

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

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

The Pledge of Allegiance was recited.

Roll call was conducted.

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

Trustee Xenia McKay – absent
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 March 20, 2024, with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

PRESIDENT'S REPORT

Summer Registration Activity: Summer 2024 registration opened Monday, April 1, 2024. Our most recent report compares one full week of registration for the Summer 2024 semester to one full week of registration for the Summer 2023 semester. That report indicates that we are up with headcount at 17.53%, credit hours at 18.26%, and contact hours at 16.93%. Fall registration opens on Monday, April 22, 2024.

Institutional Priorities – SEM Plan: Jenni Kotowski, Director of Admissions, and Nathan Venske, Dean of Student Services, shared an update about the SEM Plan. The Enrollment Management Cabinet is moving forward by creating a living SEM Plan document that can be revised yearly to ensure the evolution of processes and enrollment practices. Kotowski and Venske shared the accomplishments and the evolution of the SEM Plan, for example, student text message system expansion, removing registration barriers, and launching programs and classes that are dedicated to the student and community needs.

Vice Chair Davis stated that he had attended several Enrollment Management Cabinet meetings and is impressed with the dedication and review of all details related to processes at the college.

KCC student named a 2024 New Century Transfer Pathway Scholar: Alexia Kryszewski, Gold Key scholar, has been named at 2024 New Century Transfer Pathway Scholar and received a \$2,250

BOARD OF TRUSTEES

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Lisa L. Mueller
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Dr. Paul R. Watson II
President

scholarship. Selection was based on the score earned in the All-USA Academic Team competition, for which more than 2,200 applications were received this year. Nominations were evaluated on academic achievement, leadership, service, and significant endeavors. Kryszewski received the highest score in Michigan and was invited to attend two recognition events, one in Lansing and one in Kentucky.

All-Michigan Students: Tonight, we honor the remarkable dedication of Mitch Laske, Alexia (Lexi) Kryszewski, and Laura Salmeron through KCC; they are our nominees to the 2024 All-Michigan Academic Team of Distinguished Students from Michigan's Community Colleges. Kristin McDermott, Director of Student Life, introduced Laura Salmeron. Salmeron shared that she is a first-generation student graduating from the Dental Hygiene program this May.

Paragon Awards: Simon Thalmann, Director of Marketing, shared that the Marketing and Communications Department was awarded eight prestigious Paragon Awards from the National Council for Marketing and Public Relations (NCMPR) in March. KCC's eight awards are not only the most in KCC's history but the most honors awarded to a single organization in the Paragon Awards this year. Cab Rininger, Media Design Manager, was recognized at the NCMPR's National Conference in March. She was one of just seven finalists nationwide for national Communicator of the Year honors. The marketing team has won 21 Paragon Awards since 2012 and 73 Medallion Awards—regional honors bestowed by the NCMPR—over the same period. Thalmann recognized Eric Greene, Cab Ringer, MacKenie Griffith, Krissy Stolz, June Lewis, and Michael Loader.

Chairman Claywell congratulated the marketing team and shared that the College is very proud of their accomplishments.

Tenure Recommendation: Tonya Forbes, Vice President of Instruction, presented Brendan Welge, Office Information and Technology faculty, for tenure. Forbes shared that Welge provides high-quality instruction by incorporating active learning, engaging his students with real-world examples, and taking a student-first approach. On multiple occasions, Welge has demonstrated his willingness to meet students' individual needs and help them be successful. In addition, Dean Baskin and Executive Director Bobby Beauchamp recommend Brendan Welge for tenure without reservation.

Brendan Welge spoke about his experience as a faculty member at the college.

The Board of Trustees unanimously approved Brendan Welge's tenure recommendation, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Greg Colegrove, Chief Information Officer, Shared updates about the IPS Council projects, including the 15-passenger van procurement and progress on other projects.

KCC Foundation Update: Teresa Durham, Executive Director, provided an update on Foundation activities. Applications for all scholarship programs were reviewed and scored during the month of April and awarding is taking place in late April and early May. Other initiatives and events that are upcoming include the annual Student Art Exhibition in the Devries Art Gallery with the awards ceremony on April 19; Outstanding KCC Alumni recognition on April 25, Starfish Awards, Loaned Sculpture Initiative, and an inaugural annual President's Breakfast on June 12.

Scholarships and Grants: For the month of March, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$10,852.76.

BOARD REPORTS AND REQUESTS

Chairman Claywell recognized Trustee McKay.

CITIZEN/STAFF REQUESTS AND COMMENTS

Michael Goldin, Chair of Mathematics and Science, thanked the Board of Trustees for their continued support of the college.

ACTION ITEMS

Tenure Recommendation: The Board of Trustees unanimously approved Brendan Welge's tenure recommendation earlier in the meeting.

Approval of Five-Year Proposal from Auditors: The College's five-year contract with its longtime auditors, Plante Moran, PLLC, expired after completing the fiscal year ending June 30, 2023, audits. The College, staff, and the Audit & Finance Committee have a good working relationship with the audit firm, which is among the most used audit firms by Michigan community colleges and highly respected in the higher education industry. The recommendation is to keep the continuity with the firm and the audit team that has the history of the College by approving the five-year proposal from Plante Moran, PLLC. The Board of Trustees unanimously approved the five-year proposal from the auditors with a motion from Treasurer Reynolds, supported by Trustee Mueller.

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 transactions 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 Board of Trustees unanimously approved the Document and Destruction Policy with a motion from Trustee Mueller, supported by Secretary O'Donnell.

KCC-Support Staff Union Letters of Understanding: The KCC Support Staff Union and Kellogg Community College have agreed to compensate Brandon McAllister and Dusty Mott for the instructional work they completed at the EAC in March of 2024. The Board of Trustees unanimously approved the letters of understanding with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

Administrators' Salary Increase: The recommendation is for a two percent increase for Administrative Staff, including movement to the midpoints and one percent to the maximums, according to the College's Hay Administrative Salary process. Additionally, there is enrollment incentive language in the union contracts that is recommended to be made applicable to Administrators if enrollment hits certain targets this fall. The Board of Trustees unanimously approved the administrators' salary increase with a motion from Treasurer Reynolds, supported by Vice Chair Davis.

Vice Chair Davis expressed his gratitude to all the administrators and employees for their hard work and dedication to the college.

April Donated Items: The College's faculty and staff have procured several donations this month, some of which are quite substantial in estimated value, including furniture for students and equipment for the Regional Manufacturing Technology Center to help with student learning. While there is no cost to accept the donations, some donations may require the College to incur transportation and installation costs and may be subject to final availability by the provider. The College is requesting approval be contingent upon the available equipment and that the costs to transport and install the equipment be reasonable relative to the value we receive. The Board of Trustees unanimously approved the acceptance of donated materials with a motion from Treasurer Reynolds, supported by Trustee Mueller.

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 Vice Chair Davis, supported by Secretary O'Donnell.

Secretary O'Donnell thanked Dr. Michele Reid and Teresa Durham for their years of service.

New Employees

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| Jacob Harman | Financial Aid Officer
(effective April 22, 2024; Administration, Manager 2, 2023-2024 annualized salary \$56,213) |
| Renee Mielke | Interim Assistant Director, Nursing Education
(effective March 25, 2024; Administration, Director 1, 2023-2024 annualized salary \$87,133, part-time prorated salary, \$21,535) |
| Hetal Patel | Department Assistant, EMS (part-time)
(effective April 8, 2024; Support Staff, Pay Grade 12, Step 2, 2023-2024 hourly rate \$18.61) |
| Constance (C.R.) Simmons | Department Assistant, Nursing Education
(effective April 8, 2024; Support Staff, Pay Grade 12, Step 6, 2023-2024 hourly rate \$23.22) |
| Marie Teitgen | Instructor, English (temporary)
(effective May 13, 2024; Faculty MA lane, step 6; 2023-2024 annualized salary \$71,118) |
| Michelle Yearling | Instructor, Nursing (temporary)
(effective February 23, 2024; Faculty MA lane, step 10; 2023-2024 annualized salary \$84,114) |

Employee Transfers

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| Anthony Gillum | Academic Advisor
(effective April 22, 2024; Administration, Manager 2, 2023-2024 annualized salary \$60,536) |
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Resignations

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| Cole McDaniel | Assistant Director, Financial Aid
(3 years) (effective May 3, 2024) |
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Retirements

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| Teresa Durham | Executive Director, KCC Foundation
(24 years) (effective July 31, 2024 (revised date)) |
| Michele Reid | Chief Library Officer
(8 years) (effective December 31, 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 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

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – May 15, 2024

Dr. Watson shared that there are almost 400 students participating in the commencement ceremony on May 9, 2024.

Dr. Watson recognized Tonya Forbes, Vice President of Instruction, for winning the Michigan Distinguished Women in Higher Education award.

ADJOURNMENT

At 7:22 p.m., the Board of Trustees adjourned the April 17, 2024, Board of Trustees meeting with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary