

Kellogg Community College Minutes of the Regular Meeting of the Board of Trustees March 20, 2024

The Kellogg Community College Board of Trustees met in a regular public session on March 20, 2024, at 6:30 p.m. at the Kellogg Community College Grahl Center, 125 Seeley St., Coldwater, MI. A Zoom conferencing option will be 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 – 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 February 21, 2024, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

PRESIDENT'S REPORT

First-Year Experience Conference: In February, Cindy Arizmendi, FYS Faculty Coordinator, and Dr. Paula Westdorp, Faculty of Reading and Learning Strategies, attended the 43rd Annual Conference on The First-Year Experience, hosted in Seattle, WA. Arizmendi received the award for Outstanding First-Year Student Advocate.

Associate of Applied Science in Nursing and Bachelor of Science in Nursing Partnership: In 2023, the Michigan Department of Labor and Economic Opportunity (LEO) announced a grant-funded program to support partnerships between community colleges and university nursing programs. Kellogg Community College and Western Michigan University have completed a Memorandum of Understanding to support the partnership, which could result in over \$2 million in grant-funded dollars to support the programming.

OP 10.002 Document Retention and Destruction Policy: The Document Retention and Destruction Policy defines the process and procedures for the systematic review, retention, and destruction of documents received or created in the business transaction of Kellogg Community College. The policy is designed to ensure compliance with federal and state laws, regulations, and accrediting requirements, as well as administrative and Board of Trustees policies. The policy is also intended to eliminate accidental or

BOARD OF TRUSTEES

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President

innocent destruction of records, as well as to facilitate College operations by promoting efficiency and reducing unnecessary storage of documents.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Brad Fuller, Director of Institutional Facilities, shared information about current and future projects, including the C Building cooling coil replacement and that the Severin Building key card access is complete.

KCC Foundation Update: Teresa Durham, Executive Director, provided an update on Foundation activities. The Bid a Brighter Future Auction raised over \$15,000 this year and over \$217,000 since it began. The Foundation and College staff are reviewing scholarship applications, which include 550 general, 44 Gold Key, 35 Board of Trustees, and 42 transfer applications.

Scholarships and Grants: For the month of February, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$6,600.00.

BOARD REPORTS AND REQUESTS

There were no Board reports and requests.

CITIZEN/STAFF REQUESTS AND COMMENTS

Shari Deevers, Director of the Grahl Center, thanked the Board of Trustees for supporting the community and students in Coldwater and surrounding areas.

Cindy Arizmendi thanked the Board of Trustees for letting her represent the College at the Conference on The First-Year Experience. She also shared statistics about KCC's FYS class and thanked the related faculty, adjuncts, and staff, which is in its sixth year.

ACTION ITEMS

Resolution Recognizing April as Kellogg Community College Month: In recognition of the important contribution of community and technical colleges to our total educational system, in 1985, Congress authorized and requested that then-President Ronald Reagan issue Proclamation 5418, establishing a National Community College Month. As part of this recognition, a resolution has been written acknowledging April as Kellogg Community College Month. The Board of Trustees unanimously approved the resolution recognizing April as Kellogg Community College Month with a motion from Secretary O'Donnell, supported by Trustee McKay.

Compliance with the Community College Act, Sec. 389.141: Like previous years, Michigan law requires the Board of Trustees to estimate the amount of property taxes necessary for the 2025 fiscal year by the third Monday in April. We have prepared the resolution on the assumption that it will be necessary for the Board to levy the full voted millage next year. This is not an authorization of the budget or millage levy. The Board of Trustees unanimously approved the compliance with the Community College Act with a motion from Secretary O'Donnell, supported by Trustee Mueller.

Donation of Aviation Equipment from Western Michigan University: The College has been offered a donation of equipment from Western Michigan University. These items are aircraft components from the School of Aviation, including two aircraft reciprocating engines, one General Electric dynamometer, and a turbogenerator estimated between \$30,000 and \$50,000. The Board of Trustees unanimously approved the donation from the Western Michigan University School of Aviation with a motion from Treasurer Reynolds, supported by Trustee McKay.

Chairman Claywell expressed his deep gratitude for the donation from Western Michigan University.

Desktop Personal Computer Refresh: The College has over 1,400 desktop personal computers (PCs), more than half of which will be unable to receive product or security updates after October 14, 2025. This fiscal year, IRT has a Capital Outlay budget and some unspent technology consulting dollars that can handle replacing a portion of these PCs. The remaining PCs will be replaced in the next fiscal year. The Board of Trustees unanimously approved the replacement of over 400 PCs, not to exceed \$333,000, with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

C Building Roof Top Unit Coil Replacement: During the extreme cold temperatures back in January, the C Building rooftop heating/cooling unit failed to detect the dangerous weather, causing damage to the chilled water coil that our staff and three contractors all agreed was too extensive to repair and that a replacement would be necessary. The Board of Trustees unanimously approved the project budget of \$65,000 from the Maintenance & Replacement Fund, allowing the purchase of the coil from Trane for \$40,858, and approved the bid from CSE Morse of \$19,989 with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Chairman Claywell thanked Brad Fuller for soliciting bids from Trane for the part and CSE Morse for the installation. The Board of Trustees prioritizes contracting local vendors to service the College.

Tuition and Fee Rate Recommendation for 2024-2025: Enrollment has rebounded in the last few years, although we are still below pre-pandemic levels. Preliminary budget projections, which include nominal increases in state funding and property tax revenue offset by similar increases in salaries and fringe benefits, show a small deficit for next year. The Board of Trustees unanimously approved a nominal tuition increase of 1.42% for resident rates and similar increases for other categories beginning the fall 2024 semester with a motion from Treasurer Reynolds, supported by Trustee McKay.

Chairman Claywell expressed that tuition increases are a hard decision for the Board of Trustees. The Board of Trustees is committed to the staff, students, and the community while being fiscally responsible.

Financial Statements: The Board of Trustees unanimously approved the financial statements with a motion from Treasurer Reynolds, supported by Trustee Mueller.

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

New Employees

Handel Fraser	Executive Director, Regional Manufacturing Technology Center, Industrial Trades Education, and Workforce Solutions (effective March 11, 2024; Administration, Associate Dean, 2023-2024 annualized salary \$105,500 + up to \$5,000 relocation reimbursement)
Virginia Platek	Enrollment and Outreach Coach (effective March 11, 2024; Administration, Professional 1, 2023-2024 annualized salary \$52,966)

Employee Transfers

Jennifer Rodriguez	Interim Executive Director, Nursing Education (effective February 24, 2024; Faculty MA+60, Step 12, plus an Administrative monthly stipend of \$2,000)
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