

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
March 17, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, March 17, 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 6:31 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 – Zoom, in Otsego County, MI	Trustee Matthew Davis – Zoom, in Marshall, MI
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	

Twenty-six individuals, comprised by Trustee Student Representative Payton Espolon, KCC executive leadership, President's Council members, college staff and community guests, participated via Zoom. Zero individuals participated via conference call.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

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

PRESIDENT'S REPORT

HLC Assessment Academy: Dean of Arts and Sciences, Tonya Forbes, presented the strengths and focus recommendations received from the College's HLC mentor and scholar regarding KCC's assessment work.

Future for Frontliners and Michigan Reconnect: The Student and Community Services division has been working with over 1000 students collectively who qualify, have been approved, or are now enrolled due to the two Michigan grant programs.

Special Assistant Introduction: President Adrien Bennings introduced Mr. Rey Regualos, the new Special Assistant to the President and Vice President, Strategy, Relations, and Communications.

Campus Reopening: The College has been offered its first vaccination clinic by the County health department, which will be held on March 18. Other clinics should be scheduled by mid-April for the remaining College employees seeking a vaccine.

Infrastructure, Planning, and Sustainability (IPS) Council Update: The College's architect, Mr. Tom Mathison of Mathison | Mathison, reviewed the proposed design for the Dental Clinic, which would expand the clinic back to capacity with new safe-distancing requirements.

Scholarships and Grants: The College received \$22,487.24 in scholarships and grants in the past month, with a 2020-21 fiscal year-to-date total of \$295,689.96, which was detailed in the Board packet. As the College was closed March 2020, the monthly total indicates an increase of \$10,717.24 in comparison to 2019.

KCC Foundation: Executive Director, Teresa Durham, shared that the Foundation's portfolio, Bid-a-Brighter-Future auction and number of scholarship applicants are at all-time highs this year. Scholarship reviews begin next week, and an upcoming virtual gala will be held on April 27.

Higher Learning Commission (HLC) Update: Dr. Paul Watson, Vice President for Instruction, presented the last two criteria of the College's drafted Assurance Argument in preparation for a site visit by the HLC October 2021.

BOARD REPORTS AND REQUESTS

Trustee Student Representative, Payton Espolon, briefly spoke regarding students' appreciation for in-person classes and the extension of the scholarship application deadline.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Operating Policy Revisions: With a motion by Trustee Davis, supported by Trustee Byrd, the Board unanimously approved including new standard review and approval language for consistency among all policies, which modifies the following previously approved policies:

- OP 10.001 – Policy Governance & Standards
- OP 20.001 – Space Heater and Personal Appliance Policy
- OP 26.001 – Posthumous Degrees
- OP 26.002 – Academic Appeal
- OP 26.003 – Academic Incomplete
- OP 26.004 – Academic Integrity
- OP 26.005 – Academic Nepotism
- OP 26.006 – Administrative Withdrawal
- OP 28.001 – Faculty Qualifications
- OP 30.001 – Student Code of Conduct

Dental Clinic Renovation Budget: With a motion by Trustee Byrd, supported by Trustee Davis, the Board unanimously approved the \$2 million budget for a renovation to the Dental Clinic due to social distancing requirements now required because of COVID. The funding for the project will include as much federal stimulus funding that is allowable and may include up to \$100,000 of 21st Century funds to cover anything determined to be ineligible for the funds.

Compliance with Community College Act, Sec. 389.141: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the resolution estimating property taxes required to comply with the Community College Act.

Financial Statements: With a motion by Trustee Byrd, supported by Trustee Davis, the Board unanimously approved the financial statements for the month of February 2021.

Sabbatical Requests: With a motion by Trustee Booth, supported by Trustee Reynolds, the Board unanimously approved sabbatical requests for Ryan Flathau, Faculty, Art, and Susan Sawyer, Faculty, Biology/Chemistry.

Personnel Items: The following personnel items were reviewed by Dr. Bennings and approved unanimously by the Board, with a motion by Trustee Davis, supported by Trustee Reynolds:

New Employees

Tom Longman	Interim Director, Regional Manufacturing Technology Center (part-time) (effective March 1, 2021, through June 1, 2021, or until position is filled; Administration, Chair/Director, 2019-2020, annualized salary \$99,398, pro-rated on a part-time hourly basis)
Philip 'Rey' Regualos	Special Assistant, Office of the President (effective March 1, 2021; Administration, Manager 1, 2019-2020, annualized salary \$68,872)

Position Transfer

Jackie Hallahan Program Advisor, TRIO Upward Bound*
(effective March 1, 2021; Administration, Manager 2, 2019-2020, annualized salary \$54,500)

Reclassifications

Julia Faist Process Specialist, Industrial Trades
(effective February 28, 2021; Support Staff, Pay Grade 14, Step 6, 2019-2020 hourly rate \$24.48 due to wage freeze)

Melissa ‘Lisa’ Larson Program Manager, Workforce Solutions
(effective February 28, 2021; Administration, Manager 1, 2019-2020, annualized salary \$60,509)

Retirement Notices

Mike Gagnon Director, Business and Information Technology
(23 years) (effective September 4, 2021)

Open Positions

Status

Applications Programmer	Posted – Internal/External
Career Coach, Workforce Solutions*	Candidate Review
Department Assistant, President’s Office	Posted – Internal
Director, Admissions	Posted – Internal/External
Director, Marketing	Offer and Selection
Executive Director, Regional Manufacturing Technology Center, Industrial Trades Education and Workforce Solutions	Posted – Internal/External
Instructional Assistant, Academic Support (Math)	On Hold
Instructor, Psychology	Candidate Review
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	Posted – Internal/External
Instructor, Welding (EAC) (temp)	Posted – Internal/External
Manager, Recruitment and Student Outreach	Candidate Review

** Fully or Partially Grant Funded*

CITIZEN/STAFF COMMENTS

None.

MISCELLANEOUS

Dr. Bennings covered upcoming events at the College, including the next Board meeting scheduled for April 21, 2021. Because Calhoun County is still under a state of emergency, the College plans to continue Board meetings remotely for the time being.

ADJOURNMENT

With a motion by Trustee Byrd and support by Trustee McKay, Chairman Claywell adjourned the meeting at 7:25 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary