

Kellogg Community College Minutes of the Regular Meeting of the Board of Trustees November 15, 2023

The Kellogg Community College Board of Trustees met in a regular public session on November 15, 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 Chair 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 – absent

Trustee Xenia McKay – absent
Trustee Lisa Mueller – present
Trustee TR Shaw – present
Student Representative Reese – present

A quorum was met with the attendance of four Board of Trustees members.

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 October 18, 2023, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

PRESIDENT'S REPORT

Athletic Highlight: Tonight, the Board of Trustees welcomed the KCC Bruins Men's and Women's Cross Country and Volleyball teams. Mr. Drew Fleming, athletic director, introduced the coaches and student-athletes.

Enrollment/Registration Activity Update: Spring 2024 registration opened Monday, October 23, 2023. Our most recent report from November 13, 2023, the report indicated that we are in the positive with headcount at +21%, credit hours at +16%, and contact hours at +16%.

Audit Report: Vicki Vandenberg and Michael Baker from Plante Moran, PLLC, presented the College's audit report for the 2023 fiscal year. The Board's Audit & Finance Committee met on the previous Monday to review the report with the auditors. The audit report shows a "clean" or "unmodified" opinion, which is the highest level of assurance the auditors can provide. The Board of Trustees formally accepted the 2023 fiscal year audit 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

Infrastructure, Planning, and Sustainability (IPS) Council Update: Greg Colegrove, Chief Information Officer, and Brad Fuller, Director of Institutional Facilities, shared information about current and future projects. Fuller gave a brief overview of projects that are in process and completed. Fuller highlighted the progress of the pickleball courts and Roll Building lecture hall roof replacement and explained the need to purchase a hybrid truck to transport the BIT trailer and the addition of keycard access to the Severin Building classrooms.

KCC Foundation Update: Teresa Durham, Executive Director, provided an update on Foundation activities, including gifts and grants in October, new funds, projects in progress, and upcoming fundraising campaigns such as the Bruins Week of Giving from November 27 – December 1. Durham also shared newly created scholarship funds and donations received. Additionally, Durham explained the Foundation’s fiscal status and outcome of the 2023 fiscal year audit as being “clean” and “unmodified.”

Scholarships and Grants: For the month of October, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$5,750.00.

BOARD REPORTS AND REQUESTS

Student Representative Reese: Tania Reese presented student events, including the basketball game this evening in the Miller Gym, the Party with a Bruin in the Student Center on November 16, and the play Firebringer that begins November 16 and has several performances for one weekend.

CITIZEN/STAFF REQUESTS AND COMMENTS

Kimberly Madsen, KCC business faculty, Portage, MI. Madsen shared a concern about a situation in a classroom.

ACTION ITEMS

Community Paramedic Certificate: The Academic Cabinet approved the Community Paramedic program, an advanced paramedic program that builds on the college’s current program. It is part of the MI-WTEC consortium (formerly known as MRIS and then EPIC). KCC will be the lead institution for the program, which will serve a population beyond the immediate service area of the college. This consortium approach prevents duplication of training resources, efficiently using educational facilities and expertise. It also addresses the educational needs of healthcare professionals who may serve in rural and underserved areas and thus helps to meet a crucial need for healthcare in rural communities. The Board of Trustees approved the creation of the Community Paramedic Certificate with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Exercise Science Degree: The Academic Cabinet has approved the reclassification of the Associate of Applied Science degree in Exercise Science to a transfer degree to better align with industry standards. The new Associate of Exercise Science degree will offer course options to meet the Michigan Transfer Agreement, giving students more flexibility as they tailor their degree pathway toward specific university requirements. The Board of Trustees approved the update of the Exercise Science program with a motion from Trustee Mueller, supported by Treasurer Reynolds.

Bruin Industrial Trades Trailer Truck: Brad Fuller, Director of Facilities, submitted a memo and quote outlining the request from the Infrastructure, Planning, and Sustainability Council (IPS) Council to purchase a vehicle that would be prioritized to tow the Bruin Industrial Trades Trailer to the various events where the College’s trades programs are showcased. The request describes the capabilities and cost of purchasing a Ford F-150 Hybrid with max towing capacity and pro power options, allowing the truck to supply power to the trailer for demonstrations. This request is to approve a budget of \$80,000 for the truck and KCC branding,

which was developed from the quote, and a not-to-exceed \$75,000 authorization to procure the vehicle, which we will try to negotiate through one of our local dealers.

Dr. Watson added that the BIT trailer is an attraction for the K12 students and is a wonderful marketing tool for the College. Trustee Shaw expressed his appreciation for the BIT trailer and that it is a great attraction for potential students and the community. The Board of Trustees approved the purchase of a truck with a motion from Trustee Mueller, supported by Treasurer Reynolds.

Prison Education Program Tuition: The proposed tuition and fees for students in the Prison Education Program were determined by using out-of-district tuition and estimating costs for infrastructure, administrative and staff support, materials—including textbooks—and reviewing how other community colleges had structured their fees. The Academic Cabinet supported the proposed fees at the meeting on October 31, 2023. Dr. Watson added that this is the last step toward beginning the program in January of 2024. The students will be charged out-of-district rates due to the location in Branch County. Additionally, the tuition, books, and supplies are being rolled into one cost due to the population and their access to obtaining such supplies. The Board of Trustees approved the Prison Education Program Tuition with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Institutional Policy – OP 18.006 Investment Policy Statement: This policy was created in consultation with Miller Financial Services, TIAA, and the Retirement Plan Oversight Cabinet to document how the College meets its fiduciary responsibilities with oversight of its retirement plans. This was written with a TIAA template, and the policy is something the Department of Labor would expect the College to have. This policy has been approved by the President’s Council. The Board of Trustees approved the Investment Policy Statement with a motion from Trustee Mueller, supported by Treasurer Reynolds.

Ellucian Renewal and Modernization Agreement: The College’s Enterprise Resource Planning (ERP) software agreement with Ellucian Colleague expires on June 30, 2024. Our current version is a 37-year-old platform housed on-premises and is becoming difficult to maintain. Greg Colegrove has submitted a proposal for Ellucian to modernize the ERP system to a software as a service (SaaS) platform that will be hosted in the cloud, improve the student experience, provide enhanced data security, and improve operational efficiencies and functionality. Ellucian has also provided discounts and incentives totaling \$550,000 to approve this transition by December of this year. The five-year agreement was reviewed and approved by legal counsel. The Board of Trustees approved the Ellucian Renewal and Modernization Agreement with a motion from Treasurer Reynolds, supported by Trustee Mueller.

PeopleAdmin Renewal: KCC Human Resources has been using PeopleAdmin since 2007. Two years ago, the College expanded the contract to include position descriptions and performance evaluations. A three-year agreement is being presented, which will reduce the level of annual increases. The initial cost will be \$54,853.27, increasing five percent in years two and three. The Board of Trustees approved the PeopleAdmin Renewal with a motion from Trustee Mueller, supported by Treasurer Reynolds.

Severin Building Card Access: The Severin Building is the last building on the Main Campus without the standard implementation of card access. Adding card access functionality increases security by allowing us to be able to remotely lock down the classroom doors as well as ensuring ease of access for staff throughout the day. Re-keying has been standard as we have expanded card access and ensured the metal key issues are properly documented and secured. The recommendation is to approve a project budget of \$150,000 and the quote from Schweitzer Construction of \$87,550 to perform the installation as outlined in the attached quote. The funding will come from the Board of Trustees approved allocation to the Infrastructure, Planning, and Sustainability Council (IPS). The Board of Trustees approved the Severin Building Card Access with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Critical Incident Mapping: The State has made funding available for community colleges to map their campus to assist security and safety personnel in responding to a critical incident. KCC has received

Resignations

Carmen Bell

Assistant Academic Advisor
(7 months) (effective November 3, 2023)

CITIZEN/STAFF COMMENTS

Kimberly Madsen, KCC business faculty, Portage, MI. Madsen asked a question about State funding.

MISCELLANEOUS

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

Upcoming Events

November 18 – Battle Creek Christmas Parade – 5:30-7:30 PM
November 27 – 59th Annual Marshall Christmas Parade – 7:00 PM
December 2 – Hastings Jingle & Mingle Parade and Events 5:30 PM
December 2 – Coldwater Holiday Parade – 7:30-8:30 PM
December 18 – KCC Holiday Breakfast – 8:30-10:30 AM Binda Lobby
January 10, 2024 – Interim Session – 8:30-10:00 AM Binda Theatre

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
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Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – January 17, 2024

ADJOURNMENT

At 7:34 p.m., the Board of Trustees adjourned the November 15, 2023.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary