

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
August 17, 2022**

The Kellogg Community College Board of Trustees met in a regular public session on August 17, 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.

Vice Chair Booth called the meeting to order at 6:30 p.m. Roll call was conducted.

Chairman Steve Claywell - absent
Trustee Jill Booth – present
Trustee Carla Reynolds – present
Trustee Xenia McKay – present

Trustee Jonathan Byrd – present (6:42 p.m.)
Trustee Matthew Davis – present
Trustee Patrick O'Donnell – present

ADJUSTMENTS TO THE AGENDA: There were not any adjustments to the agenda.

CONSIDERATION OF MINUTES: The Board of Trustees unanimously approved the minutes from the regular meeting held on June 15, 2022; the closed session held on June 15, 2022; the special meeting held on June 28, 2022; and the special meeting held on July 20, 2022, with a motion from Trustee O'Donnell and supported by Trustee McKay.

PRESIDENT'S REPORT

MCCA Summer Conference: Dr. Paul Watson shared a couple of photographs from the Michigan Community College Association (MCCA) summer conference in Traverse City. The MCCA recognized Trustee Davis and Trustee Byrd for their fifteen years of service. Trustee Davis was not present at the conference and was awarded his service pin by Dr. Watson during the Board of Trustees meeting.

NAEYC Accreditation: Dr. Paul Watson shared information that the Early Childhood and Teacher Education program has been approved by the National Association for the Education of Young Children (NAEYC) for accreditation for the term of March 2021 through March 2028. Dr. Watson recognized Ann Miller, Director; Jamie Bishop, faculty; and Linda Iriel, department assistant for their work with the accreditation process.

Police Academy Approval by MCOLES: Dr. Paul Watson shared information about the Public Safety Education department's Law Enforcement Police Academy program approval by the Michigan Commission on Law Enforcement Standards (MCOLES) to offer a regional police academy one semester program. The academy currently has twenty students, sixteen of which are sponsored by the Battle Creek police department. WWMT Channel 3 reported from the College about the new police academy which broadcasted the morning of August 17, 2022. Dr. Watson thanked the Public Safety Education faculty and staff for their hard work in obtaining this approval to support our community.

HLC Approval of Retail Management Certificate: Dr. Paul Watson shared notification that the Higher Learning Commission (HLC) approved the Retail Management Certificate program in June 2022. The Retail Management Certificate program is a repackaging of existing courses that will help train students for employment in local retail and food management establishments.

Achievements in Athletics: Dr. Paul Watson shared National Junior College Athletic Association (NJCAA) Academic All-American Team status to the women's basketball team, baseball team, and the women's cross-country team. Forty-one student athletes were awarded the NJCAA and the Michigan Community College Athletics Association (MCCAA) honors. Sixteen baseball student athletes have accepted offers to

BOARD OF TRUSTEES

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Patrick A. O'Donnell
Trustee

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Trustee

Dr. Paul R. Watson II
Interim President

play at various four-year institutions. Further, Tom Shaw, Athletics Director, was named the MCCA Athletic Director of the Year for the fourth time and the MCCA Distinguished Service Award. Eric Laskovy, physical education faculty and coach, was named the MCCA Western Conference Coach of the Year for the fifth consecutive year.

Enrollment/Registration Activity Update: Dr. Paul Watson shared an update of the enrollment numbers as of Monday, August 15, which showed positive numbers for headcount (+1.00%), credit hours (+2.58%), and contact hours (+2.02%). Trustee O'Donnell attended the Open House at the Regional Manufacturing Technology Center (RMTC) and stated the event was well attended.

Element451: Ms. Jennifer Kotowski presented the new admissions application platform Element451. The application process allows students to apply to the college in less than five minutes, choose a preferred name, complete address verification, and allow for targeted information based on the student's status and program of study.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Mr. Brad Fuller shared updates for the various projects, including the Fehsenfeld and Grahl Centers roofing projects that are underway, the police cruiser branding has been completed, the Roll Building courtyard has been restored, the reflecting ponds are sealed and the fountains are running, athletic outdoor upgrades, and discussions about the placement of the Michigan State University Agriculture Program Trailer location have taken place.

KCC Foundation Update: Ms. Teresa Durham shared the KCC Foundation received thirty-five gifts totaling \$53,896 have been received along with two new scholarship funds. The KCC Foundation's investment report ending on July 31, 2022, shows a portfolio balance of \$13.472 million which is an increase of \$633,808 from June 30. At the July 13, 2022, KCC Foundation Board Meeting, new officers were elected. Ms. Durham shared information about the 25th Annual Bruin Open taking place on September 9, 2022. The Bruin Open has one hundred sponsors totaling \$106,000 adding to the 1.5 million dollars raised by the event to date.

Scholarships and Grants: The June and July monthly receipts in external gifts and grants to students for the 2022-2023 academic year totaled \$116,177.24.

Recognition of Vice Chair Booth: Dr. Paul Watson expressed his congratulations and thanks to Vice Chair Booth for her service with the State of Michigan as she was officially retired on August 15, 2022.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell expressed his appreciation of the reflecting pools fountains and pickleball courts. Trustee O'Donnell thanked the staff for the advertising campaign and website that is helping motivate students to attend the college. Trustee Reynolds thanked the staff for the engagement in the community and how it is great for the community to see KCC have a presence. Trustee Davis stated he was happy to see KCC have a large presence at the Calhoun County Fair.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Faculty Tenure Recommendation: Ms. Tonya Forbes presented Jaclyn Gibbs and Marciene Morgan, nursing faculty, for tenure. The Board of Trustees unanimously approved the tenure recommendations with a motion from Trustee Byrd and supported by Trustee O'Donnell.

Rescinding of Sabbatical Request: Dr. Paul Watson shared a request from Dr. Martha Perkins to rescind her sabbatical request for spring 2023 that was approved at the April 20, 2022, meeting. The Board of Trustees unanimously approve the rescinding of the sabbatical request with a motion from Trustee Byrd and supported by Trustee Reynolds.

Strategic Enrollment Management Plan: Dr. Paul Watson shared a recommendation for a strategic enrollment management plan Interact. After the completion of the accreditation process in November, the Higher Learning Commission (HLC) recommended the college contact a national group to help with creating

a comprehensive enrollment plan. Interact is located in the Midwest and has worked with several community and technical colleges. The Board of Trustees unanimously approved the proposal for Interact with a motion from Trustee Byrd and supported by Trustee Reynolds

Financial Statements: The Board of Trustees unanimously approved the June and July financial statements with a motion from Trustee Byrd and supported by Trustee Reynolds.

Personnel Items: The Board of Trustees unanimously approved the personnel items with a motion from Trustee Byrd and supported by Trustee Davis. Personnel items are as follows:

New Employees

Waldo "Bobby" Beauchamp	Director, Business & Information Technology (effective August 15, 2022; Administration, Chair/Director; 2022-2023 salary \$88,000 annualized salary)
Alec Brzezinski	Digital Marketer/Writer (effective June 20, 2022; Administration, Manager 1; 2021-2022 salary \$60,889 annualized salary)
Jensen Bush	Clerk, Business Office (effective July 5, 2022; Support Staff, Pay Grade 11, Step 1; 2022-2023 hourly rate \$15.90)
Matthew Cronkhite	Instructor, Industrial Technology (effective August 19, 2022; Faculty, MA lane, step 10; 2022-2023 salary \$81,648)
Kristopher Heldt	Network Technician (effective August 15, 2022; Support Staff, Pay Grade 15, Step 2; 2022-2023 hourly rate \$23.12)
Brent Hiatt	Department Assistant, Morris Library (part-time) (effective July 5, 2022; Support Staff, Pay Grade 12, step 3; 2022-2023 hourly rate \$18.35)
Caitlin Murphy-Myer	Navigator, Workforce Solutions (MiLEAP – Fehsenfeld Center)* (effective July 5, 2022; Administration, Professional 1; 2022-2023 \$47,430 annualized salary)
Barry Williams	Instructor, Biology (effective August 19, 2022; Faculty, MA+60 lane, step 10; 2022-2023 salary \$87,448)

Position Transfers

Niaomi Curtis	Career Coach, Workforce Solutions* (effective August 15, 2022; Administration, Professional 1, 2022-2023 annualized salary \$50,000)
Casey Fairley	Director, Lifelong Learning (effective June 20, 2022; Administration, Director 1; 2021-2022 annualized salary \$82,920)

Elizabeth Fluty	Faculty, Nursing (effective August 19, 2022; Faculty, MA lane, step 12; 2022-2023 salary \$90,689)
Renee Mielke	Interim Director of Nursing (effective July 1, 2022; Faculty MA/60 Step 12, plus Administrative monthly stipend \$1,500)
Lisa Rench	Executive Assistant to the Vice President of Instruction (effective August 8, 2022; Administration, Manager 2; 2022-2023 annualized salary \$58,762)

Reclassifications

Ann Miller	Director, Early Childhood and Teacher Education (effective July 1, 2022; Administration, Director 2; 2022-2023 annualized salary \$77,510)
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Resignations

Alec Brzezinski	Digital Marketer/Writer (1 month) (effective August 2, 2022)
Alex Carlson	Program and Events Manager, KCC Foundation (4 years) (effective August 12, 2022)
Melinda Hall	Specialist, Workforce Solutions (13 years) (effective August 26, 2022)
Melissa (Lisa) Larson	Program Manager, Workforce Solutions* (7.5 years) (effective July 31, 2022)

CITIZEN/STAFF COMMENTS

None.

MISCELLANEOUS

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

Upcoming Events:

General Session – August 23
Fall Classes Begin – August 29
Labor Day, September 5 – College Closed
Bruin Open – September 9
Next Board of Trustees Meeting – September 21

ADJOURNMENT

At 7:25 p.m., the Board of Trustees unanimously voted to adjourn the August 17, 2022, regular meeting with a motion from Trustee O'Donnell and supported by Trustee McKay.

Steve Claywell, Chairman

Jonathan Byrd, Secretary