

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
August 19, 2020

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 19, 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 6:32 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd – via Zoom conference
Trustee Jill Booth – Absent	Trustee Matthew Davis - Absent
Trustee Carla Reynolds – via Zoom conference	Trustee Patrick O'Donnell – via Zoom conference
Trustee Xenia McKay - 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-two individuals, comprised of President's Council members, college staff and community guests participated via Zoom conferencing. Zero individuals participated via conference call.

ADJUSTMENTS TO THE AGENDA

None.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on June 17, 2020, were approved as written unanimously by the Board with a motion by Trustee Byrd and supported by Trustee Reynolds.

PRESIDENT'S REPORT

Employee Recognition: Dr. Kay Keck, Vice President, Student and Community Services announced the 2020 Michigan Community College Association (MCCA) Athletic Director of the Year award was granted to Kellogg Community College's Athletics and Physical Education Director, Tom Shaw. Shaw has won the award in 1999 and 2014, and is the first 3-time recipient of the award.

Michigan Community College Association (MCCA) Summer Board of Directors Meeting: President Bennings reported that in July, MCCA held its annual Summer Board of Directors Meeting virtually in which Trustee Byrd was also in attendance. Briefly reporting the key highlights of community college funding and Michigan's new Futures for Frontliners program.

Fall Semester Registration Activity: Dr. Kay Keck, Vice President, Student and Community Services, reported the latest Fall 2020 semester registration activity is trending down in headcount, contact hours and credit hours. Monitoring of enrollment will continue as late enrollment is expected from dual enrollment high school student population, which typically accounts for 20% of the college's enrollment.

Higher Learning Commission (HLC) Reaffirmation of Accreditation: Dr. Paul Watson, Vice President, Instruction, reported the College's assurance assessment remains on schedule. The initial draft was completed in August, the second draft has been posted to the Board SharePoint site, input sessions have been scheduled for September 18 and 25 to gain feedback. An updated draft is targeted to be provided in December 2020 and January 2021.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation reported on the KCC Foundation July 2020 Board of Directors Meetings, its scholarship programs, monthly and year-to-date donations, received as well as an update on the annual Bruin Scholarship Open scheduled for September 11, 2020.

Strategic Plan: President Bennings provided an overview of the Strategic Planning process which included input sessions/recommendations by employees, students, Board of Trustees, community partners and community members. President Bennings recommended a strategic plan which entails three “pillars of excellence” 1) student success, 2) operational excellence and 3) culture as the foundation of the 2020-2023 Strategic Plan’s themes, strategies and objectives are based.

Student Success: Kellogg Community College understands that student success is influenced by the individual student experience: the systems, protocols, departments, faculty and staff that students encounter in their educational journey. We inspire learning through collaborative efforts to support the academic, social and economic success of our students.

Operational Excellence: Through a culture of continuous improvement, Kellogg Community College promotes the responsible management and utilization of resources supported by sustainable infrastructure and fair and equitable policies and practices.

Culture: Kellogg Community College cultivates an environment of trust as a foundation of our culture of enrichment, engagement, transparency and accountability. Through shared leadership and collaboration we model the importance of productive working relationships and professional partnerships.

President Bennings reported communication of the Strategic Plan, following the Board’s approval, will formally launch during the College’s annual General Session, scheduled for August 25, 2020.

Campus Reopening Plan: Eric Greene, Chief Communications Officer, reviewed the College’s Campus Reopening Plan, provided a brief history on the College’s and the Campus Reopening Team’s (CRT) efforts, campus messaging/communication, the reporting of one Covid-19 case on campus to date, where the College and staff followed response protocols and worked with the Calhoun County Health Department. KCC Fall 2020 classes will be offered in online, face-to-face and in hybrid modalities.

Trustee O’Donnell inquired about the College’s efforts regarding safeguarding the Student Center. Eric Greene, Chief Communications Officer explained the Student Center/Campus Reopening Plan protocol that follows the Centers for Disease Control and Prevention (CDC) guidelines to keep students and employees safe.

Trustee McKay inquired about the cleaning and sanitization practices of the College. Brad Fuller, Director, Institutional Facilities responded with the College’s Campus Reopening Plan cleaning protocol and products available to College cleaning contractors, employees and students.

CARES Act Funding: Rick Scott, Chief Financial Officer, and Tracy Beatty, Director, Finance provided an update of how the College is using \$2.1 million in federal funding received under the Coronavirus Aid, Relief and Economic Security (CARES) Act. To date the College has expended \$780,770 in emergency cash grants to 2,289 students who were enrolled in either spring or summer 2020 semesters and \$471,449 on expenses or lost revenue related to the pandemic. Recently, the State of Michigan reduced the College’s operational appropriation by \$1.15 million and replaced it by passing through \$1.15 million of its own CARES funding, whose use is restricted to specific pandemic-related expenses and must be used by December 30, 2020.

21st Century Update: Brad Fuller, Director, Institutional Facilities, presented on the progress of the Eastern Academic Center (EAC) Career and Technical Training (CTE) project, reviewed the plan for addressing some specific facilities improvements, repairs and mini-projects for both this year and going forward.

Positions of Chief Human Resource Officer (CHRO) and Chief Information Officer (CIO): President Bennings reported that Vicki Rivera, Director, Employee Benefits and Compensation, has begun a transition into the role of Interim Chief Human Resources Officer and the position of Chief Information Officer is currently interviewing candidates.

Scholarships and Grants: President Bennings reported the College received \$80,153.87 in scholarships and grants over the past two months, with a fiscal year-to-date total of \$80,153.87 for the 2020/2021

Academic Year. The two month (June/July) total reported indicates a decrease of \$77,375.13 from the same period year-ago.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell expressed his gratitude to Eric Greene and the Colleges' Marketing team for the campaign that invites and encourages the students to Kellogg Community College.

Chairman Claywell, on behalf of the Board of Trustee's expressed gratitude to all college faculty, employees, staff and students for their sacrifices and collaborative efforts during the pandemic.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

21st Century Funding Allocation: The request of \$500,000 from the 21st Century Fund to provide budgetary resources for the Design Team to work with to complete campus improvements and repairs within the upcoming year was unanimously approved by the Board, with a motion by Trustee Byrd and supported by Trustee O'Donnell.

Food Service Agreement/KCC Bruin Bistro: The Food Service Agreement with Twenty-Twenty Bistro & Catering, LLC., to have food service available through the College's Bruin Bistro for students, faculty and staff was unanimously approved by the Board, with a motion made by Trustee O'Donnell and supported by Trustee Byrd.

2020-2023 Strategic Plan: With the amendments requested by Trustee Byrd "to include 'labor' in Partnerships & Community Relations". The Board unanimously approved the 2020-2023 Strategic Plan with a motion by Trustee O'Donnell to approve as amended, supported by Trustee Reynolds.

Operating Policies: A motion to adopt and combine **Action Item D: Operating Policy: Academic Integrity (OP 26.004), Action Item E: Operating Policy: Sexual Harassment, Sexual Misconduct and Retaliation Policy, (Title IX) (OP 12.002), and Action Item F: Operating Policy: Student Code of Conduct (OP 30.001)** was made by Trustee Byrd and supported by Trustee McKay, the Board unanimously approved the following recommended policies:

Operating Policy. Academic Integrity OP 26.004. The purpose of this Operating Policy is to establish the policy regarding academic integrity for enrolled students. Amendments: 1) Removing the procedure that the student signs they agree or disagree with the charge as the form is online and faculty are filling it in that modality. Students who do not agree are able to appeal the charge. 2) Removing the Chair/Director from the routing process. Please note, the faculty member is to have the discussion with the Chair/Director prior to submitting the form, which is verified by the Executive Assistant to the Vice President, Instruction.

Operating Policy. Sexual Harassment, Sexual Misconduct and Retaliation Policy, (Title IX) OP 12.002. The purpose of the Sexual Harassment, Sexual Misconduct and Retaliation Policy, (Title IX) Policy is to ensure compliance with federal regulatory requirements of 20 U.S.C. 1681. "Title IX" including the revisions of 34 CFR §106 and the Violence Against Women Act ("VAWA") as well as establish community standards regarding sexual harassment, misconduct and retaliation.

Operating Policy. Student Code of Conduct OP 30.001. The purpose of the Student Code of Conduct at Kellogg Community College (KCC) is to foster a positive and safe learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process consistent with that purpose.

KCC Foundation/Sculpture Gifts Recommendation: The Board unanimously approved the recommendation to accept the donation of the "Giraffe" sculpture being gifted to the College by Dr. David

and Jean Rost. The sculpture was created by Cezar Tyjewski (d. 1999) and is made of railroad metal with a motion by Trustee Byrd and the support of Trustee McKay.

Trustee Byrd expressed his great, gratitude for the sculpture donation.

Trustee O'Donnell stated the sculpture will make a great addition to the Regional Manufacturing Technical Center (RMTC).

Financial Statements: With a motion by Trustee Byrd, support by Trustee O'Donnell, the Board unanimously approved the financial statements for the months of June 2020 and July 2020.

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

Trustee Byrd recognized Gene Andrews with gratitude for his 48 years of service to Kellogg Community College.

New Employee:

Lynette Mann	Department Assistant, Records Management, Upward Bound* (effective July 8, 2020; Support Staff, PG12, step 3, 2019-2020 hourly rate \$17.99)
Kristin McDermott	Department Assistant, Student Life (part-time, 0.85 FTE) (effective July 6, 2020; Support Staff, PG12, step 5, 2019-2020 hourly rate \$19.87)

Resignation Notices:

Shannon Hicks	Specialist, Academic Advising (1 year) (effective July 17, 2020)
Rob Mulligan	Faculty, Spanish/Foreign Language (19 years) (effective August 20, 2020)
Jodi Pennington	Department Assistant, Nursing (6 years) (effective August 7, 2020)
Wraegen Williams	Academic Advisor (5 years) (effective August 28, 2020)

Retirement Notices:

Gene Andrews	Faculty, Communication Technology (48 years) (effective December 31, 2020)
Gwyn James	Executive Assistant to the VP, Student & Community Services (13 years) (effective December 31, 2020)
Patricia Ralph	Specialist, Morris Library Access Services (28 years) (effective September 30, 2020)
Jean Rice	Specialist, Materials Management – Industrial Trades (33 years) (effective December 31, 2020)
Melinda Zabawa	Financial Aid Verification Analyst REVISED DATE

(36 years) (effective September 30, 2020)

Position Transfer/Appointment:

Karen Challgren	Education Specialist, Center for Student Success* (Changed from part-time 0.67 FTE to full-time 1.0 FTE) (effective July 20, 2020 through June 30, 2021: Administration, Manager 2, 2020-2021 annual salary \$60,508 pro-rated for the 2020-2021 fiscal year)
Cindy Lingbeek	Disability and Tutoring Coordinator* (effective July 6, 2020 through June 30, 2021: Administration, Professional 1, 2020-2021 annual salary \$60,508 pro-rated for the 2020-2021 fiscal year)
Timeaka Reese	Student Success Coach (now not grant funded) (effective August 31, 2020 through June 30, 2021; Administration, Professional 1 2020-2021 annual salary \$52,534 pro-rated for the 2020-2021 fiscal year)
Vicki Rivera	Interim Chief Human Resources Officer (effective August 3, 2020 through February 3, 2021; Administration, Dean 1 2020-2021 annualized salary \$96,498. Pro-rated for the remaining 2020-2021 period)

Open Positions:

Status

Chief Information Officer	Interview and Selection
Student Success Coach (Academic Advising) – Fehsenfeld Ctr.	Candidate Review
Department Assistant, Morris Library (PT)	On Hold
Instructional Assistant, Academic Support (Math)	On Hold
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	On Hold
Instructor, Welding (EAC) (temp)	On Hold

*Fully or Partially Grant Funded

CITIZEN/STAFF COMMENTS

None.

MISCELLANEOUS

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

ADJOURNMENT

With a motion by Trustee Byrd and support by Trustee Reynolds, Chairman Claywell adjourned the Board of Trustees' August 19, 2020, meeting at 7:44 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary