

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**October 20, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 20, 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 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 – Zoom, in Battle Creek, MI  
Trustee Xenia McKay – present

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

23 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**

Chairman Claywell motioned to move agenda item VIII to agenda item V. The Board unanimously approved the motion that was moved by Trustee Byrd and supported by Trustee Booth.

**CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on September 15, 2021, were approved as written by the Board unanimously, with a motion by Trustee Davis and supported by Trustee Byrd.

**PRESIDENT'S REPORT**

**Dr. Bennings**, President of Kellogg Community College, provide the Board the following updates: KCC Board Retreat focusing on governance and policy guidance, the outstanding community engagements and partnerships by several KCC staff and faculty, Interim Session to be held in January and several upcoming events around campus.

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

Bruin Blast Event: Bruin Blast 2021 welcomed students back to campus in person for the first time in over a year; and, the *Peace, Love, Bruin*-themed Bruin Blast was a major success at all KCC campuses. On the Battle Creek campus, more than 240 students participated in one or more of the event elements such as connecting with campus and community resources and meeting new students who are involved in Registered Student Organizations. At all KCC locations, students had the opportunity to create a custom tie-dyed Bruin Blast t-shirt as part of the 1960's era festivities.

Future for Frontliners and Michigan Reconnect: The College continues to engage with students who are eligible for funding through either Future for Frontliners or Michigan Reconnect. Future for Frontliners funding started in the spring 2021 semester, and as of October 1, 2021, we have identified 1,149 students who are eligible and have awarded \$550,771.69 in tuition assistance. Michigan Reconnect funding started in the summer 2021 semester, and as of October 1, 2021, we have identified 807 students who are eligible and have awarded \$213,932.81 in tuition assistance.

MCAN College Completion Corps: In June we reported that the College is participating in the Michigan College Access Network's (MCAN) College Completion Corps Program. This program places an AmeriCorps Completion Coach at the College to work specifically with a cohort of students receiving funding through Future for Frontliners and Michigan Reconnect. Ryan Hoppenworth is serving as our Completion Coach and is housed in the Academic Advising department. He is actively engaged in targeted outreach to 120 Future for Frontliners and Michigan Reconnect students. As part of his outreach, Ryan is meeting with

students both in-person and virtually serving as a critical navigator to these students as they move through various college processes and support services that lead to academic success and completion.

Early College/Dual Enrollment: In our work with early college/dual enrollment students, the Admissions Department engages with the high schools, students, and parents providing informational sessions, orientation, and assistance with enrollment for classes. In addition, our Early College and Dual Enrollment Student Success Coach, Timeaka Reese, holds appointments with students, assists with mandatory student success measures such as academic advising and first year seminar, and coordinates workshops on topics such as scholarships and financial aid. Angie Bess, Manager of Early College and Events, works with the high schools identifying trends in enrollment and identifying the needs of their student populations. To date this fall we have enrolled 798 early college/dual enrollment students compared to 936 in fall of 2020. We will continue to register students this fall semester and prepare for the spring 2022 registration, which is generally the higher enrollment of the two semesters.

College Night 2021: KCC will once again sponsor the annual College Night on Tuesday, Nov 9, 2021, from 6 p.m. to 7:30 p.m. This year's event will be hosted virtually using the online platform Event Hub, and will be promoted to local high schools, current KCC students, local community partners. We have invited over fifty colleges and universities, military branches, KCC academic departments, and student support programs to host a virtual booth. Each school and department can design their booth to include videos, handouts, and links to websites. Students will be able to log on to the KCC website from 6:00 to 7:30 pm to view materials, interact with representatives in the virtual booths, and speak live with the school or department representative. This is a new format for College Night and provides many opportunities for students to participate and interact in their search for the school and academic program or organization that best fits their education and career goals.

External Scholarships and Grants: The September monthly receipt in external gifts and grants to students is \$33,505.51, bringing the 21/22 fiscal year total to \$226,646.12.

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

Assessment Day: Dr. Forbes, Dean of Arts and Sciences, provided the Board with the results of Assessment Day. KCC held its seventh Assessment Day on September 17. First Assessment Day occurred Spring 2018, and we have had an Assessment Day each fall and spring since then (with one COVID-related exception during the spring of 2020). Assessment days are an important component of building and committing to a culture of assessment at KCC. Purpose of Assessment Day is three-fold: To share status, updates, and planning for assessment practices and processes, including assessment of General Education; to set aside dedicated time for faculty and others to collaborate on and complete assessment-related tasks, including meeting to discuss data, results, and plans with their discipline-based assessment groups and entering documentation into WIDS (our assessment tool); to provide professional development about best practices or training for new procedures. Assessment Day Fall 2021: In alignment with the purpose previously shared: Morning session was face-to-face in the Binda and included faculty, staff, and administrators from Instruction and Student and Community Services. A box lunch was provided to all attendees. Shared status and planning for three interventions identified as a result of assessment of General Education and subsequent data review meetings in the last academic year Three faculty (Kim Montney from Business Administration, Wanda Miller from Human Services, and Brendan Welge, for Office Information Technology) presented on their best practices in documenting information in WIDS, focusing on the importance and value of assessment for students and student learning. After the morning session, faculty were provided two hours to work in discipline-based groups to review data and then to complete and enter into WIDS their Outcome Assessment Plans; more time was available at the end of the day when official Assessment Day activities concluded. Afternoon meeting was virtual and focused on addressing questions about assessment that might arise during the HLC visit. Groups of 8-10 people from across the college were facilitated in discussions; twelve groups allowed for four groups to address three questions each and then share out responses to the larger group—really good discussion that highlighted what we have accomplished and what we can continue to improve upon with regard to assessment. The session was recorded and written summaries of the discussion was provided to all attendees. Based on feedback from faculty and other attendees, folks appeared to appreciate both the format and content for the day. Will likely replicate format.

EAC – Manufacturing Day: Dr. Watson shared some highlights and metrics of the EAC Manufacturing Day: 6 Employers attended (Albion Casters, DENSO, II Stanley/Effex Staffing, NN Mobile-Auto Cam,

Team 1 Plastics, Vanguard Fire & Safety); 190 students attended, including 148 Marshall High School 10<sup>th</sup> Graders and 18 Opportunity HS Students. Career Open House: 12 students/parents (not affiliated with Marshall HS), 4 community members, 3 Albion City Council members including the mayor, 1 Marshall School Board member and Cronin Foundation Board member (Richard Lindsey), Albion Economic Development (Christin Bowman), Michigan Works SW (Heather Ignash) resulting in 22 total visitors and 15 high quality leads (follow up appointments with Donna/Danny, Preston

HLC Reaffirmation of Accreditation: Dr. Watson provided background as to the postponement of the HLC visit and an update as to tentative re-visit dates.

**Eric Greene**, Vice President of Strategy, Relations and Communications, provided the Board an update on COVID statistics and campus health guidelines.

**Infrastructure, Planning and Sustainability Update:** Brad Fuller, Director of Institutional Facilities, provided the Board with an update on current IPS project activities including: Dental Clinic, Schwarz Science Building, Reflecting Pools and LED Lighting.

**State Budget Update:** Rick Scott, CFO, provided the Board an update of current budget legislation and the effects to KCC.

**KCC Foundation:** Teresa Durham, Executive Director of the KCC Foundation, provided a summary of the Foundation's activities: gifts, contributions, grants, investment performance, scholarships and upcoming special events.

## **CLOSED SESSION**

At 7:08 PM, with a motion by Chairman Claywell, moved by Trustee Byrd and supported by Trustee Reynolds, the Board unanimously approved by roll-call vote to enter into a closed session for the purpose of discussing with KCC attorneys and contract negotiations.

## **PUBLIC SESSION**

The Board returned to public session at 7:54 p.m.

## **BOARD REPORTS AND REQUESTS**

Board Chair Claywell introduced **Monica Feldpausch** as the Student Representative to the Board for the current academic year. Monica introduced herself to the Board and shared her excitement to serve in this capacity.

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

Trustee O'Donnell praised those at KCC who are responsible for the social media posts and keeping the community informed of KCC events, such as the volleyball team's Trick-or-Treat event. Trustee O'Donnell also encouraged all Board members to attend the court dedication event on November 5<sup>th</sup>. Trustee Byrd provided the Board an update from the recent MCCA conference and acknowledged the Kellogg Company strike, hoping all sides can come to a quick agreement.

## **ACTION ITEMS**

**Amendment to President's Contract:** With a motion by Trustee Byrd supported by Trustee O'Donnell, the Board unanimously approved the amendment to the President's contract.

**LED Lighting Project:** With a motion by Trustee Byrd supported by Trustee O'Donnell, the Board unanimously approved the funding of this project.

**Non-faculty Employee Insurance Recommendation for 2022:** With a motion by Trustee Byrd supported by Trustee McKay, the Board unanimously approved this recommendation.

**Public Act 152 of 2011 Election:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved to continue with the 80/20 cost share model for healthcare.

**Capital Outlay Five-Year Plan:** With a motion by Trustee Byrd supported by Trustee Davis, the Board unanimously approved the Severin Building as the next project for consideration.

**Letter of Agreement with Kellogg Faculty Association on Insurance for 2022:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the Letter of Agreement.

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

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

**New Employees**

Eddie Abercrombie	Facilities Maintenance – Utility II (effective October 11, 2021; Maintenance, Utility II, Step 5, 2021-2022 hourly rate \$24.50)
Coleton Dopp	Enterprise Applications Analyst (effective October 11, 2021; Administration, Manager 2, 2021-2022 salary \$59,000)
Ann Dwyer	Department Assistant, KCC Foundation (effective September 20, 2021; Support Staff, Pay Grade 12, Step 3, 2021-2022 hourly rate \$18.35)
Michael Goldin	Chair, Math and Sciences (effective October 14, 2021; Administration, Chair/ Director, 2021-2022 salary \$91,053)
Tricia Griggs	Career Coach, Workforce Solutions (effective October 4, 2021; Administration, Professional 1, 2021-2022 salary \$49,000)
Dusty Mott	Instructional Assistant, Industrial Trades (Electricity & Electronics) (effective October 4, 2021; Support Staff, Pay Grade 13, Step 6, 2021-2022 hourly rate \$24.97)
Julie Rickert	Student Success Coach, Academic Advising (Fehsenfeld Center) (effective September 10, 2021; Administration, Professional 1, 2021-2022 salary \$53,058)
Andrew Roath	Department Assistant, Testing and Assessment (FT) (effective September 20, 2021; Support Staff, Pay Grade 12, Step 6, 2021-2022 hourly rate \$21.68)
Gino Ughetti	Department Assistant, Testing and Assessment (PT) (effective September 20, 2021; Support Staff, Pay Grade 12, Step 2, 2021-2022 hourly rate \$17.37)
Jacquez Warren	Recruiter, Special Populations

(effective October 11, 2021; Administration, Professional 1, 2021-2022 salary \$50,000)

David Wier

Counselor  
(effective October 25, 2021; Faculty, Master's lane, Step 5, 2021-2022 salary \$64,437)

Eric Winters

Facilities Maintenance – Utility III  
(effective October 11, 2021; Maintenance, Utility III, Step 5, 2021-2022 hourly rate \$30.71)

**Position Transfers**

Simon Thalmann

Interim Director, Marketing  
(effective September 20, 2021; Administration, Director 1, 2021-2022 salary \$77,392)

**Reclassifications**

Holly McKee

Director, Center for Student Success  
(effective September 12, 2021; Administration, Chair/Director, 2021-2022 salary \$103,590)

**Resignations**

Drew Hutchinson

Manager, Student Life  
(7 years) (effective October 15, 2021)

Abigail Pero

Nursing Program Specialist  
(7 years) (effective October 29, 2021)

**Open Positions**

**Status**

CTE Career Coach and Outreach	Offer and Selection
Equipment Technician, Public Safety Education (pt)	Posted
Facilities Maintenance - Utility II	Posted
HR Manager, Talent Development and Employee Benefits	Interview and Selection
Instructor, Art	Posted
Librarian, Public Services and Outreach	Posted
Simulation Operations Technician	Offer and Selection
Specialist, Financial Aid (1 position)	Posted - External
Specialist, Financial Aid (1 position)	Interview and Selection - Internal
Student Success Coach, Academic Advising (GC)	Posted

*\*Fully or Partially Grant Funded*

**CITIZEN/STAFF COMMENTS**

Trustee O'Donnell praised both Drew and Abigail for their work at KCC and leaving a positive impression.

**MISCELLANEOUS**

Dr. Bennings reminded the Board of the following:

- Board Retreat on October 27, 2021 in the Kellogg Room
- KCC Chili Cookoff on October 28, 2021 in the Binda Lobby
- KCCF Finance & Investment Committee on November 10, 2021 in the Pres. Conf. Room

KCCF Board Meeting on November 10, 2021 in the Board Room  
KCC Audit & Finance Committee on November 10, 2021 in the Board Room  
Board Meeting and possible Dental Clinic Ribbon Cutting on November 17, 2021

**ADJOURNMENT**

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

Steve Claywell, Chairman

Jonathan Byrd, Secretary