

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 18, 2023**

The Kellogg Community College Board of Trustees met in a regular public session on January 18, 2023, 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.

The Pledge of Allegiance was recited.

Roll call was conducted.

Chairman Steve Claywell - present
Trustee Matt Davis – present
Trustee Carla Reynolds – present
Trustee Jonathan Byrd – present

Trustee Patrick O'Donnell – present
Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Student Representative Eve Hibbard – present

ADJUSTMENTS TO THE AGENDA

There was an adjustment to the agenda stating KCC representation on the KCC Foundation Board was an appointment not an election. The Board of Trustees unanimously approved the adjustment to the agenda with a motion Trustee Byrd and supported by Trustee Reynolds.

ACCEPTANCE OF THE ELECTION RESULTS

The Board of Trustees accepted the report from the Calhoun County Board of Canvassers certifying the November 8, 2022, election results for the KCC Board of Trustees with a motion by Trustee Byrd and supported by Trustee Reynolds. The following terms will be served by the re-elected and new trustees:

- Mr. Matt Davis will serve a six-year term ending December 31, 2028
- Ms. Lisa Mueller will serve a six-year term ending December 31, 2028

SWEARING IN OF NEW AND RE-ELECTED BOARD MEMBERS

Dr. Paul Watson administered the Oath of Office to Trustees Davis and Mueller.

BOARD OF TRUSTEE PROCEDURES

Election of Officers: The current chair, vice chair, secretary, and treasurer were re-elected to serve two-year terms.

- Chairman Steve Claywell was nominated by Trustee Byrd, supported by a unanimous ballot nomination.
- Matt Davis was nominated as Vice Chair by Trustee Byrd, supported by a unanimous ballot nomination.
- Carla Reynolds was nominated as Treasurer by Trustee Davis, supported by a unanimous ballot nomination.
- Secretary Jonathan Byrd was nominated by Trustee Davis, supported by a unanimous ballot nomination.

BOARD OF TRUSTEES

Steven A. Claywell
Chair

Matthew A. Davis
Vice Chair

Carla C. Reynolds
Treasurer

Jonathan D. Byrd
Secretary

Xenia C. McKay
Trustee

Lisa L. Mueller
Trustee

Patrick A. O'Donnell
Trustee

Dr. Paul R. Watson II
President

Trustees Claywell, Davis, Byrd, and Reynolds voiced their appreciation of being elected to serve as officers.

Appointment of Representative for the KCC Foundation Board of Directors: Trustee Davis nominated Trustees Davis, Byrd, and Claywell to serve on the KCC Foundation Board of Directors. Trustees Davis and Claywell will be completing their current term and Trustee Byrd will be filling the remainder of past Trustee Booth's tenure on the Board of Directors. The motion was supported by Trustee Reynolds and approved by a unanimous vote.

Two-year Schedule of Regular Meeting Dates and Times: The Board of Trustees unanimously approved the meeting schedule for 2024 and 2025 with a motion from Trustee Reynolds and supported by Trustee Byrd. Meetings will be held at 6:30 p.m. on the third Wednesday of the month, except for July and December.

Conflict of Interest Policy Requirements: The Board was provided the annual conflict of interest statement to complete.

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on November 16, 2022, with a motion from Trustee Reynolds and supported by Trustee McKay.

The Board of Trustees unanimously approved the minutes from the closed session meeting held on November 16, 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 Baseball Team that was in attendance. Mr. Fleming stated he is proud of the baseball team and how they accomplished outstanding grades. Mr. Drew Fleming recognized Eric Laskovy, head coach, and invited the team to introduce themselves.

Spring Registration Activity: Dr. Kay Keck shared the latest registration numbers, headcount is +.67%, credit hours is -.81%, and contact hours is -.59%. These numbers are up from the previous weeks and due to online and in-person registration over the break and early January.

Strategic Enrollment Management (SEM) Plan Update: Mr. Eric Greene and Ms. Jenni Kotowski, director of admissions, shared information about the strategic enrollment management plan as report by Interact. The report included a timeline, workgroups, survey information, and recommendations. The information gathered will inform the Higher Learning Commission Interim Report, due June 30, 2023, and help create more student friendly processes.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Mr. Brad Fuller, director of institutional facilities, shared updates for various projects, project closeouts that were on budget, new requests that have been submitted, bus procurement issues, and Binda lighting updates.

MCCBOA Fall 2022 Gibson Tuition Survey: Dr. Paul Watson shared the Gibson survey that shows data about Michigan community college costs for students. Kellogg Community College is the most affordable among our peer group and below the state average. Moreover, most of the colleges that have lower costs have much larger tax bases than KCC that generates more property tax revenue proportionate to us.

KCC Foundation Update: Ms. Teresa Durham, executive director, shared information about donations received in the months of November and December totaling \$311,555 with a total of \$605,607 for the fiscal year. The 2023-2024 scholarship application launched on December 15 and to date there are 252 applications drafted or submitted. The deadline for priority funding is March 1 for new and returning students and April 1 for graduating/transfer students.

Bid a Brighter Future Auction and Raffle will be held on March 2 and 3 in the Binda Lobby with a goal of raising \$10,000 for student emergency needs and the Bruin Basket project. This is the 20th year for Bid a Brighter Future which has raised over \$175,000 through employee donations. The next board meeting of the KCC Foundation will be held on Wednesday, February 8, 2023.

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

Mr. Steve Claywell expressed his sincere thanks for the outpouring of condolences for his family. Further, Mr. Claywell shared the reason for offering the president's contract to Dr. Paul Watson and the hard work Dr. Watson and the KCC team has done to increase enrollment and ensure the students and community are supported. Trustees O'Donnell, Reynolds, McKay, Davis, and Byrd each expressed their approval of offering Dr. Watson a contract based on his leadership, community engagement, and crisis management.

Ms. Eve Hibbard shared an update about the Environmental Club's work with creating a new recycling plan, past events for students, and Bruin Boost is February 7.

CITIZEN/STAFF REQUESTS AND COMMENTS

Ms. Faith Vrugink, science faculty, and Ms. Anna Cox, mathematics faculty, shared their approval of Dr. Watson receiving a contract and praised his leadership.

ACTION ITEMS

President's Contract: The Board of Trustees unanimously approved the president's contract offered to Dr. Paul Watson II effective January 18, 2023, through June 30, 2025, making Dr. Watson the seventh president of Kellogg Community College with a motion from Trustee Davis and supported by Trustee Reynolds.

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

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

New Employees

Kevin Kellems	Instructor, Criminal Justice (temporary) (effective January 6, 2023; Faculty, MA lane, step 10, 2022-2023 salary \$81,648)
Kenneth Martin	Career Coach, Workforce Solutions* (effective January 17, 2023; Administration, Professional 1; 2022-2023 salary \$54,119 annualized salary)
Brenda Sanchez	Career Coach, Workforce Solutions* (effective January 30, 2023; Administration, Professional 1; 2022-2023 salary \$46,003 annualized salary)
Lindsey Thomas	Counselor (effective December 20, 2022; Faculty, MA lane, step 8; 2022-2023 salary \$75,975 annualized salary)
Marie Teitgen	Instructor, English (temporary) (effective January 6, 2023; Faculty, MA lane, step 5; 2022-2023 salary \$65,726)

Position Transfers

Sammi Jones	Department Assistant, Registrar's Office (effective December 12, 2022; Support Staff, Pay Grade 12, Step 6; 2022-2023 hourly rate \$22.11)
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Reclassifications

Adnan Zafar	Specialist, Regional Manufacturing Technology Center (RMTC) (effective January 1, 2023; Support Staff, Pay Grade 13, Step 6; 2022-2023 hourly rate \$25.47)
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Resignations

Hannah Denton	Specialist, Financial Aid (8 months) (effective January 13, 2023)
Jacqueline Gutierrez	Program Advisor, TRIO Upward Bound (14 years) (effective December 5, 2022)
Jacquez Warren	Special Populations Recruiter (1 year) (effective February 3, 2023)

Retirements

Angela Cleveland	Director, Purchasing (21 years) (effective January 31, 2023 (revised date))
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CITIZEN/STAFF COMMENTS

There were no citizen or staff comments.

CLOSED SESSION

At 7:51 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 Davis and supported by Trustee Byrd.

PUBLIC SESSION

Public session resumed at 8:39 p.m.

MISCELLANEOUS

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

Upcoming Events

January 27 – Bowling over Bruins (bowling tailgate) – 8:00AM Miller Building
February 1 – Blaze of Glory (revealing new Blaze mascot at basketball game) – 5:30PM
February 7 – Bruin Boost – 10:00-1:30PM Student Center
February 21 – Soul Food Luncheon – 11:00AM Binda Lobby
March 2 and 3 – Bid a Brighter Future Auction and Raffle – Binda Lobby
March 27 through 31 (college closed on March 31) – Spring Break
May 8 – Classes End

Upcoming Recognition Ceremonies and Commencement

March 21 – PTK Induction Ceremony – 5:30AM Binda Theatre
May 8 – Physical Therapist Assistant Celebration – 4:30PM Binda Theatre
May 9 – EMT CACC/BCCHS/EMT Night – 6:00PM Binda Theatre
May 10 – Nursing Pinning Ceremony – 6:00PM Kellogg Arena

May 11 – Dental Hygiene Pinning Ceremony – 3:00PM Davidson Auditorium

May 11 – KCC Commencement – 7:00PM Kellogg Arena

June 7 – Police Academy Recognition – 6:00PM Binda Theatre

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – February 15, 2023

ADJOURNMENT

At 8:41 p.m., the Board of Trustees adjourned the January 18, 2023, regular meeting without objection.

Steve Claywell, Chairman

Jonathan Byrd, Secretary