

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
May 17, 2023**

The Kellogg Community College Board of Trustees met in a regular public session on May 17, 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 – present
Treasurer Carla Reynolds – 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 April 19, 2023, with a motion from Vice Chair Davis and supported by Treasurer Reynolds.

BOARD OF TRUSTEE PROCEDURES

Appointment of New Board of Trustees Member: The Board of Trustees unanimously accepted the appointment of Thomas R. (T.R.) Shaw, Jr. as the new member of the Board of Trustees with a motion from Secretary O'Donnell and supported by Treasurer Reynolds.

Chairman Claywell thanked the Board of Trustees, the subcommittee, and the applicants for their time. Vice Chair Davis expressed his gratitude for the applicants and acknowledged T.R. Shaw, Jr. for his integrity. Secretary O'Donnell shared that T.R. Shaw, Jr. is a great choice due to his connections in the community and will be a great asset to the Board of Trustees and the College.

PRESIDENT'S REPORT

Athletics Information: Five KCC basketball players earned postseason athletic awards. The men's basketball team finished second in the MCCA Western Conference and made the postseason for the second consecutive year. The men's basketball award recipients include Rasheed Dyson, Brett White, and Sam Hoskin. The women's basketball team finished seventh in the MCCA Western Conference. The women's basketball award recipients include Shayla Ardis and Corrin Replogle.

Institutional Priorities – Strategic Enrollment Management (SEM) Plan: Eric Greene, vice president of communication and advancement, and Jenni Kotowski, director of admissions, shared an update about the Strategic Enrollment Management (SEM) Plan. The SEM Plan focuses on:

- Changing Learning Technologies Readiness requirement when registering
- Changing Payment Plan requirements when registering
- Implementing texting strategies for deadlines/important dates
- Increasing transfer and dual enrollment/early college opportunities

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

- Creating the Community Engagement Council
- Increasing retention and recruitment efforts
- Increase offerings, including night-time/weekend nursing and business programs and a program with the Lakeland Correctional Facility

Dr. Watson thanked the Board of Trustees for their input on the SEM Plan and requested the Board of Trustees to accept the SEM Plan to signify their approval. The Board of Trustees accepted the SEM Plan with a motion from Treasurer Reynolds, supported by Trustee McKay.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Brad Fuller, director of facilities, and Greg Colegrove, chief information officer, shared information about current projects and the sidewalk replacement request. Emphasis was added to the clean-up project in front of the college, making the first impression an impressive one.

KCC Foundation Update: Teresa Durham, executive director, shared updates about the KCC Foundation's financial position, investment status, and scholarship awards. The Board of Trustees, Gold Key, Field of Study/General, and the Hensley Transfer scholarships were awarded. The 2023 Kellogg Community College Alumni Award was given to Teresa Allen, Bobby Holley, Tom Rose, and Bernie Stankewicz. Trustee Mueller joined the Kellogg Community College Foundation Board of Directors on May 3, 2023, and the next Board of Directors meeting is scheduled for July 12, 2023.

Scholarships and Grants: For the month of April, the receipts in external gifts and grants to students was \$2,450 for a 2022/2023 academic year total of \$319,198.94.

BOARD REPORTS AND REQUESTS

Eve Hibbard, student representative, shared an update about student events for the last month and expressed her gratitude for being chosen to represent students to the Board of Trustees. This was Eve's last meeting, as she will attend Michigan State University to pursue an extensive science degree.

The Board of Trustees and Dr. Watson all thanked Eve for her service and input on the student experience.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Roll Building Sidewalk Replacement: Dr. Watson requested approval to replace the concrete sidewalks leading the Roll Administration Building based on the \$89,555 bid made by Schweitzer. The Board of Trustees unanimously approved the bid by Schweitzer to replace the sidewalks with a motion from Treasurer Reynolds supported by Trustee McKay.

OP 12.003 Administrative Retirement Payment Policy: Dr. Watson is requesting approval of the Administrative Retirement Payment Policy. The purpose of the Administrative Retirement Payment Policy is to identify requirements, amounts, methods, and types of retirement payments that administrative employees are eligible for. The current policy only allows payments to a 403(b) plan. The revised policy will allow the contribution to go to any of the College's qualified retirement plans and is consistent with changes made in the faculty contract. Secretary O'Donnell expressed his thanks for offering more options to administrators. The Board of Trustees unanimously approved the Administrative Retirement Payment Policy with a motion from Treasurer Reynolds, supported by Trustee Mueller.

OP 16.002 Social Media Policy: Dr. Watson is requesting approval of the Social Media Policy. The purpose of the Social Media Policy is to establish a policy regarding creating and managing social media channels for communication on behalf of Kellogg Community College. Vice Chair Davis asked about photos taken at KCC and posted to a personal account. Eric Greene explained that individuals can do that as it is their

freedom of expression. The Board of Trustees unanimously approved the Social Media Policy with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

OP 18.004 Cell Phone Policy: Dr. Watson is requesting approval of the Cell Phone Policy. The purpose of the Cell Phone Policy is to update the policy approved in 2007. First, the IRS has changed rules and allows cell phone allowances to be nontaxable if an Accountable Plan is attached. Currently, reimbursements are taxable to the employees and the College. Second, costs to have and use a cell phone have changed since 2007 and will continue to evolve, so we would like to implement a periodic review of costs to ensure appropriate reimbursement amounts. Lastly, we would like to create an oversight process whereby division leaders review their staff's allowance amount annually for propriety. The Board of Trustees unanimously approved the Cell Phone Policy with a motion from Trustee Mueller, supported by Treasurer Reynolds.

Calhoun Area School Board (CASB) Appointment: Dr. Watson explained that the Board of Trustees must appoint a designee and alternative representative for the 2023-2024 CASB Board. For 2022-2023, Trustee McKay was the designee, with Trustee O'Donnell serving as the alternate. The Board of Trustees unanimously approved Trustee McKay as the designee to CASB, with Secretary O'Donnell acting as the alternate with a motion from Treasurer Reynolds, 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 Trustee McKay.

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

New Employees

Andrea Fox	Department Assistant, Records and Registration (effective May 8, 2023; Support Staff; Pay grade 12, step 2, 2022-2023 hourly rate \$17.72)
Loretta Gulley	Department Assistant, Math and Science (effective July 17, 2023; Support Staff; Pay grade 12, step 6, 2023-2024 hourly rate \$22.99)
Amie Hinton	Department Assistant, Records and Registration (effective May 8, 2023; Support Staff; Pay grade 12, step 5, 2022-2023 hourly rate \$20.68)
Emily Houldsworth	Department Assistant, Arts and Communication (effective June 5, 2023; Support Staff; Pay grade 12, Step 5, 2022-2023 hourly rate \$20.68)
Aleatha Lycos	Instructor, Emergency Medical Services (EMS) (effective August 18, 2023; Faculty, Non Degree lane, step 11, 2023-2024 contract salary \$65,597)
Preston Graham	Instructor, Welding (effective August 18, 2023; Faculty, Bachelor lane, step 8, 2023-2024 contract salary \$69,044)
Susan Mastenbrook	Instructor, Nursing (FA/SU) (effective May 9, 2023; Faculty, Master lane, step 10, 2022-2023 contract salary \$81,648)

Appointments

Kathryn Dulaney	Process Specialist, Nursing Education (effective April 24, 2023; Support Staff, Pay Grade 14, step 6, 2022-2023 hourly rate \$27.18)
Angela Green	Nurse Aide Training Program Manager (position effective April 24, 2023; Administration, Director 2, 2022- 2023 annualized salary \$77,510 effective July 1, 2023)

Resignations

Caleb Ausbury	Academic Advisor (6 years) (effective June 2, 2023)
Jon Versluis	Manager, Registration and Assessment Testing (3 years) (effective May 2, 2023)

Retirements

Vicki Rivera	Chief Human Resources Officer (10 years) (effective October 31, 2023)
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CITIZEN/STAFF COMMENTS

Dr. Anthony Pennock, Battle Creek resident, made a statement to the Board of Trustees.

MISCELLANEOUS

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

Upcoming Events

Memorial Day – College Closed – May 29

Upcoming Recognition Ceremonies and Commencement

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

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – June 21, 2023 (Public Hearing)

Dr. Watson expressed his gratitude to the Board of Trustees for their participation in the pinning and recognition ceremonies that took place in May. Kellogg Community College created a Corrections academy to train individuals that will work in the community rather than finding a program elsewhere and leaving. The Corrections Academy recognized eight students on May 16, 2023. Lastly, Dr. Watson and the Board of Trustees recognized Dr. Kay Keck as this was her last commencement ceremony prior to retiring.

ADJOURNMENT

At 7:33 p.m., the Board of Trustees unanimously adjourned the May 17, 2023, regular meeting with a motion from Treasurer Reynolds, supported by Vice Chair Davis.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary