

**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
September 21, 2022**

The Kellogg Community College Board of Trustees met in a regular public session on September 21, 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 6:32 p.m. beginning with the Pledge of Allegiance. Roll call was conducted.

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

Trustee Jonathan Byrd – present  
Trustee Matthew Davis – present  
Trustee Patrick O'Donnell – present  
Student Representative Eve Hibbard – present

**ADJUSTMENTS TO THE AGENDA:** Dr. Paul Watson requested the removal of Action Item B as there needs to be more internal review of the document. The Board of Trustees unanimously approved the removal of Action Item B from the agenda with a motion from Trustee Byrd and supported by Trustee Reynolds.

**CONSIDERATION OF MINUTES:** The Board of Trustees unanimously approved the minutes from the regular meeting held on August 17, 2022, with a motion from Trustee Byrd and supported by Trustee McKay.

**PRESIDENT'S REPORT**

**Athletic Highlight:** Dr. Paul Watson introduced Mr. Drew Fleming, Athletic Director, and acknowledged the KCC Volleyball Team that was in attendance. Mr. Drew Fleming recognized Tom VanWienen, head coach, and Ms. Judy Mason, assistant coach and invited Ms. Judy Mason to introduce the team.

**International Travel Information:** Dr. Paul Watson introduced Ms. Michelle Wright, history faculty; Ms. Allison Betz, student; and Ms. Emma Hamilton, student. Ms. Michelle Wright gave a brief summary of the international travel that took place in May of 2022 to England. Ms. Allison Betz and Ms. Emma Hamilton shared their experiences as part of the international travel course.

**2022 Great Colleges to Work For:** Dr. Paul Watson shared that Kellogg Community College was recognized by the Great Colleges to Work For in the category of compensation and benefits for employee satisfaction. Dr. Watson thanked Ms. Vicki Rivera, the college leadership, and the Board of Trustees for their support in making the college a great place to work.

**Enrollment/Registration Activity Update:** Dr. Paul Watson shared an update of the final registration activity information comparing fall 2022 to fall 2021. The enrollment activity was relatively flat with a headcount comparison at -0.06%. Credit and contact hours are in the positive showing +0.74% and +0.47% respectively.

**Infrastructure, Planning, and Sustainability (IPS) Council Update:** Mr. Brad Fuller shared updates for the various projects, including the Fehsenfeld and Grahl Centers roofing projects, the placement of the Michigan State University Agriculture Program Trailer at the Roll Building loading dock, and the Capital Outlay request for the Severin Building lobby remodel.

**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

Dr. Paul R. Watson II  
Interim President

**Capital Outlay Five Year Plan:** Dr. Paul Watson shared information about the Capital Outlay Five Year Plan draft that was submitted to the Board of Trustees. The deadline for submission to the State of Michigan is the end of October to allow consideration for Capital Outlay funding, should a Capital Outlay bill be approved. The focus of the Capital Outlay funding will be the remodel of the Severin Building lobby.

**KCC Foundation Update:** Ms. Teresa Durham shared the KCC Foundation received one hundred fifty gifts totaling \$33,112. The KCC Foundation's investment report ending on August 31, 2022, shows a portfolio balance of \$13.016 million which is a decrease of \$453,871 from July 31. The KCC Foundation has awarded four hundred thirty students scholarships totaling \$668,595 for the 2022-2023 academic year. Further, all the art has been installed on campus and the Bruin Open raised \$125,000 for scholarships. Ms. Teresa Durham thanked the donors, golfers, volunteers, and the Board of Trustees for a successful Bruin Open event.

**Scholarships and Grants:** For the month of August, the receipts in external gifts and grants to students was \$116,048.15 for a 2022/2023 academic year total of \$232,225.39.

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

Chairman Claywell took a moment to introduce the Board of Trustees student representative, Ms. Eve Hibbard. Ms. Eve Hibbard thanked the Board of Trustees with entrusting her to represent the student body. Ms. Eve Hibbard expressed her excitement in representing the students' voice in the Board of Trustees meetings. The Board of Trustees unanimously approved Ms. Eve Hibbard as the student representative to the Board of Trustees for the 2022-2023 academic year with a motion from Trustee Booth and supported by Trustee Reynolds.

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

There were no citizen or staff comments.

#### **ACTION ITEMS**

**Fall 2023 Proposed Registration Open Date:** Dr. Paul Watson shared the rationale for the request to move the fall registration date, starting in 2023, to April. This change, starting on April 24, 2023, will allow dual enrolled and early college high school students the opportunity to select and register for classes prior to the end of their school year. Further, this change will allow KCC students the opportunity to register for classes before summer break. If approved, the Board of Trustees tuition decisions will need to be made in March. Trustee O'Donnell stated this is a good move for the college and will, hopefully, help with enrollment. The Board of Trustees unanimously approved the fall registration date change to April with a motion from Trustee O'Donnell and supported by Trustee McKay.

**Local Strategic Value 2022:** Dr. Paul Watson explained the Community College Appropriations legislation includes the Local Strategic Value Resolution component allowing the College to be eligible for approximately \$25,000 in additional funds. The report shows the college's value to the community. Trustee Booth shared enthusiasm for the college's engagement in the community. The Board of Trustees unanimously approved the Local Strategic Value 2022 with a motion from Trustee Booth and supported by Trustee Byrd.

**Annual Reporting of Crime Statistics:** Dr. Paul Watson shared the Annual Reporting of Crime Statistics noting that incidents on, or near, the college were zero. The Board of Trustees unanimously approved the Annual Reporting of Crime Statistics with a motion from Trustee Reynolds and supported by Trustee Byrd.

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

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

**New Employees**

Anthony Gillum	Specialist, Admissions (Selective) (effective September 12, 2022; Support Staff, Pay Grade 13, Step 5; 2022-2023 hourly rate \$23.73)
Jaiyda Tyler	Department Assistant, C-Building (effective August 29, 2022; Support Staff, Pay Grade 12, Step 3; 2022-2023 hourly rate \$18.54)
G. Eric Winston	Instructor, Business Administration (effective August 24, 2022; Faculty, MA+30 lane, step 10; 2022-2023 salary \$85,244)

**Rescission of Acceptance**

James Bender	Instructor, Business Administration Rescinded acceptance August 16, 2022 (start date effective August 19, 2022; Faculty, MA+30, step 10; 2021-2022 salary \$83,573 (2022-2023 salary \$85,244))
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**Resignations**

Rob Miller	Director, Public Safety Education (11 years) (effective August 26, 2022)
Caitlin Murphy-Myer	Navigator, Workforce Solutions (MiLEAP – Fehsenfeld Center)* (2 months) (effective September 9, 2022)

**Retirements**

Chet Dalski	Director, Simulation Education and Special Projects (34 years) (effective February 24, 2023)
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**CITIZEN/STAFF COMMENTS**

Ms. Sara Reed, Career and Employment Services Specialist, expressed her excitement that Ms. Eve Hibbard was accepted as the student representative on the Board of Trustees. Ms. Reed shared Ms. Eve Hibbard has been a dedicated student worker in the library and student life.

**CLOSED SESSION**

At 7:07 p.m., the Board of Trustees unanimously approved, by a roll call vote, to move into a closed session for the purposes of discussing collective bargaining negotiations and the interim president's evaluation with a motion from Trustee Booth and supported by Trustee Byrd.

**PUBLIC SESSION**

Public session resumed at 8:29 p.m.

**MISCELLANEOUS**

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

**Upcoming Events:**

- MCCA Board of Directors Meeting – September 29-30
- Next Board of Trustees Meeting – October 19
- KCC Bruin Boo – October 26
- Nursing Pinning Ceremony – December 13 @ 5:00PM in the Binda

Paramedic/Fall EMT Night – December 20 @ 6:00PM in the Binda  
Police Academy Recognition – December 21 @ 6:00PM in the Binda

**ADJOURNMENT**

At 8:32 p.m., the Board of Trustees unanimously voted to adjourn the September 21, 2022, regular meeting with a motion from Trustee Davis and supported by Trustee McKay.

Steve Claywell, Chairman

Jonathan Byrd, Secretary