

Kellogg Community College Minutes of the Regular Meeting of the Board of Trustees February 21, 2024

The Kellogg Community College Board of Trustees met in a regular public session on February 21, 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 6:30 p.m.

The Pledge of Allegiance was recited.

Roll call was conducted.

Chairman Steve Claywell – present
Vice Chair Matt Davis – virtual
Treasurer Carla Reynolds – present
Secretary O'Donnell – present

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee TR Shaw – virtual
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 January 17, 2024, with a motion from Treasurer Reynolds, supported by Trustee McKay.

PRESIDENT'S REPORT

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

Marketing Awards: The Marketing and Communications Department is a finalist for seven prestigious Paragon Awards from the National Council for Marketing and Public Relations. The NCMPR Paragon Awards are international awards recognizing outstanding achievement in design and communication at community and technical colleges in the United States and Canada. Final placements will be announced at the NCMPR's national conference in March in Seattle.

Tenure Recommendation: Vice President Forbes submitted her recommendation, without reservation, for Dr. Kenneth Scott to be awarded tenure effective fall 2024.

Higher Learning Commission (HLC) and Prison Education Program (PEP) Update: The following programs have been approved through the HLC process: Associate in Exercise, Business Entrepreneurship Certificate, and Corrections Professional Certificate. We anticipate that the PEP program will have a soft start in February, as the HLC final approval is anticipated to occur in April when the HLC Institutional Actions Council meets.

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

Mid-Year Budget Update (MYBU): Alisha Gibson, Plante Moran, presented the Mid-Year Budget Update. When preparing the original budget in June, there are a lot of unknowns, such as enrollment and state funding. At the mid-year point of the fiscal year, more information is available, which creates the need to update the budget. The Board of Trustees unanimously approved the amended budget with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Institutional Priorities – Budget: Richard Scott and Drew Fleming shared information about the activities of the Institutional Priorities Budget Team, the Key Performance Indicators (KPI) that they have identified thus far, including the College's Composite Financial Index score, which is the Higher Learning Commission's method to gauge an institution's financial health and the primary KPI for the College. Further, they shared information about plans for the next year.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Brad Fuller, Director of Institutional Facilities, shared information about current and future projects, including the possible purchase of a 15-passenger bus and removing the wallpaper in the hallways at the Grahl Center in conjunction with of the HVAC replacement project. Brad shared a picture of the new truck and the branding that was added. Treasurer Reynolds asked what year the truck is, and Brad stated 2023.

Brad mentioned that during the severe cold days this winter, the air handler on the C Building had a failure alarm for both the heat and cooling coils. Maintenance was able to correct the heating coil, but the cooling coil will need to be replaced. At this time, bids are being reviewed to replace the cooling coil. Chairman Claywell asked if the bid is looking at expansion or additional square footage and not just addressing the issue. Brad stated that he would look into it.

KCC Foundation Update: Teresa Durham, Executive Director, provided an update on Foundation activities. The Foundation welcomes the Rise Up for Smiles! Scholarship Fund, established by KCC alumnus, Marc Johnson. This new fund will annually support two students in the Dental Hygiene Program. The Foundation's investment portfolio value at the end of January is \$15,226,462, with a change in value of \$15,924 for the month.

Scholarships and Grants: For the month of January, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$22,423.43.

BOARD REPORTS AND REQUESTS

Chairman Claywell clarified that when he mentioned the mid-year budget it was approval of the amended budget and not audit.

Student Representative Reese: Tania Reese shared her report to the Board of Trustees about Black History Month and basketball.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen/staff requests and comments.

ACTION ITEMS

Tenure Recommendation: The Board of Trustees unanimously approved the tenure of Dr. Kenneth Scott, effective fall 2024, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

15 Passenger Bus Replacement: IPS is recommending the replacement of the 2010 Ford E350 with 120,000 miles with a new model for \$125,000 from Tesco Transportation. The 2010 will be sold at

auction. The Board of Trustees unanimously approved the purchase of a new bus with a motion from Treasurer Reynolds, supported by Trustee McKay.

Carestream Portable X-Ray Machine: The current X-ray machine used in the programming is no longer functional and is incompatible with current industry standard systems. A new unit, the Carestream DRX-Revolution Mobile X-Ray System, will provide students with learning experiences that will align with what they currently use in clinical settings and is available through Kalamazoo X-Ray Sales, Inc. (KXS). The cost for the unit is \$108,930 and included in the budget for, and will be paid out of, the ADN-to-BSN Nursing Grant from the State of Michigan. This item was noted as having been reviewed by legal counsel. The Board of Trustees unanimously approved the purchase of the new X-ray machine with a motion from Trustee Mueller, supported by Treasurer Reynolds.

TRAK CNC Bed Mill: The Industrial Trades Machining Technology lab is requesting to replace an obsolete, manual milling machine with a TRAK CNC bed mill from Ritchie Industrial Sales. This will allow students to work with current, relevant equipment currently used in the industry. The purchase of the equipment with accessories and options is \$50,523 and will be paid for using Perkins Federal Grant Program funds. The Board of Trustees unanimously approved the purchase of the TRAK CNC Bed Mill with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Grahl Center Corridor Wallpaper Removal and Paint Project: The wallpaper in the main corridor at the Grahl Center is peeling beyond repair and needs replacement. Removing the wallpaper and painting the walls would be updated in connection with and sequenced through the HVAC and ceiling replacement project scheduled this spring. The funding for the project will come from the Board-approved 2024 IPS Council Maintenance & Replacement Fund budget allocation for the Cook/Jackson bid. The Board of Trustees unanimously approved the Grahl Center corridor wallpaper project with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Business Entrepreneurship Certificate: The Business Entrepreneurship Certificate ladders into the Associate of Applied Science in Business Management. Short-term training in entrepreneurship was offered at New Level Sports Ministries in the fall of 2023 through the IACT program. The classes were well-attended, and feedback from community stakeholders was positive; they noted the need for more of this type of training. The Business Entrepreneurship Certificate will give individuals the tools to create their own employment. For example, incarcerated persons returning to the community often find it difficult to secure traditional employment—being able to use entrepreneurial skills to earn a living will be of special importance. Secretary O'Donnell thanked leadership for creating a program that will be helpful to those in the community to start and run their own business. The Board of Trustees unanimously approved the new Business Entrepreneurship Certificate with a motion from Treasurer Reynolds, supported by Trustee McKay.

KCC-Support Staff Union Letter of Understanding: The Board of Trustees unanimously approved the letter of understanding between the College and the Support Staff union with a motion from Trustee Mueller, supported by Treasurer Reynolds.

KCC-KFA Letter of Agreement: The Board of Trustees unanimously approved the letter of agreement between the College and the Kellogg Faculty Association with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Donated Equipment, Technology, and Landscape Materials: There were three donations submitted for approval. First, a collection of equipment that will enhance student learning in Art classes. Second, through an initiative by Jill Anderson, our new Grants Development Officer, we are also being given a Dell computer from Consumers Energy to amplify high-definition live-streamed content. Lastly, local landscape expert Robert Coward is donating a tree to replace a diseased tree east of the C Building that had

to be removed. The Board of Trustees unanimously approved the acceptance of the donated materials with a motion from Secretary O'Donnell, supported by Trustee McKay.

Operational Policy – OP 24.001 Video Surveillance Policy: This policy aims 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. The Board of Trustees unanimously approved the Video Surveillance Policy with a motion from Trustee McKay, supported by Trustee Mueller.

Administrative Appointment Renewals: The Board of Trustees unanimously approved the Administrative Appointment Renewals 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, supported by Trustee McKay.

Personnel Items: The Board of Trustees unanimously approved the personnel items with a motion from Treasurer Reynolds, supported by Trustee McKay.

New Employees

Debra Hadfield	Instructor, Nursing Education (effective January 29, 2024; Faculty, MA+60, step 10 2023-2024 annualized salary \$90,000)
Allison Newton	Department Assistant, Morris Library (pt) (effective March 11, 2024; Support Staff, Pay Grade 12, step 2, 2023-2024 hourly wage \$18.61)

Employee Transfers

Karen Challgren	Career Advisor (0.8 FTE)* (effective March 11, 2024; Administration, Professional 2, 2023-2024 annualized salary \$47,211, prorated at \$37,769)
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Resignations

Marilyn Lawrence	Director, Nursing Education (10 months) (effective February 23, 2024)
Kathryn Pifer	Clinical Coordinator, Radiography (2.5 years) (effective May 9, 2024)

Retirements

Teresa Durham	Executive Director, KCC Foundation (24 years) (effective July 17, 2024)
Catherine Forman	Faculty, Nurse Aide Training Program (6 years) (effective August 16, 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

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 – February 21, 2024

ADJOURNMENT

At 7:31 p.m., the Board of Trustees adjourned the February 21, 2024.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary