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**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
April 20, 2022**

The Kellogg Community College Board of Trustees met in a regular public session on April 20, 2022, at 6:30 p.m. in the Board Room of the Kellogg Community College Roll Administration Building, 450 North Avenue, Battle Creek, MI. A Zoom conferencing option was available to staff and the public.

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 - present  
Trustee Jill Booth – present  
Trustee Carla Reynolds – present  
Trustee Xenia McKay – present

Trustee Jonathan Byrd – present  
Trustee Matthew Davis – absent  
Trustee Patrick O'Donnell – present  
Student Rep. Monica Feldpausch - present

48 individuals, comprised of 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:** With a motion by Trustee Booth, moved by Trustee Reynolds and support from Trustee McKay, the Board unanimously supported using the revised personnel report for Action Item D.

**CONSIDERATION OF MINUTES:** Minutes from the regular meeting held on March 16, 2022, were approved as written by the Board unanimously, with a motion by Trustee Booth and supported by Trustee Reynolds.

**PRESIDENT'S REPORT**

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

**KCC Commencement 2022:**

**External Scholarships and Grants:** The March monthly receipt in external gifts and grants to students is \$6,750, bringing the 21/22 fiscal year total to \$267,545.96.

**Community Engagement:** KCC admissions, financial aid, and the Battle Creek Community Foundation created Legacy Scholar Kick-Off Events for eligible students from Battle Creek Central High School and Lakeview High School. Events will be held on campus throughout the month of May to help accelerate their progress in the enrollment process. Additionally, eligible Legacy seniors and their families will be able to attend hybrid informational sessions from their high school or via zoom to hear about changes to the Legacy Program, the admissions process, and the financial aid/FAFSA process.

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

**Faculty Sabbatical:** Martha Perkins has requested this opportunity for Spring 2023

**Community Engagement:** Dr. Watson continues to represent KCC on the Broadband Task Force.

**Exploration of Retail Management Certificate Program:** Academic Cabinet has approved the acceptance of a needs analysis of a retail management certificate.

**EMS Tours:** Dr. Watson provided updates on the number of tours and individuals visiting the lab. This has all involved our new faculty, Aleatha Lycos and John Radabaugh, as well as Clark Imus, our EMS Faculty Coordinator.

**Nursing Program Update:** A summary report was provided to the Trustees.

**Pi Day:** 35 individuals participated in the inaugural 3/14 event.

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

BOARD OF TRUSTEES

Steven A. Claywell  
Chair

Jill M. Booth  
Vice Chair

Jonathan D. Byrd  
Secretary

Matthew A. Davis  
Treasurer

Xenia C. McKay  
Trustee

Patrick A. O'Donnell  
Trustee

Carla C. Reynolds  
Trustee

Adrien L. Bennings, PhD  
President

**Enrollment Projection:** The Kellogg Community College Enrollment Management Cabinet projects the College's overall headcount will increase by 0.8 percent and total credit hours will increase by 0.3 percent for the 2022-2023 academic year.

**Strategic Plan:** The President's Council is continuing to develop an appropriate sequence for the first set of objectives to be approved for action in 2022.

**Campus Reopening Plan:** The College continues to have modified operations and remains in Phase 3 status, as described in the Campus Reopening Plan.

**National Marketing Awards:** Marketing Director Simon Thalmann announced that the Marketing and Communications Department was awarded three prestigious Paragon Awards from the National Council for Marketing and Public Relations last month for its 2020 annual report (silver), 2021 Bruin Youth summer camp schedule (silver), and computer-generated illustrations utilized on the cover of the annual report (gold). The marketing team has won a total of 11 Paragon Awards since 2012, as well as 55 Medallion Awards – regional honors bestowed by the NCMPR – over the same time period.

**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 the Roll Building, the Schwartz Building, the Reflecting Pools and many small and potential projects.

**KCC Foundation:** Teresa Durham, Executive Director of the KCC Foundation, reported that March contributions were over \$40,500 with a fiscal year total of \$802,774, and 602 scholarship applications and 32 Gold Key Scholarship applications are being reviewed. The 202 Alumni Award nominees were announced and KCCF assisted 8 students from the Beyond Tuition Assistance Fund for Student Emergency Needs.

## **BOARD REPORTS AND REQUESTS**

**Student Representative Monica Feldpausch** updated the Trustees about campus events, Alpha Nu Eta, and her question of the month.

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

**Gloria Guernsey, Beck Lewis, and McKenzie Fuller** thanked the faculty, staff, and Board of Trustees for quickly resolving the issues they addressed at the previous Board Meeting.

## **ACTION ITEMS**

**Approval of Faculty Sabbatical:** With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the faculty sabbatical request from Martha Perkins for Spring 2023.

**Reflecting Pool Repairs:** With a motion by Trustee O'Donnell, supported by Trustee Reynolds, the Board unanimously approved the D.C. Byers bid of \$111,260 to repair the pools.

**Financial Statements:** With a motion by Trustee Booth, supported by Trustee Byrd, the Board unanimously approved the financial statements for March 2022.

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

### **Position Transfers**

Tim Krueger

Instructor, Industrial Electricity  
(effective August 19, 2022; Faculty, MA+60 lane, Step 12 + 51  
additional days, 2022-2023 salary \$120,671)

### **Resignations**

Tracey Taylor

Director, Business & Information Technology

(6 months) (effective March 25, 2022)

**Retirements**

Mary Green	Director, Lifelong Learning (25 years) (effective September 29, 2022)
Renee Mielke	Faculty, Nursing (10 years) (effective December 31, 2022)
Teresa Washburn	Department Assistant, Business Education (31 years) (effective June 30, 2022)

**Elimination of Position**

Sheryl Cavanaugh	Department Assistant. ARCO/MASC (part-time) (effective March 11, 2022; Support Staff, Pay Grade 12, Step 6, 2021-2022 hourly rate \$21.68)
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**Open Positions**

**Status**

Account Manager, Workforce Solutions	Interview and Selection
Assistant Athletic Director	Offer and Selection
Assistant Director, Nursing Education	Offer, and Selection
Center Assistant, RMTTC (part-time)	Interview and Selection
Clerk, Business Office	Reposted - External
Counselor	Posted - External
Department Assistant, Morris Library (part-time)	Posted - External
Department Assistant, Student Life	Candidate Review
Digital Marketing Manager	Candidate Review
Instructor, Business Administration (2 positions)	Interview and Selection
Instructor, Certified Nurse Aide (CNA) Program (temporary)	Interview and Selection
Instructor, Industrial Technology	Posted – Internal
Navigator, Workforce Solutions (MiLEAP) (FC)*	Reposted - External
Specialist, Financial Aid	Offer, and Selection

*\*Fully or Partially Grant Funded*

**ADDITIONAL ACTION ITEM**

**CITIZEN/STAFF COMMENTS**

**CLOSED SESSION**

At 7:23 PM, with a motion by Trustee Booth and supported by Trustee Byrd, the Board unanimously approved, by roll call vote, to enter into a closed session for the purpose of discussing the KCC contract negotiations and material exempt from disclosure by state or federal statute.

**PUBLIC SESSION** resumed at 8:37 p.m.

**MISCELLANEOUS**

**Trustee Booth** moved the following motion, “Because the Board has received and accepted Dr. Bennings’ notice of resignation, I move to appoint Dr. Paul Watson as Interim President effective immediately. As part of this Motion, the College will continue Dr. Bennings’ pay and benefits through the end of her Contract Term, but the Interim President will begin performing the President’s duties and responsibilities right away and will relieve Dr. Bennings from any further performance obligations.” The motion was supported by Trustee Byrd with unanimous approval.

The following KCC activities were provided to the Board of Trustees:

Board Meeting – May 18, 2022

Outstanding Bruin Awards Ceremony – April 26th @ 6:00 PM, Binda

EMS Pinning Ceremony – May 10th @ 6:00 PM, Binda

Nursing Pinning Ceremony – May 11th @ 6:00 PM, W.K.K. Auditorium

DEHY Pinning Ceremony – May 12th @ 3:00 PM, Binda

Commencement – May 12th @ 7:00 PM, Kellogg Arena

Police Academy Recognition Ceremony – June 8th @ 6 PM in Binda

MCCA Summer Conference – July 26-30

## **ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee Reynolds, Chairman Claywell adjourned the meeting at 8:40 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary