



450 North Avenue, Battle Creek, MI 49017-3397 PHONE 269 965 3931 WEB kellogg.edu

**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
August 16, 2023**

The Kellogg Community College Board of Trustees met in a regular public session on August 16, 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.

Vice Chairman Davis called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was recited.

Roll call was conducted.

Chairman Steve Claywell – absent  
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**

There were no adjustments to the agenda. The agenda was unanimously accepted with a motion from Trustee McKay and supported by Treasurer Reynolds.

**CONSIDERATION OF MINUTES**

The Board of Trustees unanimously approved the minutes from the public and regular meeting held on June 21, 2023, with a motion from Treasurer Reynolds, supported by Trustee Mueller. Secretary O'Donnell proposed a correction to the June 21, 2023, public minutes due to a clerical error. The motion to approve the minutes from the public and regular meeting held on June 21, 2023, was unanimously approved, with the correction, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

**PRESIDENT'S REPORT**

**Athletic Highlight:** Dr. Paul Watson introduced Drew Fleming, athletic director, and acknowledged the KCC Soccer Team in attendance. Drew Fleming recognized Levi Butcher, head coach, and invited the team to introduce themselves.

**Achievements in Athletics:** Dr. Watson shared highlights from the athletic teams' grade point averages and honors received from the National Junior College Athletic Association (NJCAA) and the Michigan Community College Athletic Association (MCCAA). This was the first year of the Athletic Enrollment Days at KCC, ensuring that student-athletes had the resources available to register for their classes. August 1 was the official start date for the 2023-2024 fall sports season.

**Outstanding First-Year Advocate Award:** Dr. Watson shared that in recognition of her work with the First Year Seminar (FYS) course, her collaboration with other faculty and staff involved with the First Year Experience, and her use of data to improve the student experience, FYS professor and coordinator Cindy Arizmendi was one of ten individuals nominated as an Outstanding First-Year Student Advocate for the National Resource Center.

**Enrollment/Registration Activity Update:** Fall registration opened on April 24, 2023, and the most recent enrollment report highlighted that KCC is +12.28% in headcount, +13.15 in credit hours, and +3.36 in contact hours. Classes begin on August 28, and student enrollment activity has been high. Dr. Watson expressed his gratitude to the staff that helped during the Express Enrollment Event that took place on August 5, 2023.

**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*

**Higher Learning Commission (HLC) Interim Report:** Dr. Watson shared that the College received notification on June 22, 2023, that the HLC Interim Report was accepted, and no further action is necessary. The College will begin to prepare for the Assurance Argument that is due in the 2025-2026 academic year and the Reaffirmation of Accreditation that will take place in 2031-2032.

**Institutional Priorities – Professional Development:** Vicki Rivera, chief human resources officer, and Michelle Wright, history professor, shared an update about professional development efforts. The professional development team is now the Professional Development Committee and is working on professional development opportunities, communication, updating their intranet page, and ensuring that all employee groups are offered the training that they need or want. Vicki pointed out the usage of Academic Impressions, the professional development platform that is open to all staff, allowing them to gain professional development at their desk.

**Infrastructure, Planning, and Sustainability (IPS) Council Update:** Greg Colegrove, chief information officer, shared information about current and future projects. Greg gave a brief overview of projects that are in process and completed. Greg shared background information on the action items for the Board of Trustees.

**KCC Foundation Update:** Teresa Durham, executive director, shared updates about the KCC Foundation's financial position, investment status, and scholarship awards. Teresa shared that the Bruin Open, taking place on September 8, is very close to reaching its \$125,000 goal. Teresa explained that the second round of scholarships was awarded, making the approximate total of \$750,000 awarded to over 500 students for the 2023-2024 academic year.

**Scholarships and Grants:** For the months of June and July, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$74,095.25.

## **BOARD REPORTS AND REQUESTS**

Secretary O'Donnell, Trustee McKay, and Trustee Mueller all thanked the College for their support with the loss of family members.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

There were no citizen or staff comments.

## **ACTION ITEMS**

### **College Policies:**

**OP 12.004 Family Medical Leave Act (FMLA) Policy:** This policy gives employees 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.

**OP 18.005 Travel Policy:** This policy is to provide clarification as well as take the opportunity to add some needed definitions and other clarification language about KCC travel.

**OP 30.002 Family Educational Rights and Privacy Act (FERPA) Policy:** 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 program administered by the U.S. Department of Education.

Secretary O'Donnell made a motion to accept the Family Medical Leave Act (FMLA) Policy, the Travel Policy, and the Family Educational Rights and Privacy Act (FERPA) Policy in one motion. Treasurer Reynolds supported the motion, and the Board of Trustees unanimously approved the policies.

**Tenure Recommendation:** Tonya Forbes, vice president of instruction, presented Dr. Jessica Sullivan for tenure beginning in January of 2024. The Board of Trustees unanimously approved the tenure of Dr. Sullivan with a motion from Treasurer Reynolds, supported by Trustee McKay.

**Revision to General Insurance Coverages:** In June, the Board of Trustees approved the College's general insurance coverages through HUB International. While renewal policies were being prepared, a few additional options were recommended for the College to consider, including adding Pollution coverage, increasing the Fiduciary coverage limit, and adding an additional month of coverage to have a September 1 renewal date going forward. Since these recommendations differ from what the Board of Trustees initially approved, the item was returned for approval. The Board of Trustees unanimously approved the updated general insurance coverage with a motion from Treasurer Reynolds, supported by Trustee Mueller.

**Softdocs Etrieve Upgrade:** The College has been a Softdocs Etrieve customer since 2018, using the platform to securely provide electronic forms and automated workflows across the College, streamlining manual processes, and extending system processing capabilities where they didn't previously exist. Current processes supported by Etrieve include Financial Aid verification, Dual Enrollment forms, and several dozen other institutional workflows. This request is for a five-year contract and to upgrade our Softdoc's Etrieve environment by migrating it to the cloud. Migrating to the cloud will aid in cybersecurity, compliance, and disaster recovery and create a new self-service module for students to access files from any device. The Board of Trustees unanimously approved the Softdocs Etrieve Upgrade with a motion from Treasurer Reynolds, supported by Trustee McKay.

**Starfish Renewal:** Starfish is the College's student retention platform which is designed to facilitate communication between instructors, students, and staff while connecting students to essential supportive services to aid in their success. Starfish has offered the College the option of agreeing to this renewal early to forgo a price increase that takes place at the end of the year. Signing this agreement now in advance of the June 2024 renewal also provides the College with access to Starfish Analytics at no additional cost. The Board of Trustees unanimously approved the renewal of Starfish with a motion from Trustee Mueller, supported by Treasurer Reynolds.

**Print and Document Services Equipment Replacement:** Print and Document Services (PDS) made a request to replace aging equipment. The presented request is to purchase two Canon pieces of equipment which will also require some modifications to the PDS space for the equipment to fit. The Board of Trustees unanimously approved the purchase of two new pieces of equipment for \$165,904 and \$25,000 to modify the PDS space to accommodate the equipment with a motion from Treasurer Reynolds, supported by Trustee O'Donnell.

**Roll Administration Building Lecture Hall Roof Bid:** The Infrastructure, Planning, and Sustainability (IPS) Council received preliminary approval from the Board of Trustees in June 2023 for \$100,000 to repair the roof in the Roll Administration Building lecture hall roof. Since that approval, the bids came in higher than anticipated and are being returned to the Board of Trustees for approval. IPS is resubmitting a request with a revised budget of \$120,000 based on the \$107,541 quote from McDonald Roofing to perform the repairs. The Board of Trustees unanimously approved the increase in the budget and accept the bid from McDonald Roofing to repair the Roll Administration Building lecture hall roof with a motion from Trustee Mueller, supported by Trustee McKay.

**Donation to Emergency Medical Services (EMS) Program:** The Emergency Medical Services (EMS) Program has been offered medical supplies and equipment from Pridecare Ambulance, which has recently gone out of business. The medical supplies and equipment are estimated to be approximately \$15,000. The Board of Trustees unanimously approved the acceptance of the donation with a motion from Trustee McKay, supported by Treasurer Reynolds.

**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 Secretary O'Donnell and supported by Treasurer Reynolds. Personnel items are as follows:

### **New Employees**

Kristen Foley	Instructor, Natural Science (effective August 18, 2023; Faculty; Master's lane, step 4, 2023-2024 annualized salary \$63,650)
Samuel Fonseca	Instructor, Sports Management and Business Administration (effective August 18, 2023; Faculty; Master's lane, step 9, 2023-2024 annualized salary \$81,079)
Shelley Hoover	Department Assistant, Public Safety and Facilities (effective August 14, 2023; Support Staff; Pay Grade 12, Step 4, 2023-2024 hourly rate \$20.49)

### **Employee Transfers**

Alexis Arocho	Academic Advisor (effective July 3, 2023; Administration, Manager 2, 2023-2024 annualized salary \$59,937)
Abbie Brennan	Assistant Director, Lifelong Learning (effective July 2, 2023; Administration, Director 2, 2023-2024 annualized salary \$76,500)
Victoria O'Connell	Manager, Business Office (effective July 30, 2023; Administration, Manager 2, 2023-2024 annualized salary \$62,500)
Gino Ughetti	Department Assistant, Academic Advising (FT) (effective July 17, 2023; Support Staff, Pay Grade 12, Step 4, 2023-2024 hourly rate \$20.49)

### **Reclassifications**

Jensen Bush	Department Assistant, Business Office (effective July 30, 2023; Support Staff, Pay Grade 13A, Step 2, 2023-2024 hourly rate \$20.60)
-------------	---

### **Resignations**

Donna Jeffery	Center Assistant, Eastern Academic Center (6 years) (effective July 12, 2023)
Jaiyda Tyler	Department Assistant, C-Building (10 months) (effective July 19, 2023)

### **Retirements**

Elizabeth Fluty	Faculty, Nursing
-----------------	------------------

(13 years) (effective January 31, 2024)

**CITIZEN/STAFF COMMENTS**

There were no citizen or staff comments.

**MISCELLANEOUS**

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

**Upcoming Events**

General Session – August 22  
Fall Classes Begin – August 28  
Labor Day – College Closed – September 4  
Bruin Open – September 8

**Upcoming Community Events**

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 – September 20, 2023

Dr. Watson reiterated his gratitude to the Student Affairs staff and their ability to work as a team to help students through the onboarding and registration processes.

**ADJOURNMENT**

At 7:35 p.m., the Board of Trustees adjourned the August 16, 2023.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary