

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

The Kellogg Community College Board of Trustees met in a regular public session on August 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 – present
Treasurer Carla Reynolds – present
Secretary O’Donnell – present (6:48 PM)

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 June 19, 2024, with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

PRESIDENT’S REPORT

Athletic Director of the Year: Athletic Director Drew Fleming has been named the Michigan Community College Athletic Association Athletic Director of the Year. The annual award is given to just one athletic director each year from the MCCA’s two dozen member colleges, with the recipient selected via vote by the association’s leadership.

Athletic Highlight: Tonight, we honored the KCC Bruins Soccer Team. Mr. Drew Fleming, the athletic director, introduced the coach and student-athletes.

International Trip – Iceland: Michelle Wright shared information and photos from the Icelandic trip that took place in May 2024.

Enrollment/Registration Activity Update: Fall 2024 registration opened on Monday, April 22, 2024, with the semester beginning on Monday, August 26, 2024. The August 21, 2024, report compares enrollment two weeks before the start of the fall semester; that report indicates enrollment is up, with headcount at +6.77%, credit hours at +6.91%, and contact hours at +6.57%.

BOARD OF TRUSTEES

Steven A. Claywell
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Matthew A. Davis
Vice Chair

Carla C. Reynolds
Treasurer

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

Wallet Hub Ranks KCC Number One in Michigan for the Second Year: Financial services company WalletHub has ranked Kellogg Community College the No. 1 best community college in Michigan for the second consecutive year. That's according to the company's list of "Best & Worst Community Colleges (2024)," released on August 13. KCC also ranks 21st on the list nationwide out of a sample of 653 institutions, placing KCC among the top 3.2% of community colleges across the U.S. These numbers are up from 2023 when KCC was listed in the top 5% and 33rd in the nation.

Michigan Economic Development Corporation Grants: On August 1, 2024, Kellogg Community College was notified that two of its recent grant proposals to the Michigan Economic Development Corporation (MEDC) were recommended for approval by the MEDC. The first proposal, for \$3,365,189, will be used in 2025 and 2026 to provide opportunities for free and reduced-cost advanced manufacturing training and pre-engineering education to students who wish to become credentialed and eligible to apply for modern manufacturing jobs, including those in the electric vehicle sector. The second proposal, for \$783,874, will be used in 2025 and 2026 to expand outreach, engagement, and education for area school teachers, students, and parents to learn more about pre-engineering career pipelines, manufacturing career pathways, area employment opportunities, and work-based learning.

Tenure Recommendation: Dr. Tonya Forbes presented Darcy Henning, Office Information Technology; Trina Hegedus-Wimsatt, Mathematics; and Nathan Swords, Communication, for tenure approval. Dr. Forbes, Dean Larsen, Bobby Beauchamp, Dr. Michael Goldin, and Barbara Sudeikis have recommended tenure for Darcy Henning, Trina Hegedus-Wimsatt, and Nathan Swords without reservation.

Nathan Swords commended the Board of Trustees and college leadership for caring about student success. Trina Hegedus shared that she attended KCC as a student and wanted to come back and teach to give her students the support she had as a student. Darcy Henning expressed her gratitude and appreciation for the Board of Trustees and college leadership.

Chairman Claywell thanked the faculty and shared that the Board of Trustees are proud of their dedication and passion for the students.

Office of Sixty by 30 Partnership: Through the Office of Sixty by 30, our Admissions office was offered the opportunity to partner with Student Connections to assist with recruitment outreach. The Student Connections program focuses on outreach to prospective students who applied to KCC but never enrolled. In partnership with the MiLEAP Program and the Office of Sixty by 30, KCC is working with Student Connections to conduct outreach to students 21 – 24 who applied to KCC between the 2023 and 2024 Spring semesters and have not registered for classes.

Lifelong Learning Summer Youth Camps: Lifelong Learning had another successful summer with youth programming. They provided 60 youth camps this summer, covering various topics, including arts and culture, theatre, sports, and STEM. Those 60 camps resulted in 1,061 youth registrations. Given the tremendous success of our summer youth programming, Lifelong Learning staff are beginning to explore options to offer youth programs throughout the school year.

Institutional Priorities-Community Engagement: Eric Greene presented information on the Institutional Priority of Community Engagement, emphasizing the college's dedication to the community and community partners.

KCC Foundation Report: Michelle Williamson presented the Foundation report by highlighting the Bruin Open on September 6. The Foundation audit is progressing well, and the KCC Foundation will hold an Open House in the Kellogg Room on September 24. Further, Michelle explained some donor concerns and the free community college programs. Michelle asked that conversations with donors and potential donors include information about how donations can offset the costs of college through paying for fees, books, gap years, and out-of-district tuition.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Brad Fuller, Director of Institutional Facilities, and Greg Colegrove, Chief Information Officer, the IPS co-chairs, updated the Board of Trustees on IPS project activities, including the HVAC systems at the Fehsenfeld and Grahl Centers. The security camera project is progressing on time, and all campuses should have completed it by November. Brad Fuller stated that the Roll Building is almost completed and that they will move out to the parking lots.

Chairman Claywell asked if the outside cameras would be replaced in a specific order to maintain safety and security. Brad Fuller stated that the outside installation will be completed after consulting with KCC Public Safety. Once a camera is replaced, it goes online immediately.

Scholarships and Grants: For the months of June and July, the receipts in external gifts and grants to students for the 2024/2025 academic year totaled \$104,050.00.

BOARD REPORTS AND REQUESTS

Chairman Claywell wanted to welcome everyone back and hope they had a good summer. Further, the Chairman stated that a new student representative to the Board of Trustees is being reviewed, and the KCC faculty and staff are being congratulated for all their hard work in making KCC number one again.

CITIZEN/STAFF REQUESTS AND COMMENTS

Autumn Smith, a community member, commented about a past Board of Trustees member.

ACTION ITEMS

Tenure Recommendation: Darcy Henning, Trina Hegedus-Wimsatt, and Nathan Swords have completed the tenure requirements. The Board of Trustees unanimously approved tenure for Darcy Henning, Trina Hegedus-Wimsatt, and Nathan Swords, effective spring 2025, with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

Policy Revisions: The following list includes policy revisions submitted and approved by President's Council on August 5, 2024.

1. **OP 26.001 Posthumous Degree Policy Revision**
2. **OP 26.002 Academic Appeal Policy Revision**
3. **OP 26.003 Academic Incomplete Policy Revision**
4. **OP 26.004 Academic Integrity Policy Revision**
5. **OP 26.005 Academic Nepotism Policy Revision**
6. **OP 26.006 Administrative Withdrawal Policy Revision**
7. **OP 28.002 Academic Credit Hour Policy Revision**
8. **OP 30.001 Student Code of Conduct Policy Revision**

The Board of Trustees unanimously approved the policy revisions with a motion from Treasurer Reynolds, supported by Trustee Mueller.

OP 20.002 Facilities Usage Policy: The current Facilities Usage Policy was approved in 2020, before the onset of the pandemic. After implementing the policy for a few years, we realized a few improvements could be made, including creating parameters around serving alcohol, provisions for updating our costs for changes in rates, clarifying roles and responsibilities of individuals that are involved, and updating insurance language based on recommendations from HUB International. The Board of Trustees unanimously approved the Facilities Usage Policy with a motion from Trustee Mueller, supported by Trustee McKay.

OP 24.002 Weapons on Campus Policy: The Weapons on Campus Policy sets forth prohibitions on carrying open or concealed weapons on campus and the exceptions to those prohibitions. The Board of Trustees unanimously approved the Weapons on Campus Policy with a motion from Treasurer Reynolds, supported by Trustee McKay.

Rescission of Title IX Policies Approved in June 2024: In mid-July, a list of colleges and universities were named to an enjoined list associated with an injunction from a court case filed in Kansas. The case is against the Office of Civil Rights (OCR) and questions enforcing the 2024 Title IX regulations. Kellogg Community College was named on the enjoined list, so we have been working with our legal counsel to understand the impacts of this on our path forward. On July 31, OCR provided clarity in the Final Rule through an update to the federal register, and on August 1, 2024, we received updated legal counsel regarding OCR's recent update. Consequently, we request the rescission of the 2024 Title IX policies listed below:

1. **OP 12.005 Title IX Policy and Grievance Procedures for Sex Discrimination Complaints by Employees and Other Individuals**
2. **OP 30.003 Title IX Non-Discrimination Policy and Grievance Procedures for Complaints of Sex-Based Harassment Involving Students**
3. **OP 30.004 Title IX Non-Discrimination Policy and Grievance Procedures for Complaints of Sex Discrimination (Not Sex-Based Harassment) by Students**

The Board of Trustees unanimously approved the rescission of the Title IX policies approved on June 19, 2024, with a motion from Treasurer Reynolds, supported by Trustee McKay.

OP 12.002 Sexual Harassment Sexual Misconduct and Retaliation Title IX Policy Revision: Due to the changes in the Title IX regulations listed previously, we need to approve the current Title IX policy revision, which has been revised to update the current Title IX Officers. The Board of Trustees unanimously approved the Sexual Harassment Sexual Misconduct and Retaliation Title IX Policy revision with a motion from Trustee Mueller, supported by Vice Chair Davis.

New Programs and Certificates: Instruction has created new accelerated programs designed for individuals currently in or seeking to enter the workforce. In addition, new certificates were created as stackable credentials. Academic Cabinet approved the programs and certificates on June 20, 2024.

1. **Industrial Mechanic AAS_204**
2. **Industrial Mechanic Level 1 Certificate_1105**
3. **Industrial Mechanic Level 2 Certificate_1106**
4. **Millwright AAS_211**
5. **Millwright Level 1 Certificate_1107**
6. **Millwright Level 2 Certificate_1108**
7. **Industrial Maintenance Technician Certificate_1109**

The Board of Trustees unanimously approved the new programs and certificates with a motion from Treasurer Reynolds, supported by Trustee McKay.

Blanket Purchase Order for Kaplan Nursing Complete Program: Kaplan's comprehensive institutional resources support nursing program goals, including student retention, National Council Licensure Examination (NCLEX) success, Admissions Testing, integrated testing for each course/subject area, and comprehensive NCLEX prep courses are included in the cost of the product. The Blanket Purchase Order is for July 1, 2024, through June 30, 2025, and will not exceed \$162,259.00. The Board of Trustees unanimously approved the blanket purchase order for Kaplan Nursing with a motion from Secretary O'Donnell, supported by Trustee Mueller.

KCC-Holtyn Comprehensive 2024-2025 Contract: This contract renewal with Holtyn and Associates is to provide a One-to-One Comprehensive Wellness Program and access to the Personal Wellness website from August 22, 2024, through July 31, 2025. The Board of Trustees unanimously approved the 2024-2025 contract with Holtyn with a motion from Treasurer Reynolds, supported by Trustee McKay.

Revision to Scope of the Front Steps and Ramp Project: Upon commencement of the demolition of the Front Steps and Ramp Project and further discussion on the installation and hookup to the snow melt system, it became apparent that the demolition of the current concrete and the installation and hookup of the snow melt system was going to be much more extensive and expensive than initially thought. The Board of Trustees unanimously approved the revision to the scope of the front steps and ramp project with a motion from Trustee McKay, supported by Trustee Mueller.

Internet Router Replacement: The internet router that handles Border Gateway Protocol (BGP) Internet routing for the college is nearly ten years old and poses a risk of disrupting Internet service across all KCC campus locations should it fail—a quote from People Driven Technology, supporting the replacement at a cost not to exceed \$88,400. The Board of Trustees unanimously approved the replacement of the internet router with a motion from Treasurer Reynolds, supported by Trustee Mueller.

General Insurance Recommendation: HUB International was selected as the general insurance provider because they offered the best coverage, cost proposal, and recommendations to save money and add a policy to address some of the college's exposure. The Board of Trustees unanimously approved the general insurance recommendation with a motion from Treasurer Reynolds, supported by Trustee McKay.

August Donated Items: The College’s faculty and staff have procured several donations for the month of August. The Board of Trustees unanimously approved the donations with a motion from Trustee McKay, supported by Treasurer Reynolds.

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

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

New Employees

Jennifer Endres	Clinical Coordinator, Radiography (effective August 12, 2024; Administration, Manager 1, 2024-2025 annualized salary \$73,000)
Kari Porter	Instructor, English and Reading (effective August 16, 2024; Faculty MA lane, step 10; 2024-2025 annual salary \$85,796)
Zachary Ribble	Manager, Benefits and Employee Relations (effective August 26, 2024; Administration, Manager 1, 2024-2025 annualized salary \$75,303)
Nancy Saline	Instructor, Certified Nurse Aide (CNA) Program (effective August 20, 2024; Faculty MA lane, step 10; 2024-2025 annual salary \$85,796)
Michelle Williamson	Executive Director, KCC Foundation

(effective July 29, 2024; Administration, Chair/Director, 2024-2025 annualized salary \$94,350)

Michelle Yinger

Instructor, Nursing (Simulations)*
(effective August 16, 2024; Faculty MA lane, step 10;
2024-2025 annual salary \$85,796)

Employee Transfers

Shelley Hoover

Simulations Operator*
(effective July 15, 2024; Support Staff, Pay Grade 14,
Step 5, 2024-2025 hourly rate \$26.87)

Reclassification

Chris Martin

Police Officer
(effective July 1, 2024; Administration, Professional 1,
Hourly non-exempt, 2024-2025 hourly rate \$27.78)

Resignations

Piasecki, Xander

Department Assistant, Records Management – Upward
Bound*
(1 year) (effective August 2, 2024)

Retirements

Kimberly Barnes-Kalkowski

Faculty, Nursing
(20 years) (effective January 31, 2025)

Debra Buck

Faculty, Nursing
(10 years) (effective January 13, 2025)

Teresa Durham

Executive Director, KCC Foundation
(24 years) (effective August 9, 2024 (revised date))

CITIZEN/STAFF COMMENTS

Autumn Smith, a community member, commented about Action Item F.

CLOSED SESSION

At 8:15 p.m., Secretary O'Donnell moved that the Board of Trustees meeting be moved into a closed session under section 8c of the Open Meetings Act for the purpose of a strategy and negotiations session connected with the negotiations of a collective bargaining agreement.

The Board of Trustees unanimously approved moving into closed session for the purposes of strategy and negotiations connected with the negotiations of a collective bargaining agreement with the motion from Secretary O'Donnell, supported by Treasurer Reynolds.

Roll call was conducted.

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

Trustee Xenia McKay – in favor
Trustee Lisa Mueller – in favor
Trustee TR Shaw – in favor

OPEN SESSION

The Board of Trustees meeting moved to open session at 8:34 p.m.

MISCELLANEOUS

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

Upcoming Events

Fall Classes Begin – August 26

Labor Day – September 2, 2024

Grahl Center 30th Anniversary – September 24 from 4:00-7:00 PM

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – September 18, 2024

ADJOURNMENT

At 8:39 p.m., the Board of Trustees adjourned the August 21, 2024, Board of Trustees meeting with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary