

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
June 21, 2023**

The Kellogg Community College Board of Trustees met in a regular public session on June 21, 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
Secretary O'Donnell – present

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee TR Shaw – present

ADJUSTMENTS TO THE AGENDA

The Board of Trustees unanimously approved the addition of action item H for the Grahl Center HVAC Replacement Project with a motion from Vice Chair Davis, supported by Secretary O'Donnell.

PUBLIC HEARING AND BUDGETS FOR 2023-2024

The Board of Trustees unanimously approved the opening of the public meeting of the June 21, 2023, Board of Trustees meeting with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

A roll call vote was taken to open the public meeting:

Chairman Steve Claywell – in favor
Vice Chair Matt Davis – in favor
Treasurer Carla Reynolds – in favor
Secretary O'Donnell – in favor

Trustee Xenia McKay – in favor
Trustee Lisa Mueller – in favor
Trustee TR Shaw – in favor

Chairman Claywell called for public comments. No comments were made.

The Board of Trustees unanimously approved closing the public meeting of the June 21, 2023, Board of Trustees meeting with a motion from Treasurer Reynolds, supported by Trustee Mueller.

A roll call vote was taken to close the public meeting:

Chairman Steve Claywell – in favor
Vice Chair Matt Davis – in favor
Treasurer Carla Reynolds – in favor
Secretary O'Donnell – in favor

Trustee Xenia McKay – in favor
Trustee Lisa Mueller – in favor
Trustee TR Shaw – in favor

The Board of Trustees unanimously approved the budget recommendation for 2023-2024 with a motion from Treasurer Reynolds, supported by Trustee McKay.

The Board of Trustees unanimously approved the tax rate request for 2023-2024 with a motion from Treasurer Reynolds, supported by Trustee Mueller.

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

T.R. Shaw, Jr.
Trustee

Dr. Paul R. Watson II
President

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on May 17, 2023, with a motion from Vice Chair Davis and supported by Treasurer Reynolds.

BOARD OF TRUSTEE PROCEDURES

Oath of Office of New Board of Trustees Member: Dr. Watson administered the oath of office to T.R. Shaw during the June 21, 2023, regular meeting of the Board of Trustees.

PRESIDENT'S REPORT

Starfish Award Winners: Dr. Watson acknowledged the 2023 Starfish Award winners for their positive impact on students this past year. Recipients include Dean Alcorn, Joanne Colyn, Kellyanne Garthe, Eric Laskovy, Krissy Stolz, and Sierra Thurmond.

Operating Policy – OP 12.004 Family Medical Leave Act (FMLA) Policy DRAFT: This policy provides employees with a general description of their rights under the federal Family Medical Leave Act (FMLA). FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This policy is being reviewed by President's Council and is brought forward for the Board to review.

Operating Policy – OP 18.005 Travel Policy DRAFT: This policy revision is to provide clarification as well as take the opportunity to add some needed clean-up, definitions, and other clarifications. This policy has been approved by President's Council and is brought forward for the Board to review.

Operating Policy – OP 30.002 Family Educational Rights and Privacy Act (FERPA) Policy DRAFT: Colleges are required to follow the Family Educational Rights and Privacy Act (FERPA) of 1974 to protect the privacy of student records. The College FERPA policy identifies directory information, addresses the release of student information, and provides for student access to and amendment of education records. FERPA applies to all schools that receive funding under any U.S. Department of Education program. This policy has been approved by President's Council and is brought forward for the Board to review.

Higher Learning Commission (HLC) Interim Report Submission: Dr. Watson shared the HLC Interim Report with the Board of Trustees, which focused on three areas: enrollment management; student retention, persistence, and completion; and assessment practices. Dr. Watson recognized Barbara Sudeikis, Holly VanDam, Eric Greene, Jenni Kotowski, Dawn Larsen, Terah Zarembo, Tonya Forbes, and Matt Samra. The HLC Interim Report has been submitted to the HLC for review ahead of the deadline date of submission.

Institutional Priorities – Student Retention: Tonya Forbes, vice president of instruction, and Terah Zarembo, dean of student services, shared an update about student retention efforts. When gathering data, KCC defines retention as fall to fall or spring to spring. Further, Student Retention will encompass four areas of concentration: Students of Color, tutoring, orientation/FYS/academic advising, and Starfish. Trustee McKay inquired about faculty using kudos in the Starfish program and was told it is very well received and utilized.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Brad Fuller, director of facilities, and Greg Colegrove, chief information officer, shared information about current projects and future projects. Brad shared that the sidewalks outside of the Roll Administration Building have been completed, and the new bus was outside for individuals to tour. Brad emphasized the need to replace the HVAC system at the Grahl Center, which was added to the agenda for action.

KCC Foundation Update: Teresa Durham, executive director, shared updates about the KCC Foundation's financial position, investment status, and scholarship awards. Teresa shared the Starfish Award nominations for 2023 and a list of the Gold Key Scholarship recipients. Vice Chair Davis asked about the Gold Key recipients being mostly out-of-district students. Teresa confirmed that most are from out-of-district due to in-district students having access to the Legacy Scholars Scholarship.

Scholarships and Grants: For the month of May, the receipts in external gifts and grants to students were \$6,500 for a 2022/2023 academic year total of \$325,698.94.

BOARD REPORTS AND REQUESTS

Chairman Claywell welcomed Trustee Shaw to the Board of Trustees and mentioned that the Board will be searching for a student representative to ensure the Board of Trustees are gaining input and knowledge about students and their experiences at the College. Further, Chairman Claywell expressed his gratitude to Drew Fleming and Eric Laskovy for the baseball team and their etiquette in the dugouts at games. Chairman Claywell asked the coach to share his appreciation with the baseball team. Lastly, Chairman Claywell thanked Rick Scott, and everyone involved with creating the budget, explaining the budget clearly and answering all questions that arose.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Pickleball Court Renovation and Expansion Project: In May, the Infrastructure, Planning, and Sustainability (IPS) Council approved the renovation of the eight existing pickleball courts and the conversion of two tennis courts into four new pickleball courts at the North Avenue campus. These updates will create a total of twelve pickleball courts available for community use. The funding for this project will come from a \$50,000 Calhoun County Visitors Bureau commitment, with the remainder coming from the 21st Century Fund. We will also continue fundraising efforts to offset the College's commitment. The Board of Trustees unanimously approved the pickleball court expansion and renovation with a motion from Treasurer Reynolds, supported by Trustee McKay.

Michigan Community College Association (MCCA) Board of Directors Nominations: The MCCA bylaws state that each college's governing body shall designate a trustee and alternate to the Board of Directors. For 2023-2024 Chairman Claywell will be the representative, with Secretary O'Donnell as the alternate. The Board of Trustees unanimously approved the nominations for the MCCA Board of Directors with a motion from Treasurer Reynolds, supported by Trustee McKay.

Kellogg Community College Foundation Board of Directors Nominations: Every three years, the Board of Trustees elects three representatives to serve on the Kellogg Community College Foundation Board of Directors. The Board of Trustees unanimously approved Chairman Claywell, Vice Chair Davis, and Trustee Mueller to remain as representatives on the KCCF Board of Directors with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Administrative Staff Salaries Recommendation: The Board of Trustees unanimously approved the two percent salary increase for all administrators effective July 1, 2023, including movements to the midpoints and maximums according to the College's Hay administrative salary process with a motion from Treasurer Reynolds, supported by Vice Chair Davis.

General Insurance Recommendation: The College's general insurance coverages expire on August 1, 2023. Primarily due to cost and past service, the College recommended renewing with HUB International for all lines listed. Dr. Watson explained that another bid was received, but it was incomplete and not eligible for review. The Board of Trustees unanimously approved the renewal with HUB International for the College's insurance with a motion from Treasurer Reynolds, supported by Trustee McKay.

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

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

Katrina Goodall	Program Advisor, TRIO Upward Bound* (effective June 19, 2023; Administration; Manager 2, 2022-2023 annualized salary \$62,958)
Andrew Martin	Materials Handling Manager (effective June 5, 2023; Administration; Professional 1, 2022-2023 annualized salary \$46,003)
Xander Piasecki	Department Assistant, Records Management, Upward Bound* (effective June 19, 2023; Support Staff, Pay Grade 12, step 1; 2022-2023 hourly rate \$16.72)

Employee Transfers

Dawn Larsen	Dean, Arts and Sciences (effective July 1, 2023; Administration, Dean 1, 2022-2023 annualized salary \$113,279 + BOT approved increase)
Brenda Richards	Process Specialist, Instructional Deans (effective June 19, 2023; Support Staff, Pay Grade 14, step 6; 2022-2023 hourly rate \$27.18)
Terah Zaremba	Vice President, Student Affairs (effective July 1, 2023; Administration, Vice President 1, 2022-2023 annualized salary \$135,672 + BOT approved increase)

Reclassification

JJ Combs	Director, Enterprise Applications (effective July 1, 2023; Administration, Chair/Director, 2022-2023 salary \$92,874 + BOT approved increase)
Coleton Dopp	Enrollment and Data Analyst (effective July 1, 2023; Administration, Manager 1, 2022-2023 salary \$67,101+ BOT approved increase)
Angela Green	Nurse Aide Training Program Manager (effective July 1, 2023; Administration, Director 2, 2022-2023 salary \$77,510 + BOT approved increase)
Vicki Harding	Manager, Facilities Services and Public Safety (effective July 1, 2023; Administration, Manager 1, 2022-2023 salary \$71,662+ BOT approved increase)
Karen Rutenber	Process Specialist, Human Resources (effective July 1, 2023; Support Staff, Pay Grade 14, Step 6, 2023-2024 hourly rate \$27.72)

Grahl Center HVAC Replacement Project: Dr. Watson shared the recommendation from IPS Council to replace the HVAC system, fire system, and ceiling tiles at the Grahl Center with the Maintenance & Replacement Fund. The Board of Trustees unanimously approved the Grahl Center project with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

CITIZEN/STAFF COMMENTS

Marcia Campbell, KCC employee, made a statement to the Board of Trustees.

MISCELLANEOUS

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

Upcoming Events

Fourth of July – College Closed
MCCA Summer Conference – July 26-28
Summer Classes End – August 3
General Session – August 22
Fall Classes Begin – August 28
Labor Day – College Closed – September 4

Upcoming Community Events

July 17-22 – Barry County Fair
August 6-12 – Branch County Fair
August 13-19 – Calhoun County Fair

Upcoming Recognition Ceremonies and Commencement

December 13 – Nursing Pinning – 6:00 PM Binda Theatre

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – August 16, 2023

Dr. Watson expressed his gratitude to Simon Thalmann, Krissy Stolz, and everyone working with marketing. The items created and passed out at the Cereal City parade were professional and well-received. Further, Dr. Watson thanked Dr. Dennis Baskin, IACT staff, and Admissions for taking part in the Juneteenth celebration, where over 2000 people were greeted.

ADJOURNMENT

At 7:42 p.m., the Board of Trustees unanimously adjourned the June 21, 2023, regular meeting with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary