

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
May 19, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 19, 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 – 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, absent during roll call, connected via Zoom at 6:34, 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

President Dr. Bennings requested an adjustment to the agenda, adding a recognition of KCC Baseball Coach Eric Laskovy as the first agenda item and removing Action Item "F" relating to the Custodial Services recommendation from the agenda. With a motion by Trustee Byrd and supported by Trustee Booth, the Board unanimously approved these adjustments.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on April 21, 2021, were approved as written by the Board unanimously, with a motion by Trustee Booth and supported by Trustee Byrd.

PRESIDENT'S REPORT

Recognition of Coach Eric Laskovy: Coach Laskovy was recognized for 500 wins as coach of the KCC baseball team. He also acknowledged his assistant coach, Jim Miller, and mentor, the late Russ Bortell.

MCCA All-Michigan Academic Team: Dean of Student Services, Terah Zaremba, praised Sarah Smith and Payton Espolon, two students who were named to the MCCA All-Michigan Academic Team based on academic achievement, community service involvement, and leadership accomplishment.

Restructuring and Organizational Change Update: Vice Presidents Eric Greene (Strategy, Relations, and Communications) and Dr. Paul Watson (Instruction), Chief Financial Officer, Rick Scott, Director of Finance, Tracy Beatty, and Chief Information Officer, Greg Colegrove, provided insight on the organizational changes transition affecting their divisions and departments over the past several months.

Campus Reopening: In response to the pandemic, the College is hosting drive-through vaccination clinics every 3 weeks for the Calhoun County Health Department. The College is awaiting updates from MIOSHA regarding the recent changes to mask requirements.

Infrastructure, Planning, and Sustainability (IPS) Council Update: IPS Council co-chair, Brad Fuller, provided a progress report on campus improvements, and the College's architect, Tom Mathison from Mathison|Mathison, detailed the planned renovation to the Schwarz Science building.

Scholarships and Grants: The College received no scholarships or grants in April.

MCCA Updates: The MCCA Board of Directors met recently and Dr. Bennings shared some highlights from the meeting, touching on topics such as the American Families Plan's possible funding increases and focus on student success initiatives. Additionally, she volunteered to serve on a committee of 6 presidents and 6

trustees to review the process by which board members are elected to important leadership positions within the association.

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.

Strategic Plan Update: Dr. Bennings provided a summary of recent work at the College to propose projects and initiatives as part of the current strategic plan. A series of proposals are currently under review by trustees and employees in order to determine the goals and objectives to be presented for Board approval at a future meeting.

BOARD REPORTS AND REQUESTS

At her last Board meeting as Trustee Student Representative, Payton Espolon offered a student's perspective of the final part of the semester, including midterms and graduation.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

- A. Program Inactivation:** With a motion by Trustee Byrd, supported by Trustee Davis, the Board unanimously approved inactivating the International Studies (317) program.
- B. Public Safety Security Services Contract Extension:** With a motion by Trustee Davis, supported by Trustee O'Donnell, the Board unanimously approved a one-year extension with DK Security.
- C. Online Fee Waiver for Fall 2021:** With a motion by Trustee Booth, supported by Trustee Byrd, the Board unanimously approved waiving Fall 2021's online fee for students.
- D. Temporary Suspension of Policy for Students Who Owe the College:** With a motion by Trustee Booth, supported by Trustee Davis, the Board unanimously approved suspending, from June 1, 2021, to May 31, 2022, a College policy that prevents registering for students who owe the College money.
- E. Tuition Recommendation:** With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved increasing the College's tuition and fee rates as presented, which approximated a two percent increase.
- F. Custodial Services Request for Proposal: *REMOVED FROM THE AGENDA***
- G. Schwarz Building Renovation Budget:** With a motion by Trustee Davis, supported by Trustee Byrd, the Board unanimously approved a \$1.35 million budget to renovate the Schwarz Science building.
- H. Personnel Items:** The following personnel items were approved unanimously by the Board, with a motion by Trustee Booth, supported by Trustee Reynolds:

New Employees

Paul Crane

Applications Programmer
(effective May 17, 2021; Administration, Manager 2,
2019-2020, annualized salary \$60,508)

Scott Cubberly Career Coach, Workforce Solutions*
(effective May 3, 2021; Administration, Professional 1,
2019-2020, annualized salary \$51,000)

Karyann Waukazoo Director, Marketing
(effective June 1, 2021; Administration, Director 1,
2019-2020, annualized salary \$81,300)

Position Transfer

Mitchell Walinski Instructor, Psychology
(effective August 20, 2021; Faculty, Master +30 lane, step 12,
2019-2020 contract salary \$89,323)

Reclassifications

Nicole Cook Director, Financial Aid
(effective March 25, 2021; Administration, Director 1, 2019-
2020, annualized salary \$70,220, due to wage freeze)

Lisa Rench Process Specialist, Registrar's Office
(effective April 29, 2021, Support Staff, Pay Grade 14, Step 6,
2019-2020 hourly rate \$24.48 due to wage freeze)

Open Positions

Business and Industry Liaison

Center Assistant, RMTTC

Clerk, Business Office

Department Assistant, Registrar's Office

Director, Admissions

Executive Director – Regional Manufacturing Technology

Center (RMTTC), Industrial Trades Education and Workforce
Solutions

Faculty Coordinator, Human Services Program

Instructional Assistant, Academic Support (Math)

Instructor, Biology (temporary)

Instructor, Certified Nurse Aide Training Program (temporary)

Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)

Instructor, Emergency Medical Services (temporary)

Instructor, Nursing

Instructor, Welding (EAC) (temp)

Recruiter, Special Populations*

Status

Approved to Post

Approved to Post

Candidate Review

Interview and Selection

Interview and Selection

Offer and Selection

Interview and Selection

Approved to Post

Interview and Selection

Posted – External

Offer and Selection

Approved to Post

Interview and Selection

Offer and Selection

Posted – Internal

**Fully or Partially Grant Funded*

- I. **Financial Statements:** With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the financial statements for the month of April 2021.
- J. **Calhoun Area School Board Members' Association (CASBMA) Appointment:** With a motion by Trustee Davis, supported by Trustee Byrd, the Board unanimously approved the reappointment of Trustee O'Donnell to the CASBMA. Trustee Byrd recommended appointing an alternate, nominating Trustee McKay, who accepted. Trustee Booth supported the motion and the Board unanimously approved.
- K. **Resolution:** With a motion by Trustee Byrd, supported by Trustee Davis, the Board unanimously approved the resolution honoring Coach Eric Laskovy for his 500th win as head baseball coach.

CITIZEN/STAFF COMMENTS

None.

MISCELLANEOUS

Trustee Davis inquired as to the status of the MCCA convention this year. Trustee Byrd responded that this is currently not scheduled.

President Bennings covered upcoming events at the College, including the next Board meeting scheduled for June 16, 2021. Because Calhoun County is still under a state of emergency, the College plans to continue Board meetings remotely until that is lifted.

ADJOURNMENT

With a motion by Trustee Byrd and support by Trustee Reynolds, Chairman Claywell adjourned the meeting at 8:11 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary