

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
June 16, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 16, 2021, 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 6:30 p.m. Roll and each trustee's physical location if attending remotely was taken, reflecting the following:

Chairman Steve Claywell	Trustee Jonathan Byrd – Zoom, in Emmett Township, MI
Trustee Jill Booth – Absent	Trustee Matthew Davis – Absent
Trustee Carla Reynolds – Zoom, in Battle Creek, MI	Trustee Patrick O'Donnell – Zoom, in Battle Creek, MI
Trustee Xenia McKay – Zoom, in Battle Creek, MI	

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

ADJUSTMENTS TO THE AGENDA

Dr. Bennings, President of Kellogg Community College, requested adding the bid proposals for the reflecting pools as an action item to the agenda. With a motion by Trustee Reynolds, supported by Trustee Byrd, the Board unanimously approved the adjustments to the agenda.

PUBLIC HEARING AND BUDGETS FOR 2021-22

Motion to Open the Public Hearing: In a motion by Trustee Reynolds, supported by Trustee Byrd, the Board opened the Public Hearing for the budget.

Call for Public Comment: There were no public comments made.

Motion to Close the Public Hearing: In a motion by Trustee Byrd, supported by Trustee Reynolds, the Board closed the Public Hearing.

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Call for Public Comment: There were no public comments made.

Motion to Close the Public Hearing: In a motion by Trustee McKay, supported by Trustee Byrd, the Board closed the Public Hearing.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on May 19, 2021, were approved as written by the Board unanimously, with a motion by Trustee O'Donnell and supported by Trustee Byrd. Minutes from the special meeting held on May 26, 2021, were approved as written by the Board unanimously, with a motion by Trustee Reynolds and supported by Trustee O'Donnell.

PRESIDENT'S REPORT

Achievements in Athletics Program: Dr. Kay Keck, Vice President for Student and Community Services, updated the Board on the baseball team's successes in winning Region XII and placing third at the NJCAA Division II World Series. She also informed the Board that the following teams achieved both NJCAA Academic All-American and MCCA All-Academic status with a team GPA of 3.0 or higher: Women's Cross Country (Team GPA 3.74), Women's Basketball (Team GPA 3.26), Volleyball (Team GPA 3.23), Women's Soccer (Team GPA 3.18), and Baseball (Team GPA 3.03). In addition, NJCAA and MCCA individual

student athlete honors were awarded to 41 of our student athletes in Baseball, Men's Basketball, Women's Basketball, Men's Bowling, Men's Cross-Country, Women's Cross-Country, Soccer, and Volleyball.

KCC Bruin BOTS Program: Dr. Keck praised the Bruin BOTS program for its success since 2012, paving the way for local schools to create their own programs. Having accomplished the goals of the program, the decision was made to end the KCC Bruin BOTS program.

MCAN College Completion Corps Program: KCC's applicant for the Michigan College Access Network's (MCAN) College Completion Corps Program has been approved. The Completion Coach will be housed in the Academic Advising department and will work with a cohort of our Future for Frontliners and Michigan Reconnect students for the 2021/2022 academic year.

NJCAA Award: KCC Athletic Director, Tom Shaw, has been awarded the NJCAA 2020-2021 George E. Killian Award of Excellence. This award is given to those who demonstrate the ideals of volunteerism, achievement, service, leadership, and excellence. Tom's service as Region XII Men's Division Assistant Director for 14 years and as Region XII Men's Division Director for 2 years placed him in the running for the award.

NACADA Award: On May 28, the National Academic Advising Association (NACADA) KCC was notified that Dr. Donna Malaski, Director of Academic Advising, has been selected as the winner out of all nominations submitted globally to receive the Outstanding Advising Award—Academic Advising Administrator award. Dr. Malaski was nominated for her integral role in implementing critical elements of the College's Guided Pathways Initiative, weaving Starfish student success efforts into her department, advocating for professional development of her staff, and always keeping student success at the forefront of her mind.

Summer Registration Activity: This summer, KCC is experiencing an increase in headcount (22.42%) in credit hours (22.89%) and contact hours (28.30%). This report reflects the registration activity for academic classes and does not include non-academic CEU registrations.

External Scholarships and Grants: The monthly receipt in external gifts and grants to students is \$3,750, bringing the YTD total to \$299,439.96.

Holtyn & Associates: The College will renew its annual contract with Holtyn & Associates to provide a comprehensive wellness program which includes one-on-one assessments for employees, Lunch-and-Learn events, and wellness challenges. The College has engaged in contracted wellness services with Holtyn & Associates since 2006. This contract renewal continues at the current rate of \$295 per employee with typically 150 employees participating in the one-on-one assessments.

Campus Reopening Update: Eric Greene, Vice President of Strategy, Relations and Communications, shared a presentation showing the State's and service area's current pandemic status along with the College's current status. With the relaxing of State policies, the College policies and procedures have adjusted to reflect the updates.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Brad Fuller, Director Institutional Facilities, and Greg Colegrove, Chief Information Officer, co-chairs of the IPS, presented updates on ongoing projects and actions items, including the reflecting pool repairs, EMS lab upgrades, Schwarz Science Building renovation bids and the progress on the Dental Clinic remodeling.

KCC Foundation: On behalf of Executive Director, Teresa Durham, Eric Greene presented the Foundation's updates for this month. Highlights included the Bruin Open, to be held September 10, raising \$42,000 to-date, the Foundation's portfolio achieving another all-time high at \$13.6 million, and the awarding of 456 scholarships worth \$470,700 for the 2021-22 year. The 2021 Starfish Award recipients are: Caleb Ausbury, Anna Cox, Susan McCabe, Kristin McDermott, Ann Miller, Matt Samra, and Ron Smith.

BOARD REPORTS AND REQUESTS

None.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

- A. Strategic Planning and Balanced Scorecard:** With a motion by Trustee Byrd supported by Trustee McKay, the Board unanimously approved the strategic goals outlined by Dr. Bennings.
- B. Academic Support Career Essentials:** With a motion by Trustee Byrd supported by Trustee O'Donnell, the Board unanimously approved the inactivation of the Academic Support Career Essentials (404) program.
- C. Great Lakes Fire Training Institute:** With a motion by Trustee Reynolds supported by Trustee McKay, the Board unanimously approved the inactivation of the Great Lakes Fire Training Institute (480) program.
- D. Kellogg Faculty Association & Academic Calendar:** With a motion by Trustee Reynolds supported by Trustee McKay, the Board unanimously approved the recommended changes to the academic calendars which better align Spring Breaks with local K-12 schools.
- E. MCCA BOD Nominations:** With a motion by Trustee Reynolds supported by Trustee O'Donnell, the Board unanimously approved Trustee Byrd's nomination to the MCCA Board of Directors with Chair Claywell as the alternate.
- F. General Insurance Renewal:** With a motion by Trustee Reynolds supported by Trustee O'Donnell, the Board unanimously approved the insurance renewals as detailed in the Board packet.
- G. Administrative Salaries:** With a motion by Trustee O'Donnell supported by Trustee Reynolds, the Board unanimously approved the two percent increase in administrative salaries.
- H. Designation of College's Service Providers:** With a motion by Trustee O'Donnell supported by Trustee Byrd, the Board unanimously approved the following service providers: Schweitzer, Inc. for Construction Management/Cost Estimation, Mathison-Mathison Architects for Architectural and Eckert-Wordell for Engineering.
- I. Ellucian Colleague Renewal:** With a motion by Trustee O'Donnell supported by Trustee Reynolds, the Board unanimously approved the three-year, \$1,438,000 million agreement.
- J. Custodial Contract Extension:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the 1-year, \$627,900 contract extension with GDI Omni.
- K. Schwarz Science Building Bids:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the adjusted \$1,550,000 budget for the Schwarz Science Building upgrades.
- L. Emergency Medical Services (EMS) Technology/Simulation Lab Upgrade:** With a motion by Trustee Byrd supported by Trustee O'Donnell, the Board unanimously approved the \$700,000 budget utilizing the College's federal stimulus funds for this project.
- M. Financial Statements:** With a motion by Trustee Reynolds supported by Trustee McKay, the Board unanimously approved the financial statements for May 2021.
- N. Personnel Items:** The following personnel items were unanimously approved by the Board with a motion by Trustee Byrd, supported by Trustee O'Donnell:

New Employees:

KellyAnn Garthe

Instructor, Nursing

(effective August 20, 2021; Faculty, Master +60 lane, step 10, 2019-2020 contract salary \$84,044)

Preston Graham

Instructor, Welding (EAC) (2-year temporary)
(effective August 20, 2021; Faculty, Bachelor lane, step 6, 2019-2020 contract salary \$59,436)

Michele Peterson

Instructor, Psychology
(effective August 20, 2021; Faculty, Master lane, step 10, 2019-2020 contract salary \$78,469)

Cameron Trinh

Instructor, Biology (temporary)
(effective August 20, 2021; Faculty, Master lane, step 6, 2019-2020 contract salary \$66,411)

Nathan Venske

Executive Director, RMTC, Industrial Trades Education and Workforce Solutions
(effective June 14, 2021; Administration, Associate Dean, 2019-2020, annualized salary \$90,000)

Position Transfers:

Renee Gerber

Department Assistant, Registrar's Office
(effective June 7, 2021, Support Staff, Pay Grade 12, Step 5, 2019-2020 hourly rate \$19.87)

Wanda Miller

Faculty Coordinator, Human Services Program
(effective August 20, 2021; Faculty, Master lane, step 12, 2019-2020 contract salary \$87,159)

Danny Webb

Instructor, Electricity/Electronics & Mechatronics (EAC) (2-year temporary)
(effective August 20, 2021; Faculty, Bachelor lane, step 10, 2019-2020 contract salary \$70,820)

Resignations:

Matthew (Kahyl) Stevenson

Department Assistant, Registration & Records
(7 years) (effective June 4, 2021)

Retirements:

Peter Williams

Faculty, Art
(29 years) (effective December 31, 2021)

Open Positions

Status

Business and Industry Liaison

Interview and Selection

Center Assistant, RMTC

Posted – Internal

Clerk, Business Office

Interview and Selection

Department Assistant, KCC Foundation

Posted – Internal

Director, Admissions

Offer and Selection

Director, Business and Information Technology

Posted – Internal/External

Instructional Assistant, Machining and Welding

Posted – External

Instructor, Certified Nurse Aide Training Program (temporary)

Candidate Review

Instructor, Emergency Medical Services (temporary)
Recruiter, Special Populations (iACT)*

Posted – External
Posted – Internal/External

Fully or Partially Grant Funded

- O. Reflecting Pools (added item to the agenda):** With a motion by Trustee Reynolds supported by Trustee McKay, the Board unanimously approved the Mulder waterproofing bid for \$118, 460 to repair the reflecting pools using 21st Century Funds.

CITIZEN/STAFF COMMENTS

None.

MISCELLANEOUS

Dr. Bennings stated that the next Board meeting will be August 18, 2021. Trustee Reynolds informed the participants of upcoming events in the local community and wished all a happy Father's Day.

ADJOURNMENT

With a motion by Trustee O'Donnell and support by Trustee McKay, Chairman Claywell adjourned the meeting at 7:43 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary