

Kellogg Community College Minutes of the Regular Meeting of the Board of Trustees January 17, 2024

The Kellogg Community College Board of Trustees met in a regular public session on January 17, 2024, 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 6:31 p.m.

The Pledge of Allegiance was recited.

Roll call was conducted.

Chairman Steve Claywell – present
Vice Chair Matt Davis – present (6:44 p.m.)
Treasurer Carla Reynolds – absent
Secretary O'Donnell – present

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

ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

BOARD OF TRUSTEE PROCEDURES

The Board of Trustees was provided the annual conflict of interest statement to complete.

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on November 15, 2023, with a motion from Secretary O'Donnell, supported by Trustee Mueller.

PRESIDENT'S REPORT

Athletic Highlight: Tonight, the Board of Trustees welcomed the KCC Bruins Baseball team. Mr. Drew Fleming, athletic director, introduced the coaches and student-athletes.

Enrollment/Registration Activity Update: Spring 2024 registration opened Monday, October 23, 2023. Dr. Watson reported the enrollment numbers from January 17, 2024, sharing the College enrollment is in the positive with headcount at +11.96%, credit hours at +12.25%, and contact hours at +11.94%.

MCCBOA Fall 2023 Gibson Tuition Survey: The 2023 Fall Gibson survey from the Michigan Community College Business Officers Association shows the total cost per credit hour, including tuition, per credit hour, fees, and course-specific fees, that a freshman, in-district student would pay for taking the same classes at each community college in the state. KCC ranks below the state average and is among the most affordable in its like-sized peer group, which is highlighted.

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

General Education Charter Update: An updated charter for the General Education Committee was provided to the Board of Trustees for review. The updates include changing the name of the committee from the General Education Steering Committee to the General Education Committee better to reflect the scope of the committee’s work and updating the membership list to reflect organizational changes.

Coldwater Sunrise Rotary Promise Program: Branch County has initiated a Promise Scholarship program with the help of the KCC Foundation and other community partners and reached its goal of establishing a \$500,000 endowment to fund the program. The KCC Foundation will receive grant funds each year to provide scholarships to KCC students in Branch County. Initially, the program will focus on Allied Health, Nursing, and Skilled Trades.

OP 24.001 Video Surveillance Policy: Based on the recommendation and review by legal counsel, Brad Fuller, Austin Simons, and Greg Colegrove created an initial draft of a video surveillance policy. The purpose of this policy is to establish procedures for the responsible use of security cameras on all Kellogg Community College campuses. This policy balances the safety and security of the College community with the privacy interests of all college constituents.

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. Colegrove and Fuller gave a brief overview of action items, projects that are in process, and projects that have been completed—specifically, an overview of a new security camera system and the external coverage of the cameras. Secretary O’Donnell asked if all campuses would be linked to central dispatch after the installation of a new camera system. This collaboration is in development. Chairman Claywell asked about the coverage in the lot off of Roosevelt Avenue, where the community park to walk the Linear Trail. There is a camera and pole in that area currently and it will be reviewed to ensure complete coverage for the safety of the community.

KCC Foundation Update: Teresa Durham, Executive Director, provided an update on Foundation activities, including gifts and grants in December, new funds, projects in progress, and the Bid a Brighter Future on March 8. The Foundation is launching a new employee-giving campaign called BEAR H.U.G. (Help Us Grow) to encourage KCC employees to contribute to the Foundation through payroll deduction. Currently, there are 43 employees engaged with the Foundation in this way, and the goal is to increase this number to 60 in 2024.

Scholarships and Grants: For the months of November and December, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$29,968.36.

BOARD REPORTS AND REQUESTS

Secretary O’Donnell shared that he met with the County Clerks and wanted to let staff and students know that early voting will take place ten days early.

Student Representative Reese: Tania Reese shared her report to the Board of Trustees about the beginning of the spring semester.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen/staff requests and comments.

ACTION ITEMS

Security Camera Replacement Project: The campus security cameras need to be updated to a modern standard; however, it has been cost-prohibitive. Included in the current year Community College

appropriations bill is funding for Infrastructure, Technology, Equipment, Maintenance, Housing, and Safety (ITEMS) for those colleges that did not receive a Capital Outlay planning or construction authorization in 2023. KCC received ITEMS funding totaling approximately \$1,162,900. The recommendation is to use People Driven Technologies with Avigilon cameras. More information has been added to a memo describing the project and process in more detail, including a recommendation for the \$1.3 million project budget proposal from People Driven Technologies. The Board of Trustees approved the upgrade of the security cameras at all KCC locations with a motion from Vice Chair Davis, supported by Trustee McKay.

Grounds Services Contract: The current five-year agreement with Greenscape Services is expiring this spring. A committee at the College reviewed and scored the four proposals submitted, which resulted in Greenscape Services being the highest-scored and most cost-effective proposal. The service provided by this local company has been exceptional, and we are comfortable recommending another five-year agreement with them. The Board of Trustees approved the contract extension for Greenscape Services with a motion from Trustee Mueller, supported by Trustee McKay.

Donated Musical Resources and Equipment: The College has received three donation offers for the Board of Trustees' consideration this month. First, a collection of musical resources valued at \$500 to support our vocal and music education areas. The second is a pump valued at \$250 to improve the experience for students at the RMTC. The third is for a two-staged compressor valued at \$2500. The Board of Trustees approved the acceptance of the donations with a motion from Secretary O'Donnell, supported by Trustee McKay.

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

Personnel Items: The Board of Trustees unanimously approved the personnel items with a motion from Vice Chair Davis, supported by Trustee McKay. Personnel items are as follows:

New Employees

Jill Anderson	Grant Development Officer (effective January 8, 2024; Administration, Manager 1, 2023-2024 annualized salary \$70,000)
Thomas DeVault	Manager, Integrative Learning (effective December 18, 2023; Administration, Manager 1, 2023-2024 annualized salary \$73,826)
Sara Gleason	Center Assistant, Eastern Academic Center (EAC) (effective December 18, 2023; Support Staff, Pay Grade 12, step 5, 2023-2024 hourly wage \$21.73)
Bailey Tyler	Assistant Academic Advisor (effective January 29, 2024; Administration, Professional 1, 2023-2024 annualized salary \$50,179)
Patricia Wesner	Department Assistant, Social Science and Integrative Learning (effective January 16, 2024; Support Staff, Pay Grade 12, step 6, 2023-2024 hourly wage \$23.22)

Employee Transfers

Connie Pifer	Specialist, Financial Aid
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(effective December 18, 2023; Support Staff, Pay Grade 13, step 6, 2023-2024 hourly wage \$26.24)

Reclassifications

Dana Angeletti Process Specialist, Purchasing
(effective July 1, 2023; Support Staff, Pay Grade 14, Step 6, 2023-2024 hourly rate \$28.00)

Yanira Flores Process Specialist, Accounts Payable
(effective July 1, 2023; Support Staff, Pay Grade 14, Step 6, 2023-2024 hourly rate \$28.00)

Rescission of Acceptance

Demetra LaFayette Center Assistant, Eastern Academic Center (EAC)
Rescinded acceptance November 17, 2023 (start date effective November 20, 2023; Support Staff, Pay Grade 12, step 5, 2023-2024 hourly wage \$21.73)

Resignations

Kerri Chapel Academic Advisor
(8.5 years) (effective January 3, 2024)

CITIZEN/STAFF COMMENTS

There were no citizen/staff requests and comments.

MISCELLANEOUS

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

Upcoming Events

March 8 – Bid a Brighter Future – Binda Lobby

Upcoming Recognition Ceremonies and Commencement

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

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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 – February 21, 2024

ADJOURNMENT

At 7:20 p.m., the Board of Trustees adjourned the January 17, 2024.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary