

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
April 19, 2023**

The Kellogg Community College Board of Trustees met in a regular public session on April 19, 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
Vice Chair Matt Davis – virtual
Treasurer Carla Reynolds – present
Secretary Jonathan Byrd – absent

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 March 15, 2023, with a motion from Trustee O'Donnell and supported by Treasurer Reynolds.

BOARD OF TRUSTEE PROCEDURES

Acceptance of Resignation of Board Member: The Board of Trustees unanimously accepted the resignation of Jonathan Byrd from the College's Board of Trustees with a motion from Treasurer Reynolds, supported by Trustee O'Donnell. With the acceptance of the resignation, on April 20, 2023, the Board of Trustees will provide the public fourteen days to submit applications for the vacant seat; the applications will be reviewed, selected applicants will be interviewed, and a recommendation will be made at the May 17, 2023, Board of Trustees meeting. The Board of Trustees can appoint a replacement but would like to afford the public the opportunity to express their interest in the position.

Election of Officer: With the acceptance of Jonathan Byrd's resignation, the Board of Trustees unanimously approved the nomination of Trustee O'Donnell as Secretary with a motion from Treasurer Reynolds, supported by Trustee McKay.

Election of Representative to the Michigan Community College Association Board of Directors: The Board of Trustees nominated and unanimously approved Chairman Claywell as the representative serving on the Michigan Community College Association Board of Directors with a motion from Treasurer Reynolds, supported by Trustee McKay.

Election of Representative to the Kellogg Community College Foundation Board of Directors: The Board of Trustees nominated and unanimously approved Trustee Mueller as the representative serving on the Kellogg Community College Foundation Board of Directors with a motion from Treasurer Reynolds, supported by Trustee McKay.

BOARD OF TRUSTEES

Steven A. Claywell
Chair

Matthew A. Davis
Vice Chair

Carla C. Reynolds
Treasurer

Patrick A. O'Donnell
Secretary

Xenia C. McKay
Trustee

Lisa L. Mueller
Trustee

Dr. Paul R. Watson II
President

PRESIDENT'S REPORT

Summer 2023 Registration Activity: Dr. Paul Watson shared the latest registration activity numbers for summer 2023, which show that headcount is 0%, credit hours is -2.73%, and contact hours are -5.56%. Fall registration begins on April 24.

National Marketing Awards: The Marketing and Communications Department was awarded two prestigious Paragon Awards from the National Council for Marketing and Public Relations on March 31, 2023. KCC won awards for a Lakeview Crystal print ad (gold) and its 2021 BruIN magazine annual report (bronze). Additionally, the department's Print and Document Services won a prestigious Gold Award from the Association of College and University Printers (ACUP+) on April 5, 2023, in the Digital Single Piece category of the annual ACUP+ Awards for the College's Info At A Glance brochure.

Athletics Information: Five KCC bowlers earned several regional and national postseason athletic awards. The men's bowling award winners include Zachary Barker, Robert Burns III, and Ryan Sturgeon. The women's bowling award winners include Abigail Grimm and Emma O'Donnell.

National Academic Advising Association (NACADA) Leadership: Dr. Donna Malaski, director of academic advising, has been elected to the Two-Year Colleges Chair leadership position within NACADA. This leadership position is in recognition of Dr. Malaski's significant professional contributions to and excellence in the field of academic advising.

Michigan College Access Network (MCAN) College Completion Coach: Kellogg Community College will host a college completion coach (AmeriCorps member) for the 2023-2024 academic year, funded by the Office of Sixty by 30, and in partnership with the Michigan College Access Network (MCAN). The college completion coach will primarily serve Michigan Reconnect students and focus on college persistence and completion for a cohort of students. This position has been filled, and the coach will begin employment in mid-May. To date, KCC has 1,240 students utilizing Reconnect funding to attend college.

Blaze Goes to College for March Reading Month: During the month of March, KCC staff, students, associates, and Blaze participated in forty-two readings of our original children's book, "Blaze Goes to College," to over 2,200 K-5th grade students. Abbie Brennan, KCC Lifelong Learning department program manager, was recognized.

Operational Policies – OP 12.003 Administrative Retirement Payout Policy DRAFT: The Administrative Retirement Payout Policy was submitted to the Board of Trustees to review and offer feedback. This is a revision of the original policy.

Operational Policies – OP 16.002 Social Media Policy DRAFT: The Social Media Policy was submitted to the Board of Trustees to review and offer feedback. Several departments and legal counsel have reviewed this new policy.

Operational Policies – OP 18.004 Cell Phone Policy DRAFT: The Cell Phone Policy was submitted to the Board of Trustees to review and offer feedback. This policy revision incorporates IRS changes, creates a periodic review of costs, and creates an oversight process for reimbursement amounts.

Institutional Priorities – Assessment Update: Dawn Larsen, interim dean of arts and sciences, and Terah Zaremba, dean of student services, shared an update about the enrollment institutional priority focusing on assessment. The assessment encompasses both curricular and co-curricular aspects of the student experience and education. Further, assessment of student learning is vital to student enrollment and retention.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Brad Fuller, director of facilities, and Greg Colegrove, chief information officer, shared information about current projects, large projects that need approval, and information about the bus replacement that was approved in 2022.

KCC Foundation Update: Teresa Durham, executive director, shared updates about the KCC Foundation's financial status, the Michigan State University Mobile Food Processing Lab, and scholarship processing updates. Further, there were eighteen nominations for the Starfish award, of which the students will award

six to their nominees, there were 700 scholarship applications submitted and reviewed by 70 reviewers, and the final round of Gold Key Scholarship interviews will take place on April 21.

Scholarships and Grants: For the month of March, the receipts in external gifts and grants to students was \$4,771.73 for a 2022/2023 academic year total of \$316,748.94.

BOARD REPORTS AND REQUESTS

Secretary O'Donnell and Trustee McKay shared that the PTK Spaghetti Fundraiser on April 18 was a great event.

Eve Hibbard, student representative, shared an update about student events for the last month and read a student's email regarding a sense of belonging.

CITIZEN/STAFF REQUESTS AND COMMENTS

Robert Coward, a citizen, made a suggestion to the Board of Trustees.

ACTION ITEMS

Retirement Plan Change Recommendation: Dr. Watson presented changes to the retirement plan that gives more options for employees and retirees and aligns some plan provisions across all three plans (403(b), 457(b), 401(a)). The Board of Trustees unanimously approved the retirement plan change recommendation with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Technology Purchases: Dr. Watson requested the approval to purchase approximately 130 computers as part of the annual replacement plan that is funded through the Information, Research, and Technology (IRT) department's allocation of the Capital Outlay budget. IRT was not able to get a direct quote but will not spend over the requested \$100,000. The Board of Trustees unanimously approved the \$100,000 allocation to replace computers with a motion from Treasurer Reynolds, supported by Trustee McKay.

Infrastructure, Planning, and Sustainability (IPS) Council Project Budget Request: Dr. Watson requested the approval of Infrastructure, Planning, and Sustainability (IPS) Council project budgets that require the Board of Trustees' approval because they exceed \$50,000. The three projects include air quality improvements for welding at the Regional Manufacturing Technology Center (\$120,000), roof replacement over the lecture hall in the Roll Health and Administration Building (\$100,000), and the replacement of sidewalks outside of the Roll Health and Administration Building (\$100,000). Dr. Watson noted that if any project quotes or bids exceed \$50,000, they will be brought forward for the Board of Trustees' approval. The Board of Trustees unanimously approved the funding for the IPS projects with a motion from Trustee Mueller, supported by Treasurer Reynolds.

Donation Acceptance Request: Dr. Watson requested approval to accept three donations offered to the College to aid in student learning. The first donation is two lifting/patient transfer devices from Thornapple Manor with a combined value of \$10,000. The second donation is a vacuum pump from Denso Manufacturing Inc., allowing students to disassemble, repair, and reassemble the mechanical components with an estimated value of \$2,350. The final donation request is a hospital bed to replace an older model in the Nursing department. The Board of Trustees unanimously approved the acceptance of the donations with a motion from Secretary O'Donnell, supported by Trustee McKay.

Replacement of the 26-Passenger Bus: Dr. Watson requested approval to purchase a 35-passenger bus for approximately \$225,000. This request is in lieu of the request made in 2022 for two 15-passenger buses that were not able to be delivered. The Board of Trustees unanimously approved the purchase of the new bus with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Support for Second Chance Pell Pilot Program: Dr. Watson requested a letter of support from the Board of Trustees to submit with the application materials for the Second Chance Pell Pilot program with the State

of Michigan Department of Corrections referencing the partnership of Kellogg Community College and the Lakeland Correctional Facility located in Coldwater, Michigan. In alignment with our mission to provide accessible, high-quality education to enrich our community and the lives of individual learners, partnering with Lakeland Correctional Facility will allow KCC to support and train incarcerated adult learners to become productive members of their communities. The Board of Trustees unanimously supports the College's efforts in participating in the Second Chance Pell Pilot program with a motion from Treasurer Reynolds, supported by Trustee McKay.

Appointment of Liaison to Enrollment Management Cabinet (EMC): Dr. Watson requested a liaison from the Board of Trustees to participate with the Enrollment Management Cabinet. The Board of Trustees unanimously approved Vice Chair Davis to serve as liaison to EMC with a motion from Treasurer Reynolds, supported by Trustee McKay.

Appointment of Liaison to Community Engagement Council: Dr. Watson requested two liaisons from the Board of Trustees to participate with the Community Engagement Council. The Board of Trustees unanimously approved Secretary O'Donnell and Treasurer Reynolds to serve as liaisons with a motion from Trustee McKay, supported by Trustee Mueller. Trustee McKay asked if there is an alternate position on this committee. Secretary O'Donnell rescinded his interest in serving as liaison in favor of Trustee McKay. Chairman Claywell asked Trustees McKay and Mueller if they would withdraw their motion and support. The Board of Trustees unanimously approved Treasurer Reynolds and Trustee McKay to serve as liaisons with a motion from Secretary O'Donnell, supported by Trustee Mueller.

Appointment of Liaison to Infrastructure, Planning, and Sustainability (IPS) Council: Dr. Watson requested a liaison from the Board of Trustees to participate with the Infrastructure, Planning, and Sustainability (IPS) Council. The Board of Trustees unanimously approved Chairman Claywell to serve as liaison to IPS Council with a motion from Secretary O'Donnell, supported by Treasurer Reynolds.

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

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

New Employees

Marilyn Lawrence	Director, Nursing Education (effective May 1, 2023; Administration, Chair/Director; 2022-2023 salary \$90,000 annualized salary)
Danny Webb	Instructor, Electricity/Electronics & Mechatronics (effective August 18, 2023; Faculty, Bachelor lane, step 11, 2023-2024 contract salary \$78,289)

Appointments

Bobby Beauchamp	Executive Director of Business, Information Technology, and Public Safety Education (BITPSE) (effective March 6, 2023; Administration, Associate Dean, 2022-2023 salary \$98,290 annualized salary)
Chris Vandenberg	Executive Director of Allied Health Programs (effective March 6, 2023; Administration, Associate Dean; 2022- 2023 salary \$102,935 annualized salary)

Rescind of Acceptance

Marilyn Lawrence	Instructor, Nursing Rescinded acceptance April 11, 2023 (start date effective May 8, 2023; Faculty, MA, step 10; 2022-2023 salary \$81,648 annualized salary)
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Resignations

Kimberly Hard	Department Assistant – Records Management, Upward Bound (4 months) (effective March 13, 2023)
Andrew Roath	Department Assistant, Testing and Assessment (FT) (1.5 years) (effective March 31, 2023)

CITIZEN/STAFF COMMENTS

There were no citizen or staff comments.

MISCELLANEOUS

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

Upcoming Events

Annual Student Art Exhibit – April 12-May 2 – Award Ceremony April 21 – 5:30 PM Davidson

Upcoming Recognition Ceremonies and Commencement

May 8 – Physical Therapist Assistant Celebration – 4:30 PM Binda Theatre
May 9 – EMT CACC and BCCHS Pinning Ceremony– 5:30 PM Binda Theatre
May 9 – EMT MFR and EMT Pinning Ceremony– 7:30 PM Binda Theatre
May 10 – Nursing Pinning Ceremony – 6:00 PM Kellogg Arena
May 11 – Dental Hygiene Pinning Ceremony – 3:00 PM Davidson Auditorium
May 11 – KCC Commencement – 7:00 PM Kellogg Arena
June 7 – Police Academy Recognition – 6:00 PM Binda Theatre

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – May 17, 2023

Dr. Watson shared information and pictures from Community College Day in Lansing on April 13, 2023.

Dr. Watson congratulated Chairman Claywell on receiving the George Meany Award from the Boy Scouts of America. The George Meany Award recognizes union members who have made a significant contribution to the youth in their communities through volunteerism. Chairman Claywell will receive the award on April 20, 2023.

ADJOURNMENT

At 7:51 p.m., the Board of Trustees unanimously adjourned the April 19, 2023, regular meeting with a motion from Treasurer Reynolds and supported by Secretary O'Donnell.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary