

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**September 15, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 15, 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 call was conducted. Each trustee's physical location is reflected if attending remotely:

Chairman Steve Claywell	Trustee Jonathan Byrd – Zoom, in Emmett Township, MI
Trustee Jill Booth – Zoom, Homer, 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	

21 individuals, comprised by KCC executive leadership, President's Council members, college staff and community guests, participated via Zoom. 0 individuals participated via conference call.

#### **ADJUSTMENTS TO THE AGENDA**

Dr. Bennings requested to add Operational Policy 12.002 as an action item. The Board unanimously approved this adjustment with a motion by Trustee Byrd and supported by Trustee Reynolds.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on August 18, 2021, were approved as written by the Board unanimously, with a motion by Trustee Reynolds and supported by Trustee Booth.

#### **PRESIDENT'S REPORT**

##### **Student and Community Services Updates**

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

Fall 2021 Registration Activity: During the first week of classes for the fall 2021 semester, student enrollment activity continued to fluctuate showing **+1.20%** in headcount, **-1.68%** in credit hours and **-1.74%** in contact hours. We will provide updated numbers during the Board meeting showing our most current registration activity for the fall semester.

External Scholarships and Grants: The August monthly receipt in external gifts and grants to students is \$53,509.81, bringing the 21/22 fiscal year total to \$193,140.61.

##### **Instruction Division Updates**

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

Program Approval: We have received re-approval of our program to conduct Emergency Medical Services Education Courses. Kellogg Community College is approved to conduct EMS education programs up to the Paramedic level, Instructor Coordinator, and continuing education classes. This approval is for the period which runs from August 18, 2021 through August 31, 2024.

HLC: We have received the Quality Initiative Panel Review and Recommendation Form for Kellogg Community College. The HLC panel has confirmed "genuine effort on the part of the institution," and thus KCC has fulfilled its Quality Initiative. Dr. Watson also provided an overview of the Assurance Argument and sample questions.

Campus Reopening: Eric Greene, Vice President of Strategy, Relations and Communications, provided the following update: KCC started the Fall 2021 semester with several ongoing pandemic controls in place, including mask requirements and social distancing. Along with increased transmission of the Delta variant of Covid-19 in the service area, there also has been a recent increase in cases reported within KCC's student and employee populations. The Campus Reopening Team is monitoring the situation closely.

Capital Outlay Five Year Plan: The State requires the College to have a Capital Outlay Plan on file with them, including identifying a priority project, by the end of October each year in order to be considered for Capital Outlay Funding, should a Capital Outlay bill be approved. A draft of the plan is in the portal for your review. We will ask for the Board's approval of the plan at the October Board meeting in order to be eligible for the State funding.

Infrastructure, Planning and Sustainability Update: Brad Fuller, Director of Institutional Facilities, provided the Board with an update on current IPS project activities including the Dental Clinic remodeling, Schwarz Science Building renovation, EMS Simulation Lab updates, and miscellaneous mini-projects.

**KCC Foundation:** Teresa Durham, Executive Director of the KCC Foundation, provided a summary of the Foundation's activities including the final results of the Bruin Scholarship Open. As of August 31, contributions received and pledged total close to \$110,000. A list of sponsors is included in the Foundation's monthly activity report. Since the launch of the online scholarship application in December 2020, the Foundation has received 604 submitted and 120 drafted applications for Spring 2021, Summer 2021 and Fall 2021-Spring 2022. This is an 80% increase in the number received from the manual application process. The Foundation has completed scholarship awarding for these semesters and will re-open the online application in December. The number of students who received a scholarship award is 431. We will not be holding the annual Celebration of Donors and Scholars event this fall due to the pandemic but planning other ways to connect donors with their scholarship recipient. The Foundation will begin planning for the alumni recognition program to be held in April 2022 and launching a Giving Tuesday campaign in November.

#### **BOARD REPORTS AND REQUESTS**

Trustee Byrd thanked KCCF and the many volunteers for a wonderful Bruin Open. He closed his comments by informing the Board members that his golf team will proudly display the winner's trophy.

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

Kris Jenkins from the Branch County Intermediate School District (ISD) addressed the Board thanking Kellogg Community College for their partnership and support. Branch County ISD is undergoing construction projects that resulted in requiring alternate classroom locations. KCC offered space in the Grahl Center which allowed their classes to continue as scheduled.

#### **ACTION ITEMS**

**Purchasing Policy Revision:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the policy revision as outlined by Dr. Adrien Bennings, President, Kellogg Community College.

**Resolution:** With a motion by Trustee Davis supported by Trustee Byrd, the Board unanimously approved the Professional Development Week resolution.

**Strategic Plan Extension:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved to extend the timeline for the Strategic Plan.

**Annual Reporting of Crime Statistics:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the annual crime statistics report.

**Local Strategic Value 2021:** With a motion by Trustee Davis supported by Trustee Byrd, the Board unanimously approved the Local Strategic Value for 2021.

**Operating Policy 28.002:** With a motion by Trustee Booth supported by Trustee Reynolds, the Board unanimously approved the Local Strategic Value for 2021.

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

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

***New Employees***

Kathryn Pifer	Clinical Coordinator, Radiography (effective September 20, 2021; Administration, Manager 1, 2021-2022 salary \$60,889)
John 'Jay' Radabaugh	Instructor, Clinical Education, Emergency Medical Services (EMS) (effective September 1, 2021; Faculty, Bachelor lane, Step 10, 2021-2022 contract salary \$72,243)
Dr. Tracey Taylor	Director, Business and Information Technology (effective September 13, 2021; Administration, Chair/ Director, 2021-2022 salary \$91,053)
Brandy Toler	Department Assistant, Records and Registration (effective September 13, 2021; Support Staff, Pay Grade 12, Step 3, 2021-2022 hourly rate \$18.35)
Adnan Zafar	Center Assistant, Regional Manufacturing Technology Center (RMTC) (effective August 16, 2021; Support Staff, Pay Grade 12, Step 5, 2021-2022 hourly rate \$20.27)

***Position Transfers***

Jacqueline Hulderman-Tavernier	Academic Advisor (effective August 23, 2021; Administration, Manager 2, 2021-2022 salary \$57,610)
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***Resignations***

Gregg Hall	Utility III (8 years) (effective August 13, 2021)
Kary Ann Waukazoo	Director, Marketing (3 months) (effective September 3, 2021)

***Open Positions Status***

Career Coach, Workforce Solutions*	Interview and Selection
Chair, Math and Science	Offer and Selection
Counselor	Offer and Selection
CTE Career Coach and Outreach	Posted
Department Assistant, Testing and Assessment (PT & FT)	Offer and Selection
Department Assistant, KCC Foundation	Offer and Selection
Enterprise Applications Analyst	Interview and Selection
Facilities Maintenance - Utility II (3 positions)	Interview and Selection
HR Manager, Talent Development and Employee Benefits	Posted
Instructional Assistant, Industrial Trades (Electrical-Electricity)	Offer and Selection
Recruiter, Special Populations (iACT)*	Interview and Selection
Simulation Operations Technician	Candidate Review

\*Fully or Partially Grant Funded\*

**Added Agenda Item – Operational Policy 12.002 Sexual harassment Sexual Misconduct and Retaliation (Title IX):** With a motion by Trustee Byrd supported by Trustee McKay, the Board unanimously approved OP 12.002.

**CITIZEN/STAFF COMMENTS**

None.

**MISCELLANEOUS**

Dr. Bennings reminded the Board of the following: the next scheduled Board Meeting is October 20, 2021, the HLC visit is October 18<sup>th</sup> and 19<sup>th</sup>, and the Board Retreat is October 27<sup>th</sup>.

**ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee McKay, Chairman Claywell adjourned the meeting at 7:32 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary