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**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
September 20, 2023**

The Kellogg Community College Board of Trustees met in a regular public session on September 20, 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 – absent
Treasurer Carla Reynolds – absent
Secretary O'Donnell – present

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee TR Shaw – present
Student Representative Reese – 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 August 16, 2023, with a motion from Secretary O'Donnell, supported by Trustee Mueller.

PRESIDENT'S REPORT

Athletic Highlight: Dr. Paul Watson introduced Drew Fleming, Athletic Director, and acknowledged the KCC men's and women's basketball teams in attendance. Fleming recognized Steve Proefrock, men's basketball head coach, and Tierra Konkle, women's basketball head coach. Drew invited the teams to introduce themselves. Additionally, Fleming acknowledged the basketball teams' community engagement and shared that the basketball season starts on October 1.

President's Employee of the Year Awardees: Dr. Paul Watson recognized Dana Angeletti, Stacey Schramm, and Jenni Kotowski as the three awardees of the 2023-2024 President's Employee of the Year Award. Dana's nominators acknowledged his consistent and ethical treatment of others while ensuring the needs of the employees were met. Stacey's nominators expressed her commitment to community outreach while helping at-risk students reach their potential. Jenni's nominators expressed her willingness to help everyone, take charge, and learn new skills to make the student experience positive at the College. The President's Employee of the Year Awardees are nominated by their peers.

Outstanding Faculty Awardees: Dr. Paul Watson recognized Jamie Bishop, Brendan Welge, and Aleatha Lycos as the three awardees of the 2023-2024 Outstanding Faculty Award. Jamie Bishop was awarded the Distinguished Faculty Award, Brendan Welge the Full-Time Outstanding Faculty Award, and Aleatha Lycos the Part-Time Outstanding Faculty Award. The Outstanding Faculty Awards are nominated by the student body.

Enrollment/Registration Activity Update: Fall registration opened on April 24, 2023. The Monday, September 11, 2023, registration activity report, which compares fall registration activity at the point of the second week of the semester, indicates that we are in the positive with headcount at +11.57%, credit

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

hours at +11.59%, and contact hours at +11.34%. Dr. Watson added that this is our fourth consecutive semester of growth, with this year being the largest.

Lifelong Learning Summer Activities: Dr. Paul Watson shared that Lifelong Learning had a very successful summer of youth programming. Lifelong Learning had 990 youths participating in 82 camps from June through early August. For comparison, 2021 saw 585 youths in 40 camps, and 2022 saw 806 youths in 56 camps. Dr. Watson praised the staff of Lifelong Learning for their hard work.

KCC is Number 1: Dr. Paul Watson shared that Kellogg Community College is ranked the No. 1 best community college in Michigan according to a new list of “2023’s Best & Worst Community Colleges” released Aug. 15 by financial services company WalletHub. KCC also ranks 33rd on the list nationwide out of a sample of 668, placing KCC among the top 5% of community colleges across the U.S. WalletHub created the list to provide prospective students with an at-a-glance comparison of various institutions’ quality and affordability “to determine where students can receive the best education at the lowest price,” according to the report. (*Credit to daily.kellogg.edu*)

Institutional Priorities – Data Governance: Greg Colegrove, Chief Information Officer, and JJ Combs, Director of Enterprise Applications, shared information about Institutional Priorities – Data Governance. The presentation included steps taken and future training and processes. Combs highlighted Cole Dopp for his contribution to data reporting.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Greg Colegrove, Chief Information Officer, shared information about current and future projects. Colegrove gave a brief overview of projects that are in process and completed. Colegrove 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 and the Bruin Open. The Bruin Scholarship Open was held on September 8 at Binder Park Golf Course. With 60 teams and 131 sponsors/contributors, over \$132,000 was raised for the KCC Foundation General Scholarship Fund. Durham highlighted the donor for the event and thanked all the volunteers. At the end of August, the Foundation’s portfolio posted a \$14,473,934 ending value with a \$1.1 million positive change in value for the calendar year.

Scholarships and Grants: For August, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$107,729.44.

BOARD REPORTS AND REQUESTS

Chairman Claywell thanked the employees of the College for contributing to KCC’s number 1 ranking. The entire Board of Trustees is proud of the College.

Secretary O’Donnell also thanked the employees and highlighted the volleyball game to be played on September 21. O’Donnell expressed his gratitude for having dinner with the basketball teams, sharing that team members were happy to have taken the FYS course to help them acclimate to the College.

Student Representative Reese: Tania Reese thanked the Board of Trustees for allowing her to serve as the Board of Trustees Student Representative. Reese explained her academic pathway and student activities thus far this semester, including Bruin Blast and Hispanic Heritage events. Additionally, Reese recognized Kristen McDermott, Director of Student Life, for traveling to a leadership conference with several students this past weekend.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Local Strategic Value for 2023: The Community College appropriations legislation has once again included a Local Strategic Value component in the performance funding formula, allowing the College to be eligible

to receive an additional \$26,866 in performance funding. A resolution demonstrated that KCC meets and exceeds the requirements to be considered strategically valuable to our community. The resolution, originally drafted by legal counsel and staff, has been updated for accuracy. The Board of Trustees unanimously approved the Local Strategic Value with a motion from Secretary O'Donnell, supported by Trustee McKay.

Annual Reporting of Crime Statistics: As required each year to be in compliance with Title IX regulations, Austin Simons, Chief of Public Safety, shared the current year's report. The Board of Trustees unanimously approved the Annual Reporting of Crime Statistics with a motion from Secretary O'Donnell, supported by Trustee Mueller

Regional Manufacturing Technology Center (RMTC) Welding Lab Air Quality Updates: In April 2023, the Board of Trustees approved a \$120,000 budget to implement air quality improvement in the RMTC welding lab. After discussions with the welding staff and additional due diligence, we recommend using Diversitech. This company specializes in specialty air pollution solutions for industrial settings to supply the equipment. Your packet includes further information and a quote from Diversitech for \$81,681.60 for the equipment. The Board of Trustees unanimously approved the RMTC welding lab air quality updates with a motion from Trustee McKay, supported by Secretary O'Donnell.

Fehsenfeld Center HVAC Replacement: A memo submitted explained the need to replace the aging HVAC system at the Fehsenfeld Center. The request is to approve a \$2 million budget from the Maintenance & Replacement Fund and approve the purchase from Trane West Michigan of \$1,716,000 to proceed with the project. Other items included in the budget are the replacement of the fire alarms and contingency funds. The Board of Trustees unanimously approved the Fehsenfeld Center HVAC replacement with a motion from Trustee McKay, supported by Secretary O'Donnell.

Administrative Employee Salary Increase: With the College's enrollment exceeding targets included in all three bargaining contracts, thereby triggering an additional 1% increase for faculty, support staff, and maintenance, a request was submitted for approval to increase Administrators' salaries by an additional 1%. This will increase all employee groups' salary schedules/wage scales by 3% for the 2023-24 fiscal year. The Board of Trustees unanimously approved the administrative employee salary increase with a motion from Secretary O'Donnell, supported by Trustee Mueller.

Roll Administration Building Concrete Repair Closeout and Budget Revision: A memo was submitted detailing a budget revision for the previously approved concrete replacement project. This project, approved at the May 2023 Board of Trustees meeting, experienced additional unforeseen expenses that exceeded the \$100,000 original budget. We request that the Board of Trustees approve the revised budget of \$110,000 so we can pay the additional invoice from Schweitzer and remain within budget. The Board of Trustees unanimously approved the Roll Administrative Building concrete repair budget revision with a motion from Secretary O'Donnell, supported by Trustee Mueller.

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

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

New Employees

Rik Guenther	Department Assistant, EMS and Nursing (effective September 11, 2023; Support Staff; Pay Grade 12, Step 5, 2023-2024 hourly rate \$21.51)
Joanie Fox	Process Specialist, Visual Arts (pt) (effective September 25, 2023; Support Staff; Pay Grade 14, Step 1, 2023-2024 hourly rate \$21.66)
Stephen Fritz	Manager, Registrar's Office

(effective September 25, 2023; Administration, Manager 1, 2023-2024 annualized salary \$63,349)

Brooke Kolodzieczyk

Chief Human Resources Officer
(effective October 16, 2023; Administration, Dean 1, 2023-2024 annualized salary \$110,000)

Employee Transfers

Lola Long

Process Specialist, Financial Aid
(effective August 28, 2023; Support Staff, Pay Grade 14, Step 6, 2023-2024 hourly rate \$27.72)

Reclassifications

Danaisa Henderson

Process Specialist, Human Resources (Staffing)
(effective August 13, 2023; Support Staff, Pay Grade 14, Step 6, 2023-2024 hourly rate \$27.72)

CITIZEN/STAFF COMMENTS

There were no citizen or staff comments.

MISCELLANEOUS

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

Upcoming Events

Upcoming Recognition Ceremonies and Commencement

December 12 – IACT – 5:30 PM Binda Theatre

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

December 18 – Police Academy Recognition Ceremony – 6:00 PM Binda Theatre

December 19 – EMS Celebration – 5:30 PM Binda Theatre

May 6 – Physical Therapist Assistant Celebration – 4:30 PM Binda Theatre

May 7 – ECE/EDUC Celebration – 6:00 PM Kellogg Room

May 7 – Radiography Celebration – 7:00 PM Binda Theatre

May 8 – Dental Hygiene Pinning – 4:00 PM Binda Theatre

May 8 – Nursing Pinning – 6:00 PM Kellogg Arena

May 8 – EMS Celebration – 6:00 PM Binda Theatre

May 8 – EMS Celebration – 8:00 PM Binda Theatre

May 9 – Commencement – 7:00 PM Kellogg Arena

May 28 – Police Academy Recognition Ceremony – 6:00 PM Binda Theatre

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – October 18, 2023, in Hastings

ADJOURNMENT

At 7:31 p.m., the Board of Trustees adjourned the September 20, 2023, with a motion from Secretary O'Donnell, supported by Trustee Mueller.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary