

Kellogg Community College **Minutes of the Regular Meeting of the Board of Trustees** **May 15, 2024**

The Kellogg Community College Board of Trustees met in a regular public session on May 15, 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 – absent
Secretary O'Donnell – present

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee TR Shaw – present

ADJUSTMENTS TO THE AGENDA

The Board of Trustees unanimously approved the addition of Title IX Policy to the President's Report with a motion from Secretary O'Donnell, supported by Trustee Mueller.

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on April 17, 2024, with a motion from Vice Chair Davis, supported by Trustee McKay.

PRESIDENT'S REPORT

Enrollment/Registration Activity: Summer 2024 registration, which compares enrollment at one week from the start of the semester, indicates enrollment is up with headcount at +14.21%, credit hours at +16.38%, and contact hours at +13.21%. Fall 2024 registration opened Monday, April 22, 2024, which compares two full weeks of registration, indicating enrollment is up with headcount at +5.47%, credit hours at +7.51%, and contact hours at +11.15%.

2024 Large Business Award: Dr. Watson presented the 2024 Large Business Award to the Board of Trustees. The award, given by the Battle Creek Chamber of Commerce, celebrates the success of one large business and honors its contributions to the growth and diversity of the greater Battle Creek economy and exemplifies the spirit of innovation, entrepreneurship, and individual initiatives.

International Trip to Iceland: On Thursday, May 16, 2024, the INTL 210 course will begin its trip to Iceland. The focus of the trip is Environmental Sustainability and Climate Change. The trip is being led by Professors Faith Vrugink and Sonja Stampfler. Professor Ryan Flathau will also lead a group of students from his ART 220, Landscape Photography, course during the Iceland trip. They will return on Saturday, May 25th.

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

Kellogg Community College Certificate HLC Action Letter: On April 30, 2024, the Higher Learning Commission Institutional Actions Council (HLC IAC) approved the creation of the Community Paramedic Certificate. The Board of Trustees approved the creation of the new certificate at the November 15, 2023, meeting.

Kellogg Community College Change HLC Panel Action Letter: On April 30, 2024, the Higher Learning Commission Institutional Actions Council (HLC IAC) approved the addition of the Prison Education Program at the Lakeland Correctional Facility in Coldwater as an additional location. KCC will offer the Associate of Applied Science degree in Business Management. This approval requires a site visit within six months of initiation of instruction and student matriculation.

Institutional Priorities – Assessment: Dr. Tonya Forbes and Terah Zaremba presented information related to the Institutional Priority of Assessment. Dr. Forbes presented the academic interventions, program reviews, and creation of an in-house assessment tool. Chairman Claywell asked about future benchmarks to show growth in assessment and learning, and the number of peer institutions the data is compared to. Dr. Forbes answered that the current baseline is based on the standard assessment tool, which is compared to several institutions of higher education. Moving forward, the in-house assessment tool will create a new baseline and a process of comparison will need to be explored.

Terah Zaremba presented the co-curricular aspect of assessment, praising Dean Nathan Venske and Chair Kate Coplin for their hard work. Prior to the assessment process, co-curricular was not being assessed. In the last two years, co-curricular has been defining what co-curricular is and mapping it to the Bruin Standard while looking for gaps. Trustee McKay asked what gaps were discovered. Zaremba shared that co-curricular needed to be mapped to the three Bruin Standard outcomes, there needs to be reinforcement of assessing programs, and they need to create and define outcomes. In the last two years, assessment has been able to provide clarity and alignment between the curricular and co-curricular programs.

OP 18.002 Purchasing Policy Revision: The last revision to the Board's Purchasing Policy was in 2021. The only change at the time was to adjust the Board approval limit to \$50,000 or above on all expenses. We have now converted that policy into the standard policy template. One minor edit is included.

OP 28.002 Academic Credit Hour Policy Revision: Academic Cabinet reviewed and approved revisions to the Academic Credit Hour Policy. The revision addresses the definition of an academic student by removing exclusionary language.

Kellogg Community College Tree Campus: Kellogg Community College is officially a Tree Campus, according to approval from the Arbor Day Foundation, which designated KCC as an official Tree Campus Higher Education institution in April. KCC's recognition places it among the ranks of just three community colleges and 10 higher-ed institutions statewide. The College is also the only new Tree Campus Higher Education school in the state recognized this year.

Temporary Cooling Solution for C Building: The extreme weather conditions in January caused damage to the chilled water coils of the HVAC unit of the C Building. In March, the Board of Trustees approved the expense to repair the coils so the building could be properly cooled. Due to the delay in obtaining the new cooling coil, a temporary solution was sourced to keep the C Building comfortable as we enter warm weather months. The cost, which is covered by insurance, is over \$50,000 for the rental unit. The timing and need to keep the C Building comfortable, the College invoked the emergency provisions of the Purchasing Policy and ordered the temporary fix and is providing the Board of Trustees with notification as required by the provisions of the policy. The C Building houses staff offices, faculty offices, classrooms, and simulation labs.

Infrastructure, Planning, and Sustainability (IPS) Council Update: Greg Colegrove, Chief Information Officer, shared updates about the IPS Council projects, including the Ohm 102 reconfiguration, the wrapping of the 15-passenger bus, the C Building temporary cooling unit, and repairs needed to the front stairs.

KCC Foundation Update: Teresa Durham, Executive Director, provided an update on Foundation activities, which included the awarding of over 700 scholarships totaling over \$700,000, including 17 new Gold Key Scholarships, 12 new Board of Trustees Scholarships, and 32 new and renewing Transfer Scholarships. Durham read a scholarship essay and thanked the Board of Trustees and KCC staff for their dedication to students.

Scholarships and Grants: For the month of April, the receipts in external gifts and grants to students for the 2023/2024 academic year totaled \$1,000.00.

Title IX Policy: Per the new federal guidelines for Title IX, KCC has consulted with legal and has begun working on a new policy that is compliant with the latest federal regulations. The latest sample of the KCC policy for Title IX was distributed to the Board of Trustees.

BOARD REPORTS AND REQUESTS

Secretary O'Donnell thanked the Board of Trustees and college staff for the great commencement events and how the alma mater was a great addition to the College. Further, Secretary O'Donnell expressed his gratitude for birthday wishes and hopes to see the newly wrapped 15-passenger van in the Cereal City Parade in June.

CITIZEN/STAFF REQUESTS AND COMMENTS

Brooke Kolodziejczyk, Chief Human Resources Officer, thanked the Board of Trustees, staff, and students for their participation in commencement events that took place on May 7, 2024, during several tornado warnings. The Board of Trustees, staff, and students sought shelter and even held their ceremonies in a basement. Every student was recognized that evening.

ACTION ITEMS

Calhoun Area School Board Members' Association (CASBMA) Appointment: The Board of Trustees must appoint a designee and alternative representative on the 2024-2025 CASBMA Board. The Board of Trustees unanimously approved Trustee McKay as the designee, with Secretary O'Donnell serving as the alternate for the 2024-2025 academic year with a motion from Vice Chair Davis, supported by Trustee Mueller.

Hospitality Management Certificate: On May 9, 2024, the Academic Cabinet approved the creation of the Hospitality Management Certificate. This Certificate will give students the skills and knowledge to excel in hospitality and tourism management. It is for students pursuing careers in hotels, restaurants, resorts, or event planning. The Board of Trustees unanimously approved the creation of the Hospitality Management Certificate with a motion from Secretary O'Donnell, supported by Trustee Shaw.

Secretary O'Donnell praised the College for creating a certificate program that will benefit students and the community by creating a new pathway to employment.

KCC-Kellogg Faculty Association Letter of Agreement: Kellogg Community College and the Kellogg Faculty Association have agreed to amend the formative Evaluation Program (FEP) based on the recommendations of the committee appointed per contract language. The Board of Trustees unanimously approved the Letter of Agreement with a motion from Trustee McKay, 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 Matonya Seuell and Jazmine Arms for administrative duties to be performed during the summer semester. The Board of Trustees unanimously approved the Letters of Understanding with a motion from Secretary O'Donnell, supported by Trustee Mueller.

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 April of 2024. The Board of Trustees unanimously approved the Letters of Understanding with a motion from Vice Chair Davis, supported by Trustee McKay.

ADN-BSN Grant Equipment Purchases: The Associate in Applied Science Degree in Nursing to Bachelor of Science in Nursing Degree (ADN to BSN) grant requires several pieces of equipment for the Nursing Education Department. Due to the cost of the equipment, the purchases require Board of Trustees approval. The Board of Trustees unanimously approved the ADN to BSN Grant Equipment purchase with a motion from Secretary O'Donnell, supported by Trustee Mueller.

Ohm Information Technology Center Room 102 Renovation: The IPS Council approved a project request from Student Affairs to convert Ohm 102, which has been used as a conference room and open-air staff offices, into functional office space with three separate walled offices. The project will use furniture from storage to optimize our resources. The project is funded with \$40,000 from the Student Affairs budget, with the balance coming from the IPS Council 21st Century allocation. The Board of Trustees unanimously approved the \$70,000 project budget, which includes some contingency for the project and the quote from Schweitzer Construction, with a motion from Trustee Mueller, supported by Secretary O'Donnell.

May Donated Items: This month, the College was offered donations, all submitted by Matthew Cronkhite, Industrial Technologies faculty member. The first request is a donation from Western Michigan University of a Jet engine from a Boeing 727. The second request is a donation from Western Michigan University of a Boeing gas turbine and propeller. The third request is the donation of a Fluke 87-5 Digital Multimeter from Fluke Electronics. These items will assist RMTC students in troubleshooting, assembly, repair, and maintenance of industrial equipment. The Board of Trustees unanimously approved the May donated items with a motion from Vice Chair Davis, supported by Trustee McKay.

Trustee McKay expressed her appreciation of the donated items that will help the students and benefit the community.

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

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

New Employees

Sara Zima

Specialist, Workforce Solutions
(effective April 22, 2024; Support Staff, Pay
Grade 13, Step 5, 2023-2024 hourly rate \$24.68)

Employee Transfers

Niaomi Curtis

Recruiter, Special Populations*
(effective July 1, 2024; Administration, Professional 1,
2024-2025 annualized salary \$54,973)

Reclassification

Rico Earl

Simulation Operations Technician, Nursing
(effective May 5, 2024; Support Staff, Pay Grade 15,

Step 6, 2023-2024 hourly rate \$29.15)

Resignations

Julie Rickert

Assistant Academic Advisor
(2.5 years) (effective April 25, 2024)

Retirements

Christine Vandenberg

Executive Director, Allied Health Programs
(16 years) (effective July 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 Events

College Closed – July 4, 2024
MCCA Summer Conference – July 30-August 2
Summer Classes End – August 8, 2024
General Session – August 20, 2024
Fall Classes Begin – August 26
Labor Day – September 2, 2024

Upcoming Recognition Ceremonies and Commencement

May 28 – Police Academy Recognition Ceremony – 6:00 PM Binda Theatre

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – June 19, 2024

Dr. Watson thanked the Board of Trustees for participating in the commencement ceremonies and stated that he and the College are thinking of those who were in the path of the May 7, 2024, tornados.

ADJOURNMENT

At 7:31 p.m., the Board of Trustees adjourned the May 15, 2024, Board of Trustees meeting with a motion from Secretary O'Donnell, supported by Trustee Mueller.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary