

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
February 19, 2020

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 19, 2020, in 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 6:32 p.m. Roll was taken and reflected the following:

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

Trustee Jonathan Byrd
Trustee Matthew Davis - via Zoom Conferencing
Trustee Patrick O'Donnell – Absent

Student Board Representative: Jaylyn Taylor

Attendance from President's Council included:

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

Twenty-four individuals, comprised of President's Council members, college staff and community guests sat in the Board Room gallery. Zero individuals sat in the Kellogg Room.

ADJUSTMENTS TO THE AGENDA

None

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on January 15, 2020, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee Reynolds.

PRESIDENT'S REPORT

Higher Learning Commission (HLC) acceptance of KCC Associate of Applied Science in Cyber Security: President Bennings reported the HLC acceptance of KCC's new Associate of Applied Science Degree in Cyber Security program. Dr. Paul Watson, Vice President, Instruction acknowledged the team effort of Ruth Schultz, Faculty, Computer Engineering, Dr. John Hoye, Faculty, CET/Networking, Mike Gagnon, Director, Business and Information Technology, and Dr. Chet Dalski, Director, Occupational Education and their success of this new Fall 2020 program. The marketing and recruiting efforts will commence shortly.

KCC Mid-Year Budget Update: Rick Scott, Chief Financial Officer, introduced Vicki Vandenberg from Plante Moran. Vicki presented the Mid-Year Budget Update, which estimates a \$15,000 General Fund budget shortfall for the current fiscal year versus a previously projected \$900,000 General Fund shortfall. The college's Fund Balance is sufficient to sustain the deficit in the short term and remain in compliance with the Board's fiscal reserves policy. The Board formally approved the amended budget in a motion by Trustee Byrd, supported by Trustee Reynolds.

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.

21st Century Update: Brad Fuller, Director, Institutional Facilities, provided an update on the Eastern Academic Center Welding Lab/Mechatronics project construction, reporting that the construction is on track

to be completed in May. The Student Center renovation updates were also highlights and indicated as completed.

Scholarships and Grants: President Bennings reported the College received \$36,651.43 in scholarships and grants over the past month, with a fiscal year-to-date total of \$343,316.97. The monthly total shows an increase of \$13,934.43 from the same period year-ago.

President Bennings provided a brief update of coming events.

BOARD REPORTS AND REQUESTS

Trustee Byrd reported on the 2020 Association of Community College Trustee Legislative Summit that he attended in Washington, D.C. A copy of the 2020 Community College Federal Legislative Priorities from the American Association of Community Colleges and the Association of Community College Trustees has been provided in the Board portal and also available upon request from the President's Office.

Student Board Representative Jaylyn Taylor spoke about the importance of reliable transportation to KCC's campuses for students who don't have convenient access to personal vehicles, public transportation, i.e., bus routes and ride services.

CITIZEN/STAFF REQUESTS AND COMMENTS

Four citizens and/or staff addressed the Board providing comments on various topics.

ACTION ITEMS

Donation of Heating, Ventilation, Air-Conditioning (HVAC) Equipment: The Board approved and accepted the donation of a hydronic boiler, with an estimated worth of \$750, from donor Craig LaFountain for the college's Heating, Ventilation, Air Conditioning and Refrigeration Program with a motion from Trustee Byrd, supported by Trustee Reynolds. The donated equipment will provide hands-on experience for students learning about radiant, liquid-based heating/cooling systems.

Emergency Medical Services (EMS) Manikin Equipment Request: Dr. Paul Watson, Vice President, Instruction reviewed the recommendation of the purchase of \$192,359.00 replacement manikin equipment from Gaumard Scientific Co. for the KCC Emergency Medical Services Program. The new simulation equipment includes adult and youth manikins that simulate a variety of life-threatening situations as part of the curriculum. The purchase of the replacement equipment allows KCC to meet minimum standards required by the College's accreditation. The Board approved the EMS manikin equipment request with a motion by Trustee Byrd, supported by Trustee Reynolds.

Financial Statements: Financial statements for the month of January 2020 were approved by the Board with a motion from Trustee Byrd, supported by Trustee Reynolds.

Faculty Tenure Recommendation: The Faculty Tenure recommendation of Steve Casselman, Faculty, Welding effective in August 2020 was approved by the Board with a motion from Trustee Byrd, supported by Trustee Reynolds.

Sabbatical Leave: Sabbatical Leave for Michelle Wright, Faculty, History, for the Fall 2020 semester was approved by the Board with a motion from Trustee Byrd, supported by Trustee Reynolds.

Administration Contract Renewals: With a motion by Trustee Byrd, supported by Trustee McKay, the Board approved a series of one-, two- and three-year administrative contracts for 48 eligible employees, effective at the beginning of the 2020-21 fiscal year.

Kellogg Faculty Association (KFA) Letter of Agreement: The Board approved a Letter of Agreement with the KFA regarding co-curricular salaries and annual load equivalencies for specific positions with a motion from Trustee Byrd, supported by Trustee Reynolds.

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

New Employee:

Dennis Baskin, PhD	Dean, Workforce Development (effective February 24, 2020; Administration, Dean 1, 2019-2020 annual salary \$107,633.00 prorated for the remainder of the 2019-2020 fiscal year).
Karen Challgren	Education Specialist, Support Services* (revised start date – effective February 24, 2020; Administration, Manager 2, 2019-2020 annual salary \$60,508.00 (prorated to a .66 FTE which equates to \$39,935.28) pro-rated for the remainder of the 2019-2020 fiscal year)
Jessica Sullivan, PhD	Instructor, Sociology (effective January 16, 2020; Faculty, Masters Lane +60, Step 3, 2019-2020 annual salary \$60,851.00 pro-rated for the remainder of the 2019-2020 fiscal year)

Position Transfer

Pernell Gibson	Student Retention Coordinator (effective February 3, 2020 through June 30, 2021; Administration, Manager 2, 2019-2020 annual salary \$58,748.00 prorated for the 2019-2020 fiscal year).
Jacqueline Braman	Specialist, Lifelong Learning (effective February 10, 2020; Support Staff, Pay Grade 13, Step 6, 2019-2020 hourly rate \$24.48)
Scott Seppala	Center Assistant, INTR Education (part-time, 0.4 FTE) (effective February 24, 2020; Support Staff, Pay Grade 12, Step 6, 2019-2020 hourly rate \$21.25)

Retirement Notices:

Thomas Rose	Faculty, OIT (19 years) (effective July 31, 2020)
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Position Eliminations

Jorge Zeballos	Chief Equity and Inclusion Officer (5 years) (effective March 9, 2020)
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Open Positions:

Director, Admissions	Candidate Review
Process Specialist, Media Design	Posted

Status

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

Six citizens and/or staff addressed the Board providing comments on various topics.

ADJOURNMENT

Chairman Claywell adjourned the Board of Trustees' February 19, 2020, meeting with a motion by Trustee McKay and support by Trustee Byrd at 7:34 p.m.

Steve Claywell, Chairman

Jonathan Byrd, Secretary