

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**June 17, 2020**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 17, 2020, 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 was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth – via Zoom conference	Trustee Matthew Davis - via Zoom conference
Trustee Carla Reynolds – via Zoom conference	Trustee Patrick O'Donnell – via Zoom conference
Trustee Xenia McKay - via Zoom conference	

Student Board Representative: Jaylyn Taylor - via Zoom conference

Attendance from President's Council included:

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

Thirty individuals, comprised of President's Council members, college staff and community guests participated via Zoom conferencing. Two individuals participated via conference call.

#### **ADJUSTMENTS TO THE AGENDA**

Chairman Claywell made the request to add Action Item J: KCC/KCC Support Staff Union UAW Local 1294, Unit 25 Letter of Agreement. With a motion by Trustee Byrd, supported by Trustee Davis, the Board unanimously approved the addition of Action Item J: KCC/KCC Support Staff Union UAW Local 1294, Unit 25 Letter of Agreement to the agenda of the June 17, 2020 Kellogg Community College Board of Trustee Meeting.

#### **PUBLIC HEARING ON 2020-2021 BUDGETS AND TAX LEVY**

**Motion to Open the Public Hearing:** In a motion by Trustee Byrd, supported by Trustee Booth, 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.

**Approval of Budgets and Tax Request for 2020-2021:** With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the budgets for the 2020-2021 year: the College's General Fund budget was approved in the amount of \$37,480,000; the Bookstore budget of \$1,845,000; and the Co-curricular budget of \$402,900.

**Tax Rate Request:** With a motion by Trustee Byrd, supported by Trustee Davis, the Board approved the 2020-2021 tax levy in the amount of 3.6136 mills.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on May 20, 2020, were approved as written by the Board with a motion by Trustee Byrd and supported by Trustee Booth.

#### **PRESIDENT'S REPORT**

**Special Recognition: KCC Board Student Representative Jaylyn Taylor:** President Bennings congratulated Jaylyn Taylor on his service as Student Representative to the Kellogg Community College Board of Trustees. As the first student representative, Jaylyn has provided the important student voice and perspective during the Board of Trustee meetings.

Chairman Claywell on behalf of the Board, expressed how thankful the Board is of Jaylyn's contributions, commitment and student voice advocacy to the Board of Trustees.

Trustee Byrd expressed his gratitude for Jaylyn's valuable input and participation.

Trustee Byrd made a motion for resolution of gratitude from the Kellogg Community College Board of Trustees to Jaylyn Taylor for his Student Representation to the Board expressed in the form of a framed letter of gratitude. The motion was supported by Trustee Reynolds and unanimously approved by the Board.

Trustee Reynolds expressed her gratitude for Jaylyn's inputs.

Trustee Booth expressed her gratitude for Jaylyn's commitment.

Trustee McKay expressed her gratitude for Jaylyn's shared insights.

Trustee Davis expressed his gratitude for Jaylyn's participation and his valuable contributions within the KCC Board Meetings as well as with the 2019 KCC Presidential Search Committee.

Trustee O'Donnell expressed his gratitude for Jaylyn's contributions to the Board.

Board Student Representative Jaylyn Taylor expressed his gratitude to the KCC Board of Trustees for their kindness and support and for the opportunity to serve on the Board. Jaylyn also expressed gratitude to Dr. Keck for the 2020 KCC Online Commencement celebrating college graduates.

**Employee Recognition/Starfish Awards:** Teresa Durham, Executive Director, KCC Foundation reviewed the 2020 Starfish Award recipients who are Kellogg Community College faculty or a staff member who has played a significant role in a KCC graduating student's educational career. Established by the KCC Foundation, awards were granted to the following 2020 recipients:

- Melissa Burke, Adjunct Nursing Instructor, nominated by students Christina Valles and Devon Bogdan
- Elizabeth Fluty, Nursing Education Director, nominated by student Hilary Anthony
- Rebekah Love, Instruction and Student Success Librarian, nominated by student Amy Dowd
- Robert Miller, Public Safety Education Director, nominated by student Tristen Rivera
- Thomas Rose, OIT Professor, nominated by student Matthew Gipson
- Stacey Schramm, Dental Hygiene Professor, nominated by student Kaitlyn Watz

Trustee Davis congratulated the Starfish Award recipients and expressed his gratitude for all their efforts.

Chairman Claywell congratulated the Starfish Award recipients, commented that these awards are an honor and expressed gratitude for their efforts.

**Summer and Fall Semesters Registration Activity:** Dr. Kay Keck, Vice President, Student and Community Services, reported the latest summer semester registration activity is trending down in headcount, contact hours and credit hours. Monitoring of enrollment will continue as some classes are scheduled to begin throughout the month of June. Fall registration just opened on Monday, June 15. First day registration for Fall 2020 reported 737 students registered, slightly down from first day of registration of Fall 2019. Several activities in July and August to engage applicants and returning students who have not yet registered are scheduled.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation reported on its scholarship programs, monthly and year-to-date donations received as well as the planning for the annual Bruin Scholarship Open on September 11, 2020.

**Strategic Plan:** President Bennings reported the progress on the College's new strategic plan is on track for implementation in the Fall 2020. Currently a review of the first draft of the data analysis by SPR (Social Policy Research) is scheduled.

**Campus Reopening Plan:** President Bennings reported the campus reopened on Monday, June 15 for employees only. Currently reopening to the public on June 29, 2020. Remote workplace assessments are being conducted.

**Personnel: Positions of CIO and CHRO:** President Bennings reported the positions of Chief Information Officer as recommended to the Board has been posted, with the posting to close in July, and position targeted to be filled in August. The position of Chief Human Resource Officer will begin the process of recruitment with the nearing of Ali Robertson's retirement.

**Scholarships and Grants:** President Bennings reported the College received \$7,692.00 in scholarships and grants over the past month, with a fiscal year-to-date total of \$366,588.02 for the 2019/2020 Academic Year. The monthly total reported indicates an decrease of \$895.00 from the same period year-ago.

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell, on behalf of the Board of Trustee's expressed gratitude to all college faculty, employees and staff for their willingness to partner with the Board fiscally during this time of unknowns.

Trustee Byrd commented that during these difficult times, the leadership demonstrated by the three labor unions offering help and support is noticed and greatly appreciated.

Trustee Booth expressed her appreciation to all college employees willing to make a sacrifice.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

## **ACTION ITEMS**

**Advertising Services:** With a motion by Trustee Davis, support by Trustee O'Donnell, the Board unanimously approved a one-year contract extension with BluFish Consulting, LLC to provide creative development, market research and media purchasing services for the college through June 30, 2021. The contract services not to exceed \$102,487.

**MCCA Board of Directors Nominations:** Unanimously approved by the Board, with a motion and nomination from Trustee Booth, supported by Trustee McKay, Trustee Jonathan Byrd was selected and accepted the nomination as the trustee director and alternate trustee director Chairman Steve Claywell, to represent KCC on the Michigan Community College Association Board of Directors. Chairman Claywell also accepted the nomination as alternate trustee director to the MCCA Board of Directors.

**Operating Policy:** The Board unanimously approved the Operating Policy, Governance and Standards with a motion by Trustee Booth and support from Trustee Byrd.

A motion to adopt and combine **Action Item D: Administrative Staff Salaries Freeze, Action Item E: KCC-Kellogg Faculty Association (KFA) Letter of Understanding, Action Item F: KCC-Maintenance Employees Local 331.06 (union) Michigan AFSCME Council 25, AFSCME ACL-CIO Letter of Agreement, and Action Item J: KCC/KCC Support Staff Union UAW Local 1294, Unit 25 Letter of Agreement** was made by Trustee Byrd, supported by Trustee McKay and approved unanimously by the Board.

Rick Scott, Chief Financial Officer reviewed the following items:

**Administrative Staff Salaries Freeze:** The freezing Administrative salaries at 2019-2020 rates until further notice.

**KCC-Kellogg Faculty Association (KFA) Letter of Understanding:** The KCC KFA Letter of Understanding freezing KFA salaries for the 2020-21 contract year at 2019-20 rates.

**KCC-Maintenance Employees Local 331.06 (union) Michigan AFSCME Council 25, AFSCME ACL-CIO Letter of Agreement:** The Maintenance Union has agreed to freeze wages at current rates through December 31, 2020, with a possible extension if both parties agree one is necessary.

**KCC/KCC Support Staff Union UAW Local 1294, Unit 25 Letter of Agreement:** The Support Staff Union has agreed to freeze wages through December 31, 2020 with a possible extension if both parties agree one is necessary.

**General Insurance Coverages Renewal:** Rick Scott, Chief Financial Officer reviewed the General Insurance coverages reporting that services and coverages have increased with current agent HUB, costs have slightly decreased contributed by the sale of Mawby Center and no international travel. The Board unanimously approved the General Insurance Coverages for KCC with a motion by Trustee Byrd and support by Trustee Reynolds.

**Financial Statements:** With a motion by Trustee Byrd, support by Trustee O'Donnell, the Board unanimously approved the financial statements for the month of May 2020.

**Personnel Items:** The following personnel items were reviewed by President Bennings and approved unanimously by the Board, with a motion by Trustee Booth, support by Trustee McKay.

**New Employee:**

Brendan Fleishans	Instructor, Office Information Technology (effective August 19, 2020; Faculty, Master lane, step 10, 2019-2020 annual salary \$78,469)
Caitlyn Murphy-Myer	Instructor, History (temporary FA 20) (effective August 19, 2020; Faculty, Master lane, step 3, 2019-2020 annual salary \$56,814)
Kenneth Scott, DC	Instructor, Biology (Grah)l (effective August 19, 2020; Faculty, Master +60 lane, step 10, 2019-2020 annual salary \$84,044)

**Retirement Notices:**

Robin Hunter	Faculty, Office Information Technology (21 years) (effective December 31, 2020)
Lynn Smolarkiewicz	Faculty, Nursing (18 years) (effective December 31, 2020)

**Position Transfer:**

Meghan Jackson	Academic Advisor (effective June 8, 2020 through June 30, 2021: Administration, Manager 2, 2019-2020 annual salary \$56,475 pro-rated for the 2019-2020 fiscal year)
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**Open Positions:**

	<b>Status</b>
Chief Information Officer	Posted
Department Assistant, Morris Library (PT)	On Hold
Department Assistant, Records Management, Upward Bound*	Offer and Selection
Department Assistant, Student Life (PT)	Offer and Selection
Instructional Assistant, Academic Support (Math)	On Hold
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	On Hold
Instructor, Welding (EAC) (temp)	On Hold

\*Fully or Partially Grant Funded

**CITIZEN/STAFF COMMENTS**

None.

**MISCELLANEOUS**

Dr. Bennings provided a review of the upcoming College events to the Board.

**ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee O'Donnell, Chairman Claywell adjourned the Board of Trustees' June 17, 2020, meeting at 7:12 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary