

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

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

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

Trustee Jonathan Byrd - Absent
Trustee Matthew Davis
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-eight individuals sat in the Board Room gallery and 67 individuals sat in the Binda Theater and participated via Zoom conferencing.

ADJUSTMENTS TO THE AGENDA

None.

BOARD OF TRUSTEE PROCEDURES

Election of Officers: The current chair, vice chair, secretary and treasurer were all re-elected to serve one-year terms with the following actions.

Chair Steve Claywell – Nominated by Trustee Booth, motion carried and the Board approved.

Vice Chair Jill Booth – Nominated by Trustee Davis, motion carried and the Board approved.

Treasurer Matt Davis – Nominated by Trustee Booth, motion carried and the Board approved.

Secretary Jonathan Byrd – Nominated by Trustee Booth, motion carried and the Board approved.

Schedule of Regular Meeting Dates and Times: The Board set and approved the meeting schedule for 2020 with a motion by Trustee Davis, supported by Trustee Booth. Meetings will be held on the third Wednesday of the month at 6:30 p.m. with the exception of July and December. These dates of January 15, February 19, March 18, April 15, May 20, June 17, August 19, September 16, October 21 and November 18. The meeting schedule will be posted outside the Roll Administration Offices in addition to the Kellogg Community College website.

Conflict of Interest Policy Requirements: The 2020 Conflict of Interest and Commitment forms were provided and will be signed by all Board members.

CONSIDERATION OF MINUTES

Minutes from the Special meeting held on December 3, 2019, were approved as written by the Board with a motion by Trustee Davis and supported by Trustee Booth.

Minutes from the Special meeting held on December 20, 2019, were approved as written by the Board with a motion by Trustee Booth and supported by Trustee Davis.

WELCOME OF KELLOGG COMMUNITY COLLEGE SIXTH PRESIDENT

Chair Steve Claywell and Board of Trustee's welcomed Dr. Adrien L. Bennings as Kellogg Community College sixth President since the institution's founding in 1956.

PRESIDENT'S REPORT

Employee Recognition: President Bennings recognized Kellogg Community College employees who recently received service pins for their years of service to the college. Forty-five Service Pins were distributed during Interim Session 2020, and Sharon Powell was applauded for her 40 years of service.

Enrollment Update: Dr. Kay Keck, Vice President, Student and Community Services reported that as of January 14, enrollment for the upcoming semester is above the same period a year ago by .94 percent in contact hours, .21 percent in credit hours and .57 in head count.

Higher Learning Commission (HLC) Multi-Location Site Visit Result: Dr. Paul Watson, Vice President, Instruction, reported the College received the highest commendation possible for the November 4, 2019 visit to the Grahl Center and the College's operations at the Branch Area Career Center (BACC). Dr. Watson extended his gratitude to all faculty, staff and students at both locations as well as Kris Jenkins, Superintendent, Branch Intermediate School District and Shari Deevers, Director, Grahl Center.

Higher Learning Commission (HLC) Reaffirmation of Accreditation: Dr. Paul Watson, Vice President, Instruction, reported the HLC Steering Committee remains on schedule and making continuous progress toward completing the College's assurance argument in time for the scheduled HLC Accreditation site visit scheduled for October 2021. An initial draft of the argument is expected to be available for campus review in August 2020.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation reported on year-to-date donations received and provided an update on new funds and grants, scholarship application dates and on the recently organized Bid a Brighter Future event.

Scholarships and Grants: President Bennings reported the College received \$17,583.57 in scholarships and grants over the past month, with a fiscal year-to-date total of \$309,665.54.

President Bennings provided a brief update of coming events.

BOARD REPORTS AND REQUESTS

On behalf of the Board, Chair Steve Claywell extended the Board's condolences to Trustee Patrick O'Donnell in regard to the recent passing of his mother.

Student Board Representative Jaylyn Taylor reported that students and staff across the college are excited about the start of the Spring 2020 Semester, upcoming student projects and theater productions.

Jorge Zeballos, Chief Equity and Inclusion Officer, provided a public statement of apology to the Board.

CITIZEN/STAFF REQUESTS AND COMMENTS

Twenty-eight citizens and/or staff addressed the Board providing comments on various topics.

ACTION ITEMS

Financial Statements: Financial statements for the month of December 2019 were approved by the Board with a motion from Trustee Davis, supported by Trustee McKay.

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

New Employee:

Karen Challgren Education Specialist, Support Services*
(effective February 3, 2020; Administration, Manager 2, 2019-2020 annual salary \$60,508.00 (prorated to a .66 FTE which equates to \$39,935.28) prorated for the remainder of the 2019-2020 fiscal year).

Position Transfer

Cab Rininger Manager, Media Design
(effective March 16, 2020 through June 30, 2020; Administration, Manager 1, 2019-2020 annual salary \$64,280.00 prorated for the 2019-2020 fiscal year).

Resignation Notices:

Jason Smith Faculty, Math and Science
(12 years) (effective May 14, 2020)

Open Positions:

Dean, Workforce Development
Student Retention Coordinator

Status

Interview and Selection
Interview and Selection

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None

ADJOURNMENT

Chairman Claywell adjourned the Board of Trustees' January 15, 2020, meeting with a motion by Trustee Booth and support by Trustee Davis at 7:55 p.m.

Steve Claywell, Chairman

Jill Booth, Vice Chair