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**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
February 15, 2023**

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

Moment of silence for Michigan State University mass shooting incident.

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 were no adjustments to the agenda.

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on January 18, 2023, with a motion from Trustee Byrd and supported by Trustee Reynolds.

The Board of Trustees unanimously approved the minutes from the closed session meeting held on January 18, 2023, with a motion from Trustee Reynolds and supported by Trustee Byrd.

PRESIDENT'S REPORT

Athletic Highlight: Dr. Paul Watson introduced Mr. Drew Fleming, athletic director, and acknowledged the KCC Bowling Team in attendance. Mr. Fleming stated he is proud of the bowling team and how they earned several awards. Mr. Drew Fleming recognized Mr. Brad Morgan, head coach, and invited the team to introduce themselves.

Mid-Year Budget Update: Vicki Vandenberg, Plante Moran, shared information about the mid-year budget which showed a deficit of approximately \$1 million due to several factors, including lower enrollment than projected, higher salaries and fringe benefits, and security. Chairman Claywell thanked the audit team for their thoroughness. Trustee Byrd asked about the forecasted State budget projection numbers. Mr. Richard Scott stated we are using a 2% increase in projections right now, the Governor is recommending 4%, and the college will be watching the legislature as appropriations bills are developed, allowing for an adjustment to be made later. The Board of Trustees unanimously approved the amended budget with a motion from Trustee Davis and supported by Trustee McKay.

Operational Policies: Dr. Paul Watson shared the drafts of the Freedom of Expression and Student Indebtedness policies. The Freedom of Expression policy is reformatting a current policy into the approved template. The Student Indebtedness policy is a new policy that has been created at the request of the Board

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

of Trustees. The Student Indebtedness policy allows students to continue their education after conversing with the Business office due to outstanding debt. In fall 2022, 179 students were allowed to register, generating \$350,000 in revenue, over \$60,000 of revenue from past debt was received, and students could complete and graduate. The finalized version of the policies will be submitted for formal Board of Trustees approval at a future date.

Association of Community College Trustees (ACCT) Summit Update: Dr. Paul Watson shared that he, Mr. Eric Greene, and Trustee Byrd attended the ACCT Summit on February 5-8 in Washington, D.C. The National Legislative Summit is the premier community college advocacy event in Washington, D.C., bringing together more than 1,000 community college leaders. The event highlights the importance of our nation's community colleges and is designed to inform and educate community college leaders on federal policy issues that impact postsecondary institutions and students. Dr. Watson, Mr. Greene, and Trustee Byrd met with several Michigan legislators to discuss community college funding sources. Trustee Byrd thanked Mr. Greene's staff for making the arrangements to meet with the legislators.

Tenure Recommendation: Ms. Tonya Forbes recommended and introduced Mitch Walinski, psychology; Andrew Redlon, HVAC-R; Emily McCann, mathematics; and David Tannor, mathematics, for tenure effective August 2023. The Board of Trustees unanimously approved the faculty tenure recommendation with a motion from Trustee Byrd and supported by Trustee Reynolds.

Institutional Priorities – Budget Team Update: Mr. Richard Scott and Mr. Drew Fleming presented the institutional priorities budget update. The report included introducing the team, its activities and key performance indicators the team is using to measure the College's financial health, including the composite financial index (CFI).

KCC Foundation Update: Ms. Teresa Durham, executive director, shared information about donations received for the month of January, scholarship applications status, Foundation board meeting highlights, and plans for the upcoming Bid a Brighter Future Auction and Raffle on March 3 in the Binda Performing Arts Center Lobby. This year's theme is Lucky 20 (for the years the event has been held) and will include a silent auction, cash and prize raffles, wine/beer pulls, games, and more. The Foundation is seeking new or barely used donated items for the auction, wine for the pulls, and/or donations by February 20.

Scholarships and Grants: For the month of January, the receipts in external gifts and grants to students was \$18,086.16 for a 2022/2023 academic year total of \$307,727.21.

BOARD REPORTS AND REQUESTS

Chairman Claywell thanked Ms. Grace Wentworth for helping with the Board of Trustees meeting and wished Ms. Marcia Campbell a speedy recovery. Further, Chairman Claywell thanked Deaf Link for their continued participation in the Board of Trustees meetings allowing for the meeting to be inclusive.

Trustee O'Donnell thanked the bowling team and expressed appreciation for their continued success.

Ms. Eve Hibbard congratulated the newly tenured faculty and shared information about the new mascot, Bruin Boost, and the upcoming Soul Food Luncheon. Ms. Hibbard shared her concern for Michigan State University.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Resolution of Bank and Signatory Designation: The Board of Trustees unanimously approved the resolution affirming that Mr. Richard Scott and Trustee Reynolds are authorized signatories for the College's financial institutions with a motion from Trustee Davis and supported by Trustee Byrd.

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

Administrative Contract Renewals: The Board of Trustees unanimously approved the administrative contract renewal recommendation with a motion from Trustee Reynolds 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 O'Donnell. Personnel items are as follows:

New Employees

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|------------------|---|
| Marilyn Lawrence | Instructor, Nursing (effective May 8, 2023; Faculty, MA lane, step 10; 2022-2023 salary \$81,648 annualized salary) |
| Samuel Strong | Center Assistant, Regional Manufacturing Technology Center (RMTC) (part-time) (effective January 30, 2023; Support Staff, Pay Grade 12, step 5; 2022-2023 hourly rate \$20.68) |

Appointments

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|-----------------|---|
| Marcia Campbell | Manager, President's Office and Board Liaison (effective February 13, 2023; Administration, Director 2; 2022-2023 salary \$73,000 annualized salary) |
| Tonya Forbes | Vice President of Instruction (effective February 13, 2023; Administration, Vice President 1; 2022-2023 salary \$135,672 annualized salary) |
| Brian Murphy | Director, Business Services (effective January 23, 2023; Administration, Director 1; 2022-2023 salary \$84,578 annualized salary) |

Rescission of Acceptance

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| Kenneth Martin | Career Coach, Workforce Solutions* Rescinded acceptance January 10, 2023 (start date effective January 17, 2023; Administration, Professional 1; 2022-2023 salary \$54,119 annualized salary) |
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Retirements

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|-----------------------|---|
| Mary Louise Stefanski | Specialist, Workforce Development (38 years) (effective April 28, 2023) |
| Anne Yerby | Department Assistant, Arts and Communication (33 years) (effective May 31, 2023) |

CITIZEN/STAFF COMMENTS

There were no citizen or staff comments.

PUBLIC SESSION

Public session resumed at 8:39 p.m.

MISCELLANEOUS

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

Upcoming Events

Bid a Brighter Future Auction and Raffle – March 2 and 3 Binda Lobby
Spring Break – March 27 through 31 (college closed on March 31)

Upcoming Recognition Ceremonies and Commencement

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 – March 15, 2023

ADJOURNMENT

At 7:30 p.m., the Board of Trustees unanimously adjourned the February 15, 2023, regular meeting with a motion from Trustee O'Donnell and supported by Trustee Reynolds.

Steve Claywell, Chairman

Jonathan Byrd, Secretary