

**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
June 15, 2022**

The Kellogg Community College Board of Trustees met in a regular public session on June 15, 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.

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

Trustee Jonathan Byrd – absent  
Trustee Matthew Davis – present  
Trustee Patrick O'Donnell – present

**ADJUSTMENTS TO THE AGENDA:** Dr. Watson requested the removal of the public hearing and budgets for 2022-23 fiscal year from the agenda. The Board of Trustees unanimously approved to strike the items from the agenda with a motion from Trustee Davis and supported by Trustee Booth.

Chairman Claywell requested the addition of the appointments to the Battle Creek Tax Increment Finance Authority (BCTIFA) and the Battle Creek Local Development Finance Authority (BCLDFA), per a request from the City of Battle Creek. The Board of Trustees unanimously approved the addition to the agenda, as action item K, with a motion from Trustee Booth and supported by Trustee Davis.

**CONSIDERATION OF MINUTES:** The Board of Trustees unanimously approved the minutes from the regular meeting held on May 18, 2022, with a motion from Trustee Davis and supported by Trustee McKay.

The Board of Trustees unanimously approved the minutes from the closed session meeting held on April 20, 2022, with a motion from Trustee O'Donnell and supported by Trustee McKay.

The Board of Trustees unanimously approved the minutes from the closed session meeting held on May 18, 2022, with a motion from Trustee O'Donnell and supported by Trustee Booth.

**PRESIDENT'S REPORT**

**Enrollment/Registration Activity Update:** Dr. Kay Keck provided an update of the registration activity for the summer and fall 2022 semesters. Summer registration is down 4.9% in contact hours compared to this time last year while noting improvement over the 7% decline reported three weeks ago. The Bruin Youth programs have welcomed several registrants. Dr. Keck highlighted the Bruin Youth program has three programs at the Eastern Academic Center, and the Regional Manufacturing Technology Center is holding a career exploration camp for industrial trades. On June 6, the fall registration period began with staff manually entering over 400 dual enrollment student registrations which resulted in the first day's number being up 27% when compared to the first day last year. Last week, fall registration showed a positive 14.8% while this morning registration was up 13%. The Express Enrollment event will take place Saturday, July 30.

**TRIO Upward Bound Program:** Dr. Kay Keck reported that Ms. Grindl Williams, Director, submitted a grant proposal and was awarded an extension of five years in the amount of \$417,016 per year, which is an increase. The Upward Bound summer academy began this week.

**New KCC Website:** Mr. Simon Thalmann presented the BruIN magazine, provided to the Board of Trustees, highlighting the hard work of many college employees. The BruIN magazine is produced internally and includes vivid photos of the commencement ceremony. Mr. Thalmann presented the new KCC website that

**BOARD OF TRUSTEES**

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Trustee

Patrick A. O'Donnell  
Trustee

Carla C. Reynolds  
Trustee

Dr. Paul R. Watson II  
Interim President

launched on the evening of June 12 which includes a modern, student-focused, accessible look. The Siteimprove accessibility score for the website has increased by 11 points. GT Metrix gives a user score for the website; the old website was rated a score of C and the new website has a rating of A (95%). The total cost of the build, security, and hosting through GoDaddy.com was \$2,000. The new website includes modules for calendars, count down clocks, and pop-up notifications. Trustee O'Donnell requested that the new website include photo galleries as not all individuals have a Facebook account, where photos are usually housed.

**Ransomware Incident Update:** Dr. Watson read a statement closing the ransomware incident and highlighting the investigation concluded that no student, personnel, or college data was compromised during the event.

**Western Michigan University (WMU) Partnership Summit:** On June 7 and June 8, several college personnel attended a summit at WMU to develop and strengthen relationships while updating and creating new articulation agreements to expand educational opportunities for Michigan students.

**Infrastructure, Planning, and Sustainability (IPS) Council Update:** Mr. Brad Fuller shared information about the parking lot repaving, new campus police vehicle branding, roof replacement needs for the Fehsenfeld and Grahl centers, chiller maintenance needs, and the exploration of options for the Michigan State University (MSU) Agricultural program trailer.

**KCC Foundation Update:** Ms. Teresa Durham shared as of May 31, 2022, as the fiscal year ends, the KCC Foundation has received 1,600 gifts from over 400 individuals, companies, and foundations totaling \$870,194. The new fiscal year will begin with three new funds and two new legacy plans in progress. The Coldwater Township Sunrise Rotary began the Branch County Promise Program three years ago by gathering funds to create an endowment for Branch area students' education. In three years, the Branch County Promise Program awarded sixty-seven scholarships. There is work being completed to renew the grant for four more years at \$80,000. The Art on Campus Committee is working with artists to replace the existing art with ten new installations that will be on loan for two years. The next KCC Foundation Board meeting will take place on July 13 and the 25<sup>th</sup> annual Bruin Scholarship Open will take place on September 9.

**Scholarships and Grants:** The June monthly receipt in external gifts and grants to students was \$9,500, bringing the 2021-22 fiscal year total to \$278,900.96.

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

Dr. Gerald Case-Blanchard and Dr. Michael Goldin thanked the Board of Trustees for their hard work.

#### **ACTION ITEMS**

**Retail Management Certificate:** Dr. Watson shared Academic Cabinet, on May 24, 2022, approved a new certificate program to meet a need in the community allowing students to gain the skills necessary to enter merchandise or foodservice retail operations. This certificate program is a repackaging of existing courses and will be effective starting fall 2022, pending Board of Trustees and the Higher Learning Commission (HLC) approvals. The Board of Trustees unanimously approved the creation of the Retail Management Certificate with a motion from Trustee Booth and supported by Trustee O'Donnell.

**Starfish Renewal:** Dr. Watson requested the student success and retention software, Starfish, be renewed for another year. This is the second year of a three-year obligation. The Board of Trustees unanimously approved the renewal of the Starfish software with a motion from Trustee Booth and supported by Trustee McKay.

**MCCA Board of Directors Nominations:** Dr. Watson shared that the nominations for the MCCA Board of Directors is due by July 15 each year. Chairman Claywell explained that he had a discussion with Trustee Byrd who would like to remain the primary representative with Chairman Claywell as the alternate. The Board of Trustees unanimously approved Trustee Byrd as the representative to the MCCA BOD, with Chairman Claywell as the alternate, with a motion from Trustee Booth and supported by Trustee O'Donnell.

**Trane Chiller 2 R'Newal Quote:** Dr. Watson shared a recommendation from the IPS Council for the rebuilding of chiller 2 to ensure its longevity. Completing this rebuild after this cooling season will allow for Trane to complete and certify the rebuild on-site. The Board of Trustees unanimously approved the rebuilding of chiller 2 with a motion from Trustee Davis and supported by Trustee McKay.

**Fehsenfeld and Grahl Roofing Projects:** Dr. Watson shared information about the Fehsenfeld and Grahl Centers roof replacement using metal roofing materials due to longevity and weather concerns. The Board of Trustees unanimously approved the replacement of the Fehsenfeld and Grahl Center roofs with a motion from Trustee O'Donnell and support by Trustee Davis.

**Security RFP:** Dr. Watson shared the recommendation of Chief Austin Simons for Securitas Security Services to replace the current vendor. Trustee O'Donnell asked if the issues with the current vendor impacted the safety of staff and students. Dr. Watson shared that safety was not impacted and the safety of all persons entering the college is of the utmost importance. The Board of Trustees unanimously approved the new security service with a motion from Trustee Davis and supported by Trustee McKay.

**General Insurance:** Dr. Watson shared that several insurance coverages are being renewed. The cybersecurity option will be reviewed within 30 days as there is only one bidder at this time. The HUB representative, John Avery, shared that the bids should come in under the \$50,000 cap. Chairman Claywell inquired if there is a possibility for a multi-year contract for cyber insurance. Mr. Avery stated due to the market conditions, a multi-year contract will not be an option. Dr. Watson recognized Mr. Avery as being instrumental in proposing cybersecurity coverage several years ago, which was invaluable in aiding our recovery during the ransomware incident. Chairman Claywell stated the Board would entertain discussing the cyber insurance policy if the quotes come in over the \$50,000 cap. The Board of Trustees unanimously approved the general insurance recommendation with a motion from Trustee Booth and supported by Trustee O'Donnell.

**Institutional Priorities:** Dr. Watson shared that President's Council approved the Institutional Priorities for the years 2022-2025 with the inclusion of the mission, vision, values, and diversity statements. Further, Dr. Watson requested the retirement of the current Strategic Plan. The Board of Trustees unanimously approved the Institutional Priorities with a motion from Trustee O'Donnell and supported by Trustee McKay.

**Battle Creek Tax Increment Finance Authority (BCTIFA) and Battle Creek Local Development Finance Authority (BCLDFA) Appointments:** Dr. Watson shared that the City of Battle Creek is requesting a member of the Board of Trustees as a representative to the BCTIFA and BCLDFA. The Board of Trustees unanimously approved Chairman Claywell as the representative for BCTIFA and Trustee Reynolds as the representative for BCLDFA with a motion from Trustee O'Donnell and supported by Trustee McKay.

**Financial Statements:** The Board of Trustees unanimously approved the financial statements with a motion from Trustee O'Donnell and supported by Trustee McKay.

**Personnel Items:** The Board of Trustees unanimously approved the personnel items with a motion from Trustee O'Donnell and supported by Trustee McKay. Personnel items are as follows:

### New Employees

James Bender	Instructor, Business Administration (effective August 19, 2022; Faculty, MA+30, step 10; 2021-2022 salary \$83,573 (2022-2023 salary TBD))
Micki Pitcher	Instructor, Business Administration (effective August 19, 2022; Faculty, MA+60, step 10; 2021-2022 salary \$85,733 (2022-2023 salary TBD))
Sierra Thurmond	Department Assistant, Student Life (effective June 20, 2022; Support Staff, Pay Grade 12, Step 3,

2021-2022 hourly rate \$18.35)

**Resignations**

Lynette Mann

Department Assistant, TRIO Upward Bound  
(2 years) (effective May 31, 2022)

**CITIZEN/STAFF COMMENTS**

None.

**CLOSED SESSION**

At 7:25 p.m., the Board of Trustees unanimously approved, by roll call vote, to move to closed session for the purposes of discussing collective bargaining negotiations with a motion from Trustee Booth and supported by Trustee Davis.

**PUBLIC SESSION**

Public session resumed at 8:18 p.m.

**MISCELLANEOUS**

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

**Upcoming Events:**

- Fourth of July – College Closed
- MCCA 2022 Summer Conference – July 27-29
- Summer Classes End – August 4
- Next Board of Trustees Meeting – August 17
- General Session – August 23
- Fall Classes Begin – August 29
- Labor Day, September 5 – College Closed

**ADJOURNMENT**

At 8:20 p.m., the Board of Trustees unanimously voted to adjourn the June 15, 2022, regular meeting with a motion from Trustee McKay and supported by Trustee O'Donnell.

Steve Claywell, Chairman

Jonathan Byrd, Secretary