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


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.
**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:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Replacement</td>
<td>$225,000</td>
</tr>
<tr>
<td>Technology Cycle Replacement</td>
<td>$100,000</td>
</tr>
<tr>
<td>Roll Courtyard Repairs</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$425,000</strong></td>
</tr>
</tbody>
</table>

(Any purchase more than 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

Huldeman-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

Thalmann, 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Description</th>
<th>Effective Date</th>
<th>Title</th>
<th>Pay Grade/Step/Annualized Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niaomi Curtis</td>
<td>Navigator, Workforce Solutions (MiLEAP) (EAC/GC)*</td>
<td>February 28, 2022</td>
<td>Administrator, Professional 1</td>
<td>2021-2022 $49,000</td>
</tr>
<tr>
<td>Brenda Dalski</td>
<td>Faculty, Certified Nurse Aide Program</td>
<td>January 31, 2022</td>
<td>Faculty, Bachelor lane, step 10</td>
<td>2021-2022 $72,243</td>
</tr>
<tr>
<td>Chloe Preston</td>
<td>COVID Compliance Coordinator (temporary)</td>
<td>January 31, 2022</td>
<td>Administration, Manager 2</td>
<td>2021-2022 $53,495</td>
</tr>
<tr>
<td>Sarah Trumble</td>
<td>Navigator, Workforce Solutions (MiLEAP) (FC)*</td>
<td>February 28, 2022</td>
<td>Administrator, Professional 1</td>
<td>2021-2022 $49,000</td>
</tr>
</tbody>
</table>

**Position Transfers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Description</th>
<th>Effective Date</th>
<th>Title</th>
<th>Pay Grade/Step/Annualized Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia Campbell</td>
<td>HR Manager, Talent Management and Development</td>
<td>February 14, 2022</td>
<td>Administration, Manager 1</td>
<td>2021-2022 $63,230</td>
</tr>
<tr>
<td>Drew Fleming</td>
<td>Director, Athletics</td>
<td>May 2, 2022</td>
<td>Administration, Chair/Director</td>
<td>2021-2022 $75,877</td>
</tr>
<tr>
<td>Victoria O'Connell</td>
<td>Specialist, Accounting</td>
<td>January 17, 2022</td>
<td>Support Staff, Pay Grade 13, Step 6</td>
<td>2021-2022 $24.97</td>
</tr>
</tbody>
</table>

**Retirements**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Description</th>
<th>Effective Date</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly Montney</td>
<td>Faculty, Business Administration</td>
<td>August 12, 2022</td>
<td>33</td>
</tr>
</tbody>
</table>

**Open Positions**

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director, Nursing Education</td>
<td>Posted – External</td>
</tr>
<tr>
<td>Center Assistant, RMTC</td>
<td>Offer and Selection</td>
</tr>
<tr>
<td>Clerk, Business Office</td>
<td>Posted – Internal</td>
</tr>
<tr>
<td>Graphic Design Process Specialist</td>
<td>Offer and Selection</td>
</tr>
<tr>
<td>Specialist, Arts &amp; Sciences (pt)</td>
<td>Posted - External</td>
</tr>
<tr>
<td>Specialist, Financial Aid (1 position)</td>
<td>Candidate Review – External</td>
</tr>
<tr>
<td>Specialist, Lifelong Learning</td>
<td>Offer and Selection</td>
</tr>
</tbody>
</table>

*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