

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
November 16, 2022**

The Kellogg Community College Board of Trustees met in a regular public session on November 16, 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 6:31 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
Trustee Matthew Davis – present
Trustee Patrick O'Donnell – present
Student Representative Eve Hibbard – present

The Pledge of Allegiance was recited.

ADJUSTMENTS TO THE AGENDA: There were no adjustments to the agenda.

CONSIDERATION OF MINUTES: The Board of Trustees unanimously approved the minutes from the regular meeting held on October 19, 2022, with a motion from Trustee O'Donnell and supported by Trustee Byrd.

PRESIDENT'S REPORT

Recognition: Dr. Paul Watson recognized Trustee Reynolds for being elected Council Commissioner At Large for the City of Battle Creek; Trustee O'Donnell for being elected City Commissioner of Battle Creek Ward 3; Trustee Davis for his reelection to the KCC Board of Trustees; and Ms. Lisa Mueller for being elected to the KCC Board of Trustees.

Condolences: Dr. Paul Watson shared his condolences on behalf of the college and Board of Trustees for Chairman Claywell's loss.

Athletic Highlight: Dr. Paul Watson introduced Mr. Drew Fleming, athletic director, and acknowledged the KCC Women's Soccer Team that was in attendance. Mr. Fleming stated he is proud of the soccer team and how they come to compete every time they enter the field. Mr. Drew Fleming recognized Levi Butcher, head coach, and invited Mr. Butcher to introduce the team.

Spring Registration Activity: Dr. Kay Keck shared as of November 14, headcount is -9%, credit hours is -10%, and contact hours is -9%. These numbers are up from the previous week and are anticipated to keep climbing toward the positive as we get closer to the semester start of January 17.

Audit Report: Ms. Vicki Vandenberg and Mr. Mike Baker shared information about the audit performed on the college. Ms. Vicki Vandenberg stated the college is performing as expected and in line with other Michigan community colleges. Mr. Mike Baker stated the official recommendation is the college audit is clean which is the highest level of assurance the auditors can provide. Dr. Watson asked the Board of Trustees to formally accept the audit report. The Board of Trustees unanimously accepted the audit report with a motion from Trustee Davis and supported by Trustee Byrd.

Burma Center Award: Dr. Paul Watson shared that several KCC employees, Trustee Reynolds, and Trustee O'Donnell attended the Burma Center Friendraiser on October 20, 2022, where KCC was awarded a community partnership award for ongoing partnership to the Burma Center and the Burmese community.

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

Infrastructure, Planning, and Sustainability Council (IPS) Update: Mr. Brad Fuller, director of institutional facilities, shared updates for various projects, including an update about the chillers, soccer field, vehicle purchase delays, and electronic controls in the Binda Theatre.

KCC Foundation Update: Ms. Teresa Durham, executive director, shared information about donations received in the month of September totaled \$86,740 with a total of \$297,252 for the fiscal year. The unveiling of the FACETS sculpture in honor of Dean Barnum was unveiled on November 16, 2022, in front of main campus. The KCC Foundation is coordinating Giving Tuesday the last week of November to restock the Bruin Baskets around campus, a donation was received to help fund a Bruin Basket at the Fehsenfeld Center, and the Suresh Family granted \$25,000 to the Students of Color Club activities.

Scholarships and Grants: For the month of October the receipts in external gifts and grants to students was \$14,750 for a 2022/2023 academic year total of \$276,671.39.

BOARD REPORTS AND REQUESTS

Ms. Eve Hibbard introduced the Kampus Activities Board (KAB) leadership and their advisor, Kristen McDermott. Christian Hill, KAB president; Ramon Garcia, KAB vice president; and Ella Smith, member; introduced themselves to the Board of Trustees. Ms. Hibbard shared happenings on campus over the last month including Bruin and Brews, Bruin Boo, Chat with the Chief, and the Chili Cook-off. Further, Ms. Hibbard is partnering with the Women's Network to gather items for the Women's Life Recovery Program at the Haven of Rest. Drop-off stations will be in the Morris Library and Student Life. Trustee Reynolds asked about the items they are collecting and was told cleaning supplies and grooming products.

Trustee O'Donnell shared that he attended the Rocky Horror Picture Show play that took place in November. Trustee Byrd congratulated the Trustees on their election victories and his appreciation for Trustee Booth.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

Trustee Davis, Trustee McKay, Trustee O'Donnell, and Dr. Paul Watson all expressed their appreciation for Trustee Booth's years of service and dedication to the college.

ACTION ITEMS

People Admin Contract Renewal: Dr. Paul Watson shared the recommendation to renew the PeopleAdmin contract for \$53,238.92. PeopleAdmin software has been used by Human Resources since 2007 for recruitment and onboarding. Last year, the software was expanded to include position and performance management functions. The Board of Trustees unanimously approved the contract renewal with a motion from Trustee Davis and supported by Trustee Reynolds.

Additional Locations: Dr. Paul Watson shared information about the additional locations of New Level Sports Ministries and Women's Cooperative. The Workforce Development area is offering classes and short-term credentials to low-income students and students of color in our Washington Heights community. The Higher Learning Commission requires that the college receive approval to offer courses at any location when the number of courses a student may complete at that location reaches 50% of the required courses toward the credential. Trustee O'Donnell commended the college for offering courses at these locations. The Board of Trustees unanimously approved the new locations to be submitted to the Higher Learning Commission with a motion from Trustee Reynolds and supported by Trustee McKay.

Financial Statements: The Board of Trustees unanimously approved the 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 Booth and supported by Trustee Byrd. Personnel items are as follows:

New Employees

Kimberly Hard	Department Assistant, Records Management – Upward Bound* (effective November 21, 2022; Support Staff, Pay Grade 12, Step 2; 2022-2023 hourly rate \$17.72)
Kenneth Herbert	Legacy Scholars Success Coach* (effective October 17, 2022; Administration, Professional 1; 2022-2023 salary \$48,708 annualized salary)
Cheyenne Parson	Instructor, Emergency Medical Services (EMS) (temporary) (effective January 6, 2023; Faculty, BA lane, step 3; 2022-2023 Salary \$53,354)

Position Transfers

Connie Pifer	Specialist, Workforce Solutions (effective November 7, 2022; Support Staff, Pay Grade 13, Step 6; 2022-2023 hourly rate \$25.47)
Micki Pitcher	Instructor, Accounting (effective January 6, 2023; Faculty, MA+60 lane, step 10; 2022-2023 salary \$87,448)
Elizabeth (Renee) Gerber	Process Specialist, Registrar’s Office (effective October 24, 2022; Support Staff, Pay Grade 14, Step 6; 2022-2023 hourly rate \$27.18)

Rescission of Resignation

Ann Miller	Director, Early Childhood and Teacher Education Rescinded resignation October 17, 2022 (resignation date effective December 31, 2022)
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Retirements

Angela Cleveland	Director, Purchasing (21 years) (effective April 14, 2023)
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CITIZEN/STAFF COMMENTS

There were no citizen or staff comments.

CLOSED SESSION

At 7:23 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 negotiation with a motion from Trustee Byrd and supported by Trustee Reynolds.

PUBLIC SESSION

Public session resumed at 7:38 p.m.

MISCELLANEOUS

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

Upcoming Events:

Corrections Academy Recognition Ceremony – November 22 @ 5:00PM in Binda
Parade: Battle Creek – November 19 – Simon Thalmann (lead)
Thanksgiving Break – November 24 and 25

Parade: Marshall – November 28 – Nathan Venske (lead)
Parade: Coldwater – December 3 – Shari Deevers/Ron Ivey (lead)
Parade: Hastings – December 3 – Carole Davis (lead)
Joint Board Holiday Dinner – December 8 @ 6:00PM (please RSVP)
Nursing Pinning Ceremony – December 13 @ 5:00PM in Binda
KCC Holiday Breakfast – December 15 @ 8:30-10:30AM in Binda.
MiLEAP/IACT Ceremony – December 19 @ 5:00PM in Binda
Paramedic/Fall EMT Night – December 20 @ 6:00PM in Binda
Police Academy Recognition – December 21 @ 6:00PM in Binda
Interim Session – January 11 @ 8:30AM in Binda
Martin Luther King Jr. Day – January 16 – College Closed
Next Board of Trustees Meeting – January 18, 2023

ADJOURNMENT

At 7:44 p.m., the Board of Trustees adjourned the November 16, 2022, regular meeting without objection.

Steve Claywell, Chairman

Jonathan Byrd, Secretary