee Jonathan Byrd – present
Trustee Jill Booth – absent; attended virtually	Trustee Matthew Davis – present
Trustee Carla Reynolds – present	Trustee Patrick O'Donnell – present
Trustee Xenia McKay – present	Student Rep. Monica Feldpausch - present

28 individuals, comprised by KCC executive leadership, President's Council members, college staff and community guests, participated via Zoom or in-person. 0 individuals participated via conference call.

ADJUSTMENTS TO THE AGENDA:

With a motion by Trustee Davis supported by Trustee McKay, the Board unanimously approved adding action **Item I, Faculty Tenure Recommendation of Lori Haley**, to the agenda.

With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the removal of action item A.

CONSIDERATION OF MINUTES: Minutes from the regular meeting held on January 19, 2022, were approved as written by the Board unanimously, with a motion by Trustee Davis and supported by Trustee Byrd.

PRESIDENT'S REPORT

Rick Scott, Chief Financial Officer, led the discussion on the **Mid-Year Budget Update (MYBU)**. The College's auditors, Plante Moran, presented the MYBU. With a motion by Trustee Davis, supported by Trustee Byrd, the Board unanimously approved the MYBU for FY 2022.

Dr. Bennings, President of Kellogg Community College updated the Board on the following:

Introduction of MCCA President Brandy Johnson: Dr. Bennings introduced Brandy Johnson who provided the Trustees with her background and updates from MCCA.

Proposed OP 30.112 FERPA Policy: The College's Family Educational Rights and Privacy Act (FERPA) policy was discussed with the Trustees by Dr. Keck, and presented as a first reading. The policy will be presented for approval at a future Board meeting.

KCC/KCCF Alignment – MOU: Dr. Bennings presented an update on the KCC/KCCF MOU. The primary goal is to establish a well-structured, foundation-institution partnership.

Dr. Keck, Vice President of Student and Community Services updated the Board on the following:

BOARD OF TRUSTEES

Steven A. Claywell
Chair

Jill M. Booth
Vice Chair

Jonathan D. Byrd
Secretary

Matthew A. Davis
Treasurer

Xenia C. McKay
Trustee

Patrick A. O'Donnell
Trustee

Carla C. Reynolds
Trustee

Adrien L. Bennings, PhD
President

Bruin Boost: Bruin Boost welcomed students to campus for the January semester. The “Brrruin Boost” was held on main campus on February 8th and provided students an opportunity to engage in fun activities and to connect with Registered Student Organizations, civic engagement partners, and KCC resources.

Fall 2022 Registration Period: Fall 2022 registration will open on April 18th (rather than June 6th as usual). The change is made in an effort to capture enrollment from three student groups: 4-year college/university guest students who return to town in April and are looking for their summer course enrollment at KCC; current KCC students who want to register prior to leaving campus for the summer; and high school dual enrolled/early college students to register for fall prior to high school offices closing for the summer.

External Scholarships and Grants: The January monthly receipt in external gifts and grants to students is \$10,658.35, bringing the 21/22 fiscal year total to \$256,811.15.

Community Engagement: On February 8th the Admissions staff held their annual K-12 Partners Update meeting inviting local high school counselors, principals, and district superintendents to attend. Annual awards are presented during the event recognizing the exceptional work of our high school counselors.

Dr. Watson, Vice President of Instruction, provided the following updates from the Division:

Journey with Math: Approved plan for Fall study abroad to England.

Higher Learning Commission Presentation: Professors Marcus Anderson (Math) and Wanda Miller (Human Services) co-presented with Dean Forbes at the Higher Learning Commission conference titled, “Institutional Improvement and Culture Change: An Assessment Journey.”

Faculty Tenure Recommendation: Lori Haley, Faculty Coordinator Medical Assistant Program will be granted tenure effective August 2022. With a motion by Trustee Davis, supported by Trustee Byrd, the Board unanimously approved adjusting the agenda to move **Action Item I – Faculty Tenure Recommendation of Lori Haley** – to be immediately voted upon. With a motion by Trustee Davis supported by Trustee Byrd, the Board enthusiastically and unanimously approved the tenure of Lori Haley.

Community Engagement: KCC Grahl Center entered a cardboard sled in the first Kiwanis Carboard Sled Race and won Most Spirited!! Thanks to Bev and Kevin Griggs on the design and construction of our sled. Connie Pifer for her spirit as the driver of the sled, Blaze, Dean Tonya Forbes, and the Grahl Center staff.

Fehsenfeld: Director Carole Davis & Dr. Paul Watson presented at the Hastings Kiwanis on Jan. 26th.

Eric Greene, Vice President of Strategy, Relations and Communications, provided the following update:

Strategic Plan: The College's six action teams are in various stages of formation and the technological infrastructure is in place to begin regular progress reporting to internal and external audiences, including the Board of Trustees and general public.

Campus Reopening: KCC continues to operate in Phase 3 and is anticipating a drop in COVID-19 cases among students and employees in February.

ACCT Summit: KCC participated in the Association of Community College Trustees National Legislative Summit in Washington, D.C. in February, meeting with congressional representatives and senators to share KCC's perspective on Pell funding, economic development, and other legislative matters.

Infrastructure, Planning and Sustainability Update: Brad Fuller, Director of Institutional Facilities, and Greg Colegrove, CIO and Co-Chair of the IPS, provided the Board with an update on current IPS project activities to include HR Renovations, Room 302, Schwarz Bldg., Reflecting Pools, PC Replacements, and Vehicle Replacements.

KCC Foundation: Teresa Durham, Executive Director of the KCC Foundation, reported on activities of the KCC Foundation including information from the Foundation's February board meeting.

BOARD REPORTS AND REQUESTS

Student Representative Monica Feldpausch reported on spring semester activities, student organizations and her new initiative called The Question of the Month.

CITIZEN/STAFF REQUESTS AND COMMENTS

Chair Claywell briefed the Trustees on his MCCA Board Chair meeting in January.

Chair Claywell also briefed about ensuring accessibility to Trustee meetings for those in the community who require assistance. With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously appointed Trustee Xenia McKay to work with the College to ensure that the Board of Trustees offers reasonable accommodations, in alignment with a recent State of Michigan Attorney General opinion, to residents with qualified disabilities who wish to participate in Board meetings.

Trustee O'Donnell briefed the Trustees on the status of the Men's and Women's Bowling teams.

CLOSED SESSION

At 7:38 PM, with a motion by Chairman Claywell, moved by Trustee Byrd and supported by Trustee Reynolds, the Board unanimously approved by roll-call vote to enter into a closed session for the purpose of discussing with KCC contract negotiations.

PUBLIC SESSION

The Board returned to public session at 7:56 p.m.

ACTION ITEMS

Fall Registration Period: this action item was deleted from the agenda

Approval of EMS Simulator Equipment: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the purchase of a manikin simulator using federal Perkins funds to augment learning opportunities for our students.

Maintenance & Replacement Fund \$425,000 Budget Request: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the request for a budget allocation from the M&R Fund to complete the following projects:

Vehicle Replacement	\$225,000
Technology Cycle Replacement	\$100,000
Roll Courtyard Repairs	<u>\$100,000</u>
Total	\$425,000

(Any purchase more the \$50,000 from this allocation will also come before the Board as an action item.)

Technology Purchases: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the purchase of 123 units from Dell for \$99, 531.60.

Replacement of 26-Passenger Bus: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the purchase of two busses from Midwest Transit for a quoted total of \$156,294 funded by the Maintenance & Replacement Fund.

Financial Statements: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the financial statements for January 2022.

Administrative Contract Renewals: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the Administrative contracts up for renewal.

Administrative Contract Renewals:

One Year

Baskin, Dennis	Dean for Workforce Development
Burleson Jr. Terry	Manager of Student Recruitment and Outreach
Challgren, Karen	Education Specialist, Center for Student Success
Colegrove, Greg	Chief Information Officer
Crane, Paul	Applications Programmer
Cubberly, Scott	Business & Industry Liaison
Dopp, Cole	Enterprise Applications Analyst
Fleming, Andrew	Director of Athletics
Goldin, Michael	Chair of Math and Science
Griggs, Tricia	Career Coach, Workforce Solutions
Hallahan, Jacqueline	Program Advisor, TRIO Upward Bound
Hulderman-Tavernier, Jacqueline	Academic Advisor
Kotowski, Jennifer	Director of Admissions
Lane, Paula	CTE Career Coach, Workforce Solutions
Larson, Lisa	Program Manager, Workforce Solutions
Lingbeek, Cindy	Disability and Tutoring Coordinator
McDaniel, Cole	Assistant Director of Financial Aid
McDermott, Kristin	Director of Student Life
Pifer, Kathryn	Clinical Coordinator, MRIS
Regualos, Rey	Special Assistant to the President and VP of SRC
Rickert, Julie	Student Success Coach, Fehsenfeld Center
Rininger, Cab	Manager, Media Design
Taylor, Tracey	Chair of Business & Information Technology
Thalman, Simon	Director of Marketing
VanDam, Holly	Manager of Student Assessment
Venske, Nathan	Executive Director, Industrial Trades Education, Workforce Solutions & EAC
Warren, Jacquez	Recruiter, Special Populations
Wentworth, Grace	Executive Assistant to the VP for Student and Community Services

Two Year

Brennan, Abbie	Program Manager, Lifelong Learning
Doumanian, Dicran	Enrollment & Outreach Coach
Versluis, Jon	Manager of Registration and Assessment Testing

Three Year

Ausbury, Caleb	Academic Advisor
Bess, Angela	Manager, Early College and Dual Enrollment
Durham, Teresa	Executive Director, Kellogg Community College Foundation
Fuller, Brad	Director of Institutional Facilities
Green, Mary	Director of Lifelong Learning
Murphy, Brian	Assistant Director of Finance
Philp, Jennifer	Manager of Binda Performing Arts Center
Reid, Michele	Chief Library Officer
Rivera, Vicki	Chief Human Resources Officer
Simons, Austin	Chief of Public Safety
Smith, Terry	Manager of Materials Handling
Thomas, Trevion	Admissions Representative
Vandenberg, Christine	Director of Allied Health, Radiography and MRI Programs
Weiss, Brett	Manager, Police Academy

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

New Employees

Niaomi Curtis	Navigator, Workforce Solutions (MiLEAP) (EAC/GC)* (effective February 28, 2022; Administrator, Professional 1, 2021-2022 annualized salary \$49,000)
Brenda Dalski	Faculty, Certified Nurse Aide Program (effective January 31, 2022; Faculty, Bachelor lane, step 10, 2021-2022 annualized salary \$72,243)
Chloe Preston	COVID Compliance Coordinator (temporary) (effective January 31, 2022; Administration, Manager 2, 2021-2022 annualized salary \$53,495)
Sarah Trumble	Navigator, Workforce Solutions (MiLEAP) (FC)* (effective February 28, 2022; Administrator, Professional 1, 2021-2022 annualized salary \$49,000)

Position Transfers

Marcia Campbell	HR Manager, Talent Management and Development (effective February 14, 2022; Administration, Manager 1, 2021-2022 annualized salary \$63,230)
Drew Fleming	Director, Athletics (effective May 2, 2022; Administration, Chair/Director; 2021-2022 annualized salary \$75,877)
Victoria O’Connell	Specialist, Accounting (effective January 17, 2022; Support Staff, Pay Grade 13, Step 6, 2021-2022 hourly rate \$24.97)

Retirements

Kimberly Montney	Faculty, Business Administration (33 years) (effective August 12, 2022)
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Open Positions	Status
Assistant Director, Nursing Education	Posted – External
Center Assistant, RMTc	Offer and Selection
Clerk, Business Office	Posted – Internal
Graphic Design Process Specialist	Offer and Selection
Specialist, Arts & Sciences (pt)	Posted - External
Specialist, Financial Aid (1 position)	Candidate Review – External
Specialist, Lifelong Learning	Offer and Selection

**Fully or Partially Grant Funded*

Faculty Tenure Recommendation: this action item was added during “adjustments to the agenda.” However, it was adjusted again and voted upon earlier in the meeting.

CITIZEN/STAFF COMMENTS

MISCELLANEOUS

Dr. Bennings provided the following KCC activities:

Board Meeting – March 16, 2022

EMS Pinning Ceremony – May 10th @ 6 PM in Binda

Nursing Pinning Ceremony – May 11th @ 6 PM, W.K.K. Auditorium

Commencement – May 12th @ 7 PM, Kellogg Arena

DEHY Pinning Ceremony - May 12th @ 3 PM in Binda

Police Academy Recognition Ceremony – June 8th @ 6 PM in Binda

MCCA 2022 Summer Conference – July 27-29

ADJOURNMENT

With a motion by Trustee Davis and support by Trustee Reynolds, Chairman Claywell adjourned the meeting at 8:05 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary