

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**May 20, 2020**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 20, 2020, via Zoom conferencing and hosted within the Board Room of the Kellogg Community College Roll Administration Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd - via Zoom conference
Trustee Jill Booth – via Zoom conference	Trustee Matthew Davis - via via Zoom conference
Trustee Carla Reynolds – Absent	Trustee Patrick O'Donnell – via Zoom conference
Trustee Xenia McKay - via Zoom conference	

Student Board Representative: Jaylyn Taylor - via Zoom conference

Attendance from President's Council included:

Dr. Adrien L. Bennings, President  
Dr. Kay Keck, Vice President, Student and Community Services - via Zoom conference  
Dr. Paul Watson, Vice President, Instruction - via Zoom conference  
Ms. Pauline Rombaugh, Manager, President's Office

Twenty-nine individuals, comprised of President's Council members, college staff and community guests participated via Zoom conferencing.

#### **ADJUSTMENTS TO THE AGENDA**

None

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on April 15, 2020, were approved as written by the Board with a motion by Trustee Booth and supported by Trustee Byrd.

#### **PRESIDENT'S REPORT**

**Michigan Community College Association (MCCA) All-Michigan Academic Team:** President Bennings reported that two Kellogg Community College students, Abigail Boyer and Tristen Rivera, have been named to the Michigan Community College Associate 2020 All-Michigan Academic Team and were honored in March. Drew Hutchinson, Manager, Student Life, introduced both Abigail and Tristen and reviewed their accomplishments and future plans with the Board.

Chairman Claywell on behalf of the Board, expressed how proud the Board is of Abigail and Tristen's accomplishments and their great representation of Kellogg Community College.

**KCC Commencement 2020 Virtual Event:** Dr. Kay Keck, Vice President, Student and Community Services, reported a virtual commencement event has been designed in partnership with KCC's Public Information and Marketing Department and BluFish Marketing, KCC media partner. KCC will stream commencement remarks by President Bennings during a live Facebook Premier video broadcast on May 28, 2020 at 7:00 p.m. Simultaneously, KCC will publish individualized web pages with individual student's names, degrees, certificates and photos. The 2020 Kellogg Community College graduating class has a total of 961 graduating candidates.

Trustee O'Donnell expressed gratitude for the time and effort for all involved in creating the 2020 Commencement Virtual Event to celebrate the graduating KCC students.

**Higher Learning Commission (HLC) Status:** Dr. Paul Watson, Vice President, Instruction, reported the latest progress is proceeding as scheduled, all criterion completed in preparation for the HLC visit in 2021.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation reported on its Gold Key and Board of Trustee scholarship programs, Starfish Awards program and year-to-date donations received.

**COVID-19 Update:** President Bennings reported that in alignment with the State of MI coronavirus pandemic orders the college campus remains closed. The college is preparing for a phased reopening commencing June 1, 2020. A campus reopening plan will be published soon on the KCC website and shared internally and externally.

**Strategic Plan:** President Bennings reported the College has received two new reports: Economic Impact Study (EIS) and the Program Demand Gap Analysis (PDGA). The EIS report details the college's local economic contributions as a major employer and provider of higher education within the college's three county service districts. The PDGA examines local demand for specific jobs, comparing that demand with the number of Kellogg Community College students being educated to work in those fields. Both reports will inform the College's new strategic plan, which will be implemented in the Fall 2020.

**Scholarships and Grants:** President Bennings reported the College received \$3,192.10 in scholarships and grants over the past month, with a fiscal year-to-date total of \$358,896.02 for the 2019/2020 Academic Year. The monthly total reported indicates an increase of \$3,192.10 from the same period year-ago.

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell, on behalf of the Board of Trustee's expressed condolences for the recent passing of Rosemary Davis, a local business leader, supporter of Kellogg Community College and mother of Trustee Matt Davis.

Chairman Claywell reviewed with the Board of Trustees the Action Items of appointment for both the Calhoun Area School Board Members Association as well as the Kellogg Community College Foundation Board of Directors.

Trustee Byrd reported at the Spring MCCA Board of Directors meeting held on May 15, 2020, the Michigan Legislature is considering significant cuts in funding to community colleges, possible offset by Federal support generating a mode of 'wait and see'. MI Reconnect Program has been defunded by Governor Whitmer due to the coronavirus pandemic.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

## **ACTION ITEMS**

**Custodial Services Contract Extension:** With a motion by Trustee Byrd, support by Trustee McKay, the Board unanimously approved a one-year contract extension with GDI Omni to provide custodial services at the college through June 30, 2021.

**Calhoun Area School Board Members Association (CASBMA) Representative:** Trustee Byrd, supported by Trustee Booth, made the motion to reappoint Trustee Patrick O'Donnell as the Board of Trustees appointment to the Calhoun Area School Board Members Association. Trustee O'Donnell accepted and it was approved unanimously by the Board.

**KCC Board of Trustees Representative Appointment to KCC Foundation Board of Directors:** With a nomination and motion by Trustee Byrd, support by Trustee McKay, the Board unanimously approved to reappoint Chairman Claywell, Vice Chair Booth and Trustee/Treasurer Davis to serve a 3-year term appointment on the KCC Foundation Board of Directors.

**Operating Policies:** A motion to adopt and combine all Operating Policy Action Items D-K: Employee Code of Conduct, Academic Appeal, Academic Incomplete, Academic Integrity, Academic Nepotism, Administrative Withdrawal and Faculty Qualifications with President Bennings providing detail and open

discussion was made by Trustee Byrd, supported by Trustee Davis and approved unanimously by the Board.

**Employee Code of Conduct:** The Board unanimously approved the Employee Code of Conduct Policy developed to outline expectations and standards of conduct for all College employees.

**Academic Appeal:** The Board unanimously approved the Academic Appeal Policy for the purpose of establishing the college policy regarding the ability for students to appeal academic decisions.

**Academic Incomplete:** The Board unanimously approved the Academic Incomplete Policy for the purpose of establishing the college policy regarding incomplete grade for enrolled students.

**Academic Integrity:** The Board unanimously approved the Academic Integrity Policy for the purpose of establishing the college policy regarding academic integrity for enrolled students.

**Academic Nepotism:** The Board unanimously approved the Academic Nepotism Policy for the purpose of establishing the college policy regarding academic nepotism.

**Administrative Withdrawal:** The Board unanimously approved the Administrative Withdrawal Policy for the purpose of establishing the college policy regarding administrative withdrawals of enrolled students.

**Faculty Qualifications:** The Board unanimously approved the Faculty Qualifications Policy for the purpose of establishing the college policy in alignment with the Higher Learning Commission (HLC) faculty qualifications.

**Financial Statements:** With a motion by Trustee Booth, support by Trustee Byrd, the Board unanimously approved the financial statements for the month of April 2020.

**Personnel Items:** The following personnel items were reviewed by President Bennings and approved unanimously by the Board, with a motion by Trustee Booth, support by Trustee McKay.

**New Employee:**

Marko Delic	Director, Admissions (effective May 11, 2020; Administration, Director 2, 2019-2020 annual salary \$62,077, pro-rated for the remainder of the 2019-2020 fiscal year)
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**Sabbatical**

Flathau, Ryan	Defer Sabbatical From Fall 2020 to Fall 2021
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**Open Positions:**

Academic Advisor
Department Assistant, Morris Library (PT)
Department Assistant, Records Management, Upward Bound*
Department Assistant, Student Life (PT)
Instructional Assistant, Academic Support (Math)
Instructor, Biology (Grah)
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)
Instructor, OIT
Instructor, Welding (EAC) (temp)

**Status**

Interview and Selection
On Hold
Candidate Review
Interview and Selection
On Hold
Offer and Selection
On Hold
Offer and Selection
On Hold

\*Fully or Partially Grant Funded

### **CITIZEN/STAFF COMMENTS**

With the upcoming Memorial Holiday approaching, Trustee O'Donnell expressed his gratitude for all our fallen heroes.

Trustee Byrd expressed his gratitude for Chairman Claywell's service to our country.

Trustee Byrd requested that the Board Meeting Minutes of May 20, 2020 reflect the Board's unanimous approval of all Action Items presented. Chairman Claywell approved Trustee Byrd's request.

### **MISCELLANEOUS**

Dr. Bennings provided a review of the upcoming events to the Board.

### **ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee Davis, Chairman Claywell adjourned the Board of Trustees' May 20, 2020, meeting at 7:11 p.m. with a unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary