

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
November 20, 2019

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 20, 2019, in 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 - Absent
Trustee Jill Booth	Trustee Matthew Davis
Trustee Carla Reynolds	Trustee Patrick O'Donnell
Trustee Xenia McKay	

Student Board Representative: Jaylyn Taylor

Attendance from President's Council included:

Mr. Mark O'Connell, President
Dr. Kay Keck, Vice President, Student and Community Services
Dr. Paul Watson, Vice President, Instruction
Ms. Pauline Rombaugh, Manager, President's Office

Twenty-six individuals sat in the Board Room gallery and eight individuals sat in the Kellogg Room and participated via Zoom conferencing. Guests: Ms. Angela Provar, President, Pauly Group and Ms. Vicki VanDenBerg, Plante Moran, PLLC, were also in attendance.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held October 16, 2019, and minutes from the special meetings held on October 21, 2019; October 28, 2019; October 31, 2019; November 4, 2019 and November 7, 2019 were approved as written by the Board with a motion by Trustee Booth and support by Trustee Davis.

PRESIDENT'S REPORT

Audit Report and Formal Acceptance: A presentation review by Ms. Vicki VanDenBerg, Plante Moran, PLLC, which offered its highest level of assurance, a "clean, unmodified opinion" regarding the college's finances. The Board accepted the 2018-19 annual audit report with a motion by Trustee Booth and support by Trustee Davis.

Higher Learning Commission (HLC) Site Visit: Dr. Paul Watson, Vice President, Instruction reported on a team of KCC employees who hosted a representative from the Higher Learning Commission at the Grahl Center on November 4, 2019, as a part of an HLC "multi-site visit". Dr. Watson extended his gratitude to Shari Deevers, Director, Grahl Center and to Kris Jenkins, Superintendent, Branch Intermediate School District for their efforts in making this site-visit a success.

Battle Creek Area Chamber Foundation: Kate DeGraaf, Director, Integrative Learning, was selected by KCC to participate in Leadership Battle Creek, a community leadership training program administered by the Battle Creek Area Chamber Foundation.

Michigan Mathematics Association of Two Year Colleges (MICHMATYC): Carole Davis, Chair, Math and Science introduced Anna Cox, Professor, Math, who recently received the Teaching Excellence Award from the MICHMATYC and KCC Student and MICHMATYC Award winner Danh Do.

MCCBOA Tuition Survey: Rick Scott, CFO, reviewed the annual Gibson Survey of Fall 2019 tuition and fee costs across Michigan. The annual survey by the Michigan Community College Business Officers Association accounts for actual costs for typical in-district, first-time, full-time student enrolled in similar classes at each institution. Statewide, the cost per credit ranged from \$108.39 to \$230.40, with an average of \$163.01. KCC's cost per credit is \$150.61.

Enrollment Update: Dr. Kay Keck reported after three weeks of registration activity for Spring 2020, enrollment for the upcoming semester is down 1.5 percent in contact hours, 2.7 percent in credit hours and 2.7 in head count compared to the same period a year ago.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation reported the KCC Foundation Board of Directors recently accepted its annual audit report and provided an update on new funds and grants and upcoming fundraising activities.

21st Century Update: President O'Connell reviewed the construction of the new welding and mechatronics labs at the Eastern Academic Center is on schedule to be completed in February 2020.

Scholarships and Grants: President O'Connell reported the College received \$15,450.60 in scholarships and grants over the past month, with a year-to-date total of \$292,081.97.

BOARD REPORTS AND REQUESTS

Chairman Claywell reported the last 90 days of the Presidential search was a success. The Board received 230 comments/input from the college employees, averaging about 70 to 80 comments per candidate. He thanked the many who attended the interviews and the 4 Presidential finalists for their time and expressed interest. Chairman Claywell extended his and the Board's gratitude to Ms. Angela Provar, President, Pauly Group for her expertise and diligence in the Presidential search process.

Trustee Booth, Trustee O'Donnell, Trustee Davis, Trustee McKay, Trustee Reynolds and Student Board Representative Jaylyn Taylor provided their gratitude to the detailed process, the involvement, the communication and the Presidential Search Committee's efforts in this Presidential search.

Trustee O'Donnell reported on his participation of the November 8, 2019, MCCA Fall Trustee Institute held in Lansing, MI with focus on Student's Achievements and new policies.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

Presidential Selection: The Board approved the selection of Dr. Adrien Bennings as the next President of Kellogg Community College with a motion from Trustee Booth, supported by Trustee Davis.

Food Service Contract: The Board approved the KCC Food Service Contract with Kobalt Kitchen, LLC, the formal name of local restaurant Kitchen Proper to provide food services at KCC under the name of Truly Genuine, with a motion by Trustee Booth, supported by Trustee Reynolds. KCC will continue to own and maintain its food-service facilities and Truly Genuine will operate with its own employees and with no management fee or subsidy from the College. The contract expires June 30, 2020, with one-year extensions possible.

Audiovisual/Closed Captioning Policy: The Board approved the Audiovisual Captioning Policy with a motion by Trustee Davis, supported by Trustee O'Donnell. This policy requires all audiovisual media shown at KCC to be captioned in compliance with federal law.

Facilities Usage Policy: The Board approved the KCC Facilities Usage Policy with a motion by Trustee O'Donnell, supported by Trustee Davis. This new policy, provides the usage of KCC facilities by external individuals while ensuring that public usage does not interfere with College activities or create unreasonable financial or legal burdens on the College.

Minors on Campus Policy: The Board approved the Minors on Campus Policy with a motion by Trustee Davis, supported by Trustee Booth. This new policy ensures the safety and well-being of students and visitors under the age of 18 years, while they are present on KCC property.

Capital Projects Closeouts: The Board approved the closeout of the Summer 2019 projects, which included a nursing lecture hall, early childhood lab, two office renovations, ambulance refurbishment and walkway repairs with total expenses of \$568,881 as well as the closeout of the Regional Manufacturing Technology Center capital outlay renovation with a total expenses of \$4,469,920 with a motion by Trustee O'Donnell and support of Trustee Booth. For the RMTC project, \$3,396,389 was paid by grants from the State of Michigan, Battle Creek Tax Increment Finance Authority and W.K. Kellogg Foundation. The remaining \$1,072,931 was paid from the College's capital millage revenue fund.

Financial Statements: Financial statements for the month of October 2019 were approved by the Board with a motion from Trustee Booth, supported by Trustee O'Donnell.

Sabbatical Request: The Board approved a sabbatical request from Ryan Flathau, Professor, Photography and Multimedia for the Fall 2020 semester with a motion from Trustee Booth and support from Trustee Reynolds.

Personnel Items: The following personnel items were approved by the Board, with a motion by Trustee Booth supported by Trustee O'Donnell:

New Employee:

- | | |
|------------------------|---|
| Sheryl Cavanaugh | Department Assistant, ARCO/MASC
(effective November 11, 2019; Support Staff, Pay Grade 12, Step 5, 2019-2020 hourly rate \$19.87) |
| Elizabeth Renee Gerber | Department Assistant, Testing & Assessment
(effective December 11, 2019; Support Staff, Pay Grade 12, Step 5, 2019-2020 hourly rate \$19.87) |
| Robert Youngs, Jr. | Specialist, Information Services
(effective November 4, 2019; Support Staff, Pay Grade 13, Step 3, 2019-2020 hourly rate \$21.08) |

Resignation Notices:

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| Lloyd McPartlin | Assistant Director, Admissions
(5 months) (effective November 26, 2019) |
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Retirement Notices:

- | | |
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| Judy Reed | Director, Academic Support
(14 years) (effective May 15, 2020) |
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Sabbatical Request:

- | | |
|--------------|---|
| Ryan Flathau | Faculty, Art
(effective August 21, 2020 – December 21, 2020) |
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Open Positions:

- | | |
|---|-------------------------|
| Dean, Workforce Development | Posted - Internal |
| *Education Specialist, Support Services | Interview and Selection |
| Manager, Media Design | Candidate Review |
| Student Retention Coordinator | Posted - External |

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None

ADJOURNMENT

President O'Connell provided a brief update of coming events; Chairman Claywell adjourned the Board of Trustee, November 20, 2019, meeting with a motion by Trustee Booth and supported by Trustee Reynolds at 7:23 p.m.

Jill Booth, Vice Chair

Steve Claywell, Chairman