

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

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 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 6:33 p.m. Roll call was conducted. Each trustee's physical location is reflected if attending remotely:

Chairman Steve Claywell - present
Trustee Jill Booth – Zoom, in Homer, MI
Trustee Carla Reynolds – present
Trustee Xenia McKay – present

Trustee Jonathan Byrd – Zoom, in West Branch, MI
Trustee Matthew Davis – Zoom, in Marshall, MI
Trustee Patrick O'Donnell – present
Student Rep. Monica Feldpausch - present

26 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

There were no adjustments to the agenda.

CONSIDERATION OF MINUTES

Minutes from the closed session held on October 20, 2021, were approved as written by the Board unanimously, with a motion by Trustee Davis and supported by Trustee Reynolds.

Minutes from the regular meeting held on October 20, 2021, were approved as written by the Board unanimously, with a motion by Trustee Reynolds and supported by Trustee McKay.

Minutes from the special meeting held on October 27, 2021, were approved as written by the Board unanimously, with a motion by Trustee Davis and supported by Trustee Reynolds.

PRESIDENT'S REPORT

Rick Scott, Chief Financial Officer, provided the Board with an update on the following:

Audit Report: Ms. Vicki Vandenberg from Plante Moran, PLLC, presented the College's audit report for the 2020-21 fiscal year. The Audit & Finance Committee reviewed the report with the auditors prior to the Board meeting, and the audit was placed in the portal. With a motion by Trustee Davis and supported by Trustee McKay, the Board of Trustees unanimously approved the audit report

Fall 2021 MCCBOA Tuition Survey: The MCCBOA survey shows that KCC remains more affordable than over half of the community colleges in the state and are the second most affordable in our peer group). A brief overview of the survey was also provided.

Dr. Bennings, President of Kellogg Community College, provide the Board the following updates: OSHA ETS and EDI Committee.

Dr. Keck, Vice President of Student and Community Services, provided the Board the following updates:

TRIO Grant Programs: The College holds two TRIO grant programs. The Upward Bound program receives an annual grant allocation of \$417,067. The Student Support Services program receives an annual grant allocation of \$420,005.

Federal Student Aid School Default Rate: The Board was updated on the College's FSA default rate, which is 11.8%, down from 16.9% in 2017 and 24.5% in 2014, which is a rate that is very close to when the U.S. Department of Education becomes concerned.

Spring 2022 Registration Activity: Registration for the spring 2022 semester opened on October 25th, and the first week's activities are positive 10.7% in headcount, +2.5% credit hours, and +2.1% in contact hours. With 12 weeks of registration remaining before the spring semester begins on January 18th, we anticipate fluctuations in these percentages.

External Scholarships and Grants: The October monthly receipt in external gifts and grants to students is \$22,400, bringing the 21/22 fiscal year total to \$215,540.61.

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

HLC Reaffirmation of Accreditation: Dr. Watson provided an update on their recent visit, which contained commendations in several areas and identified some areas for improvement. We expect the formal communication from the HLC to be positive.

Faculty news: Upon the recommendation of ACEN professional staff, Karen Kulkanek has been appointed by the Accreditation Commission for Education in Nursing (ACEN) Board of Commissioners to be a member of the ACEN Evaluation Review Panel and the ACEN Appeal Committee.

Program Inactivation: Business Administration (non-certificate, non-degree) (406) program is being inactivated. There have only been three applicants from F16-current & only one of those students attended KCC, but not in the last two years. Office (non-certificate, non-degree) (415) program is also being inactivated, and there have never been any applicants.

Students of Color Excellence Committee: Dr. Baskin, Dean of Workforce Solutions updated the Board on the development of a Students of Color Excellence Committee to help eradicate the equity/performance gap that exist between students of color and their white peers while matriculating at KCC and their activities.

Eric Greene, Vice President of Strategy, Relations and Communications, provided the following update:

STRATEGIC PLANNING: a select group of President's Council members conducted, their findings and next steps.

MEDALLION AWARDS: The Marketing and Communications Department won three prestigious Medallion Awards from the National Council for Marketing and Public Relations in October for work related to the College's new BruIN magazine, a quarterly publication launched in September 2020.

SPRING 2022 MARKETING: KCC's Spring 2022 registration campaign kicked off in mid-October with messaging focused on spring classes, the Michigan Reconnect "free tuition" program, and specific promotions related to individual programs recommended by Instructional and Occupational division leadership.

Infrastructure, Planning and Sustainability Update: Brad Fuller, Director of Institutional facilities, and Greg Colegrove, CIO and Co-Chair of the IPS, provided the Board with an update on current IPS project activities including Whitmore Human Resources office conversion, R302 and EMS Simulation Lab Renovation. Also, the IPS Council SharePoint site that includes a dashboard of IPS projects and the ability to request projects. The direct link for Board of Trustees to view the IPS dashboard is:

<https://kellogg0.sharepoint.com/sites/InfrastructurePlanningSustainabilityCouncil>

KCC Foundation: Teresa Durham, Executive Director of the KCC Foundation, reported on activities of the KCC Foundation including contributions to date, new funds, the Dean O. Barnum gifts and upcoming events such as Giving Day. An update on the November Foundation board meeting and the monthly KCC Foundation Activities Report was available for the Trustees to review.

BOARD REPORTS AND REQUESTS

Trustee Byrd voiced his endorsement of Hunter-Prell Company and the excellent support they provide Kellogg Community College.

Chair Claywell updated the Board on the officers' virtual meeting with HLC and the high marks the College received from the team. He also thanked all KCC faculty, staff and supporters who participated in the Dean O. Barnum dedication along with **Trustee O'Donnell**.

Monica Feldpausch, the Student Representative, provided the Board with her monthly update that included Phi Theta Kappa Chapter, Alpha Nu Eta, the Halloween Party and a student forum providing connection with the Student Representative.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no requests or comments.

ACTION ITEMS

Employee Wage Freeze/Concession Recovery Payment: As a result of the wage freeze that was implemented for all employees during the 2021 fiscal year in lieu of a one percent increase and the College's financial results for the 2021 fiscal year as reported earlier in the meeting, with a motion by Trustee Byrd supported by Trustee Davis, the Board unanimously approved the authorization for the College to work with the bargaining unit leadership and Human Resources to make whole all current regular employees for the wage freeze that was enacted for administrators, faculty, support and maintenance, including steps, midpoint adjustments, reclassifications, longevity, overtime and call-in pay.

Renovate Roll 302: With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the funding of this project.

Accept donation of air handler to the HVAC program from Trane West Michigan: With a motion by Trustee Booth supported by Trustee Byrd, the Board unanimously approved to accept the air handler donation to the HVAC program located at the RMTC.

Provide a Letter of Gratitude to Trane from Kellogg Community College: With a motion by Trustee Booth supported by Trustee Reynolds, the Board unanimously approved to send a letter of gratitude to Trane West Michigan for their support of the HVAC program at KCC.

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

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

New Employees

Rico Earl	Simulations Operations Technician (effective October 25, 2021; Support Staff, Pay Grade 14, Step 6, 2021-2022 hourly rate \$26.66)
Paula Lane	CTE Career Coach & Outreach (effective November 8, 2021; Administration, Professional 1, 2021-2022 salary \$53,058)

Position Transfers

Kristin McDermott	Department Assistant, Student Life (full-time) (effective November 1, 2021; Support Staff, Pay Grade 12, Step 6, 2021-2022 hourly rate \$21.68)
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Retirements

Kevin Barnes	Faculty, Industrial Electricity (16 years) (effective July 31, 2022)
Jacqueline Braman	Specialist, Lifelong Learning (16 years) (effective January 20, 2022)

Open Positions

Status

Equipment Technician, Public Safety Education (pt)	Candidate Review
Facilities Maintenance - Utility II	Candidate Review
HR Manager, Talent Development and Employee Benefits	Reposted – External
Instructional Assistant, Center for Student Success (Math)	Interview and Selection - Internal
Instructor, Art	Interview and Selection
Instructor, Integrative Learning (temporary)	Interview and Selection
Librarian, Public Services and Outreach	Interview and Selection
Navigator, Workforce Solutions (MiLEAP) (2 positions)*	Posted – Internal/External
Specialist, Financial Aid (1 position)	Candidate Review
Specialist, Financial Aid (1 position)	Offer and Selection - Internal
Student Success Coach, Academic Advising (GC)	Candidate Review

**Fully or Partially Grant Funded*

CITIZEN/STAFF COMMENTS

MISCELLANEOUS

Dr. Bennings informed the Board of the following:

- The next Board Meeting on January 19, 2022 may require all Board members to be present pending Open Meetings Act updates or changes.
- The city of Hastings is hosting a Jingle & Mingle on December 4th in which KCC will be participating.

Trustee Davis informed the Board that the Marshall holiday parade is December 11th.

Trustee O'Donnell informed the Board of the Battle Creek parade this weekend.

Trustee Reynolds wished all a Happy Thanksgiving.

ADJOURNMENT

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

Steve Claywell, Chairman

Jonathan Byrd, Secretary