

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

The Kellogg Community College Board of Trustees met in a regular public session on March 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.

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

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 February 15, 2023, with a motion from Secretary Byrd and supported by Treasurer Reynolds.

PRESIDENT'S REPORT

Athletic Highlight: Dr. Paul Watson introduced Mr. Drew Fleming, athletic director, and acknowledged the KCC Basketball teams in attendance. Mr. Fleming shared information about the women's basketball team highlighting Corrin Replogle, who serves with the Michigan National Guard and served to provide security after the Michigan State University incident last month. Mr. Fleming shared information about the men's basketball team and requested that the coaches and players from both teams complete introductions.

MCCA All-Michigan Academic Team: Dr. Watson shared that on March 13, 2023, Ms. Tonya Forbes, Mr. Eric Greene, and himself attended the Michigan Community College Association (MCCA) 2023 All-Michigan Academic Team event that recognized three KCC students, Ms. Raylene Bosier, Mr. Brent Runyon, and Ms. Ella Smith. The students have been named to the Michigan Community College Association 2023 All-Michigan Academic Team and are selected based on academic achievement, community service involvement, and leadership accomplishment.

Governor Whitmer Visit: Dr. Paul Watson shared that on March 7, 2023, Vice Chair Davis, Secretary Byrd, and several KCC staff were in attendance at the Regional Manufacturing Technology Center (RMTC) to host Governor Gretchen Whitmer for an event focused on her proposed budget and its impact on community colleges, our K12 partners, and support for workforce development. Mr. Romie Mullen, a Heating, Ventilation, and Air Conditioning (HVAC) student did a wonderful job sharing his experiences and introducing the governor.

Institutional Priorities – Community Engagement Update: Mr. Eric Greene and Ms. Teresa Durham presented the institutional priorities community engagement update. The report included information about

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

key performance indicators, work that has been completed, and a plan for moving forward and engaging with the community. Vice Chair Davis asked about gaining information and connections with the community through the Board of Trustee members. Mr. Greene stated that he would follow up with this request. Secretary Byrd asked if KCC staff are incentivized to attend community meetings, not monetarily, but with time to attend meetings throughout the workday. Ms. Durham shared that other companies are incentivizing community engagement, which could be an area to explore.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Mr. Brad Fuller and Mr. Greg Colegrove shared project closeouts that were under budget, new requests that have been submitted, and information about items that will be coming to the Board of Trustees for approval in the future.

KCC Foundation Update: Ms. Teresa Durham will share highlights of KCC Foundation events, including the results of the March 3 Bid a Brighter Future Auction and Raffle, where KCC employees raised \$14,727 to support the Beyond Tuition fund and the Bruin Baskets. This makes the total money raised through the Bid a Brighter Future event over \$200,000 in the last 20 years. The KCC/MSU Food Lab Open House will be in mid-April. Ms. Durham hopes the Board of Trustees can tour the mobile lab at the April Board Meeting, depending on the mobile lab arriving on campus by April 19. Lastly, there are 54 Gold Key Scholarship applications, and March 21 is the next Fresh Food Distribution date.

Scholarships and Grants: For the month of February, the receipts in external gifts and grants to students was \$4,250 for a 2022/2023 academic year total of \$311,977.21.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell explained that March is Reading Month. He, and several KCC employees, have been going to area elementary schools with Blaze to read books to students. The elementary students are enjoying the experience and meeting Blaze.

Ms. Eve Hibbard shared an update about student events for the last month and played a video created by the Encore Theatre group.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Compliance with the Community College Act, Sec. 389.141: Dr. Paul Watson shared that Michigan law requires the Board of Trustees to estimate the amount of property taxes necessary for the 2024 fiscal year. A resolution has been prepared based on the assumption that it will be necessary for the Board to levy the full voted millage next year. The resolution, included in the Board of Trustees packet, is only a required statutory obligation. It is not an authorization of the budget or millage levy, both of which will come before the Board of Trustees in June. The Board of Trustees unanimously approved the compliance with the Community College Act and resolution with a motion from Vice Chair Davis and supported by Secretary Byrd.

Tuition and Fee Rates Effective Fall 2023: Dr. Paul Watson shared a memorandum describing the recommendation for tuition and fee rates for 2023-2024. Please note that the \$3.75 per credit hour increase in rates for residents, along with freezing the Technology and Student Services fees at current levels, is approximately a 2.5% increase, which is less than the governor's proposed 4.5% tuition restraint language, less than what most other community colleges are reporting their tuition and fee increases will be, and well below inflation. Preliminary budget projections make this recommendation a prudent move to keep the College's fiscal health in order.

Chairman Claywell thanked all those involved in ensuring that the tuition increase remains minimal, allowing the College to invest in the community and students. The College's commitment is to the community and remaining affordable while offering high-quality education while remaining fiscally sound. Secretary Byrd

explained that the Board of Trustees took the tuition increase seriously and thanked all those involved in the process. Student Representative Hibbard thanked the Board of Trustees for keeping students in mind and keeping the increase to a minimum. The Board of Trustees unanimously approved the new tuition rate with a motion from Treasurer Reynolds and supported by Trustee McKay.

OP 16.001 Freedom of Expression Policy: Dr. Paul Watson shared the Freedom of Expression Policy for approval. The purpose of this policy is to facilitate expressive activities while ensuring that such activities do not interfere with College operations and the learning environment. The Board of Trustees unanimously approved the Freedom of Expression Policy with a motion from Trustee Mueller and supported by Trustee McKay.

OP 18.003 Student Indebtedness Policy: Dr. Paul Watson shared the Student Indebtedness Policy for approval. This policy that will permit the Finance department some flexibility to work with these students to allow them to register, continue their education, pay down what they owe the College while doing so, and ultimately, see them complete the coursework. The Board of Trustees unanimously approved the Student Indebtedness Policy with a motion from Treasurer Reynolds and supported by Trustee McKay.

Support Staff Union, UAW Local 1294 Unit 25, Tentative Agreement: Dr. Paul Watson shared the KCC Support Staff tentative contract agreement for the 2023-2024 and 2024-2025 fiscal years. The Support Staff Union recently voted and ratified the agreement. Chairman Claywell recognized the union members and administration for working together to create an agreement. The Board of Trustees **unanimously** approved the Support Staff Tentative Agreement with a motion from Secretary Byrd and supported by Vice Chair Davis.

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

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

New Employees

Carmen Bell	Admissions Representative (effective March 13, 2023; Administration, Professional 1; 2022-2023 salary \$53,000 annualized salary)
Tamara Morgan	Scholarship and Event Manager, Kellogg Community College Foundation (KCCF) (effective March 13, 2023; Administration, Manager 2; 2022-2023 salary \$62,958 annualized salary)
Jason Meadows	Career Coach, Workforce Solutions* (effective March 27, 2023; Administration, Professional 1; 2022-2023 salary \$54,119 annualized salary)

Employee Transfers

Brandy Toler	Specialist, Career Services (effective February 27, 2023; Support Staff, Pay Grade 13, step 4; 2022-2023 \$22.94/hourly wage)
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Appointments

Scott Cubberly	Director, EAC and Liaison for Business & Industry
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Partnerships
(effective March 6, 2023; Administration,
Director 2; 2022- 2023 salary \$77,510 annualized
salary)

Retirements

Joanne Colyn	Process Specialist, Davidson Building (10 years) (effective June 30, 2023)
Kay Keck	Vice President, Student and Community Services (45 years) (effective July 31, 2023)
Ron Smith	Faculty, Math and Science (51 years) (effective July 31, 2023)

Trustee O'Donnell shared his appreciation and congratulations to Dr. Kay Keck for her service to the College for 45 years. Chairman Claywell, Vice Chair Davis, and Secretary Byrd shared experiences and expressed that it was an honor to have worked with her and her service to the College.

CITIZEN/STAFF COMMENTS

There were no citizen or staff comments.

MISCELLANEOUS

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

Upcoming Events

College Access Advocacy Day – March 21 – Lansing
Spring Break – March 27 through 31 (College closed on March 31)
MCCA Community College Day – April 13 – Lansing

Upcoming Recognition Ceremonies and Commencement

March 21 – PTK Induction Night – 5:30PM 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 – April 19, 2023

ADJOURNMENT

At 7:38 p.m., the Board of Trustees unanimously adjourned the March 15, 2023, regular meeting with a motion from Secretary Byrd and supported by Treasurer Reynolds.

Steve Claywell, Chairman

Jonathan Byrd, Secretary