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**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 19, 2022**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 19, 2022, in person and 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 6:31 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

24 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 Byrd, supported by Trustee Reynolds, the Board unanimously approved removing Action Item C from the agenda to provide the team more time to research.

BOARD OF TRUSTEES PROCEDURES

The extension of the 2-Year schedule of regular meeting dates and times to include calendar year 2023 was unanimously approved by the Board of Trustees, moved by Trustee Byrd and supported by Trustee McKay.

The Board was reminded of their yearly requirement to complete the Conflict-of-Interest documents that are in the SharePoint.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on November 17, 2021, were approved as written by the Board unanimously, with a motion by Trustee Davis and supported by Trustee Byrd.

PRESIDENT'S REPORT

Dr. Bennings, President of Kellogg Community College provided the Board a report on Interim Session activities, a possible schedule for reviewing and approving operating policies and procedures, and the proposal on the comprehensive human resources project.

Dr. Keck, Vice President of Student and Community Services provided the following updates: as of 1/18/22 registration activity for spring 2022 compared to spring 2021: headcount +2.66%, credit hours +1.30%, and contact hours +1.42%. External gifts and grants received in the months of November and December 2021 were \$30,612.19, bringing the 21/22 fiscal year total to \$246,152.80.

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

The current status of the HLC Reaffirmation of Accreditation was discussed.

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
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HLC recognition: A take-a-moment-to-shine component of the 2022 Higher Learning Commission's 2022 Annual Conference is the Academies Poster Gallery. This year, recent Assessment Academy graduates will be showcased, and Kellogg Community College's Assessment Academy project is nominated for inclusion in this event.

Maintenance Technician certificate has met all approvals (including the Higher Learning Commission) with a start date of Fall 2022.

The College hosted the Business Professionals of America (BPA) Regional Conference on January 4, 2022 with over 150 students, from four high schools, including Branch Area Career Center, Hillsdale High School, Saline High School and LISD TECH Center (Lenawee ISD).

Eric Greene, Vice President of Strategy, Relations and Communications, provided an updated from the Campus Reopening Team and the steps the College is following to ensure a safe environment for all students, faculty and staff. He also briefed the Board on the progress of the KCC Strategic Plan, highlighting the Community Engagement Action Team.

Infrastructure, Planning and Sustainability Update: Brad Fuller, Director of Institutional Facilities, and Greg Colegrove, CIO and Co-Chair of the IPS, provided updates on current projects and proposals for which there is requested Board approval.

KCC Foundation: Teresa Durham, Executive Director of the KCC Foundation, reported on year-end giving, Giving Tuesday campaign and new funds bringing the total amount of gifts pledged and received to \$1,647,624 for fiscal year 2022. The Giving Tuesday campaign held November 30 resulted in \$3,248.56 contributed and 4471 food items donated. A second award of \$6,500 was added to the Virginia M. Hensley Transfer Scholarship with a recent gift from her estate. KCC Alumni Award program will launch in mid-January.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell praised the early success of the Men's Bowling Team and thanked Athletic Director Tom Shaw for his vision and starting this program.

Chair Claywell praised all who helped with the new EMS Simulation Lab and lauded the EMT/EMS program. He highlighted the passion of the instructors and how vital the program is to the community.

Student Representative Monica Feldpausch reported on the Stress Busters Week, the Phi Beta Kappa chapter, and the status of creating avenues of communication for other students to provide feedback to her and future student representatives.

CITIZEN/STAFF REQUESTS AND COMMENTS

ACTION ITEMS

Comprehensive Human Resources Project: Trustee O'Donnell made a motion and Trustee Reynolds supported to accept the Comprehensive Human Resources Project proposal. After Board discussion, Trustee Reynolds withdrew her support and Trustee O'Donnell removed his motion of this action item. Trustee Byrd made a motion and Trustee O'Donnell supported with the Board unanimously approving to table this action item and remove it from the agenda.

Program Inactivation: With a motion by Trustee Byrd, supported by Trustee Davis, the Board unanimously approved the inactivation of Business Administration (non-certificate, non-degree) (406) and the Office (non-certificate, non-degree) (415) program.

Action Item C was removed from the agenda.

Financial Statements: With a motion by Trustee O'Donnell, supported by Trustee Byrd, the Board unanimously approved the financial statements for November 2021 and December 2021.

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

New Employees

Alexis Arocho	Student Success Coach, Academic Advising (Grahl Center) (effective January 18, 2022; Administration, Professional 1, 2021-2022 annualized salary \$47,753)
Daniel Ellerby	Facilities Maintenance – Utility II (effective January 4, 2022; Maintenance, Utility II, Step 6, 2021-2022 hourly rate \$25.97)
Daniel Lok	Equipment Technician, Public Safety Education (PT) (effective December 8, 2021; Support Staff, Pay Grade 13, Step 6, 2021-2022 hourly rate \$24.97)
Heather Stratton	Instructor, Art (effective January 7, 2022; Faculty, MA lane, Step 6, 2021-2022 annualized salary \$67,746)
Dr. Jennifer Watson	Instructor, Integrative Learning (temporary SP22) (effective January 7, 2022; Faculty, MA+60 lane, Step 6, 2021-2022 annualized salary \$71,953)

Position Transfers

Dean Alcorn	Librarian, Public Services and Outreach (effective January 4, 2022; Faculty, MA lane, Step 2, 2021-2022 annualized salary \$54,777)
Natalie Hammond	Instructional Assistant, Center for Student Success – Math (full-time) (effective December 6, 2021; Support Staff, Pay Grade 13, Step 6, 2021-2022 hourly rate \$24.97)
Kristin McDermott	Director, Student Life (effective January 3, 2022; Administration, Director 2; 2021-2022 annualized salary \$70,924)
Jennifer Stegenga	Specialist, Financial Aid (effective December 6, 2021; Support Staff, Pay Grade 13, Step 6, 2021-2022 hourly rate \$24.97)
Holly VanDam	Manager, Assessment of Student Learning (effective January 2, 2022; Administration, Manager 2; 2021-2022 annualized salary \$61,724)

Resignations

Brenda Bengtsson	Account Manager, Workforce Solutions (5.5 years) (effective February 28, 2022)
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Pamela Edwards-Foy	Coordinator, Nurse Aide Training (10 years) (effective January 3, 2022)
Brandon Smith	Process Specialist, Media Design (1.5 years) (effective January 1, 2022)
Michelle Wilson	Executive Assistant, Office of the President (pt) (12.5 years) (effective January 28, 2022)

Retirements

Susan Leask	Center Assistant, RMTC (12 years) (effective February 28, 2022)
Lin Marklin	Faculty, Arts and Communication (23 years) (effective June 30, 2022)
Susan McCabe	Faculty, Business Law and Administration (20 years) (effective August 12, 2022)
Michael Papke	Faculty, Accounting (29 years) (effective December 16, 2022)
Tom Shaw	Director, Athletics (18.5 years) (effective June 30, 2022)

Open Positions

Status

Assistant Director, Nursing Education	Posted – Internal
Center Assistant, RMTC	Posted – Internal
COVID Compliance Coordinator	Interview and Selection
Graphic Design Process Specialist	Candidate Review
HR Manager, Talent Management & Development	Interview and Selection
Navigator, Workforce Solutions (MiLEAP) (2 positions) *	Interview and Selection
Specialist, Accounting	Offer and Selection – Internal
Specialist, Financial Aid (1 position)	Offer and Selection – External
Specialist, Lifelong Learning	Posted - Internal

**Fully or Partially Grant Funded*

Trustee O'Donnell again praised Athletic Director Tom Shaw for his outstanding service to KCC.

Trustee Byrd thanked all retirees and those leaving KCC for their service to the College.

Trustee Byrd and Trustee Claywell both thanked Michelle Wilson for many years of dedication and support to the Board of Trustees and the College.

CITIZEN/STAFF COMMENTS

MISCELLANEOUS

Dr. Bennings reminded everyone of the next Board meeting and upcoming events to include the EMS Pinning Ceremony on May 10th and the Police Academy Recognition Ceremony on June 8th.

ADJOURNMENT

With a motion by Trustee Byrd and support by Trustee Reynolds, Chairman Claywell adjourned the meeting at 7:55 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary