

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**September 16, 2020**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 16, 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 – Absent	Trustee Matthew Davis – via Zoom conference
Trustee Carla Reynolds – Absent	Trustee Patrick O'Donnell – via Zoom conference
Trustee Xenia McKay – via Zoom conference	

Nineteen individuals, comprised by KCC executive leadership, 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 August 19, 2020, were approved as written unanimously by the Board with a motion by Trustee Davis and supported by Trustee O'Donnell.

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

**Employee Recognition:** Dr. Kay Keck, Vice President, Student and Community Services, announced the G. Edward Haring Employees of the Year awards were presented at General Session to three employees nominated by their peers: Michelle Wright, Professor, History; Gordon Dunn, Manager, Information Systems; and Jackie Hallahan, Department Assistant, KCC Foundation.

**Employee Recognition | Faculty Awards:** Dr. Paul Watson, Vice President, Instruction, reviewed the newly established Faculty Awards presented at General Session to four employees who exemplified the traits outlining the award program. The recipient of the Distinguished Faculty Excellence Award was Clark Imus, Faculty Coordinator, EMS Education. The recipients of the Full-time Faculty Excellence Awards were Dr. Chris Jakway, Professor, Philosophy, and Peter Williams, Professor, Art. The recipient of the Part-time Faculty Excellence Award was Ronda Falknor, Adjunct, Business.

**Fall Semester Registration Activity:** Dr. Keck reported the latest Fall 2020 semester registration activity is still trending downwards in headcount, contact hours and credit hours. The majority of registration activity has been completed by this point in the semester.

**Higher Learning Commission (HLC) Reaffirmation of Accreditation:** Dr. Watson informed the Board that HLC criteria input sessions for employees begins this week over Zoom, which will incite a revised draft. The final assurance argument should be completed by late summer, ready for the October 2021 HLC visit.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation, reported on the KCC Foundation Bruin Open held this month, which raised over \$106,000 for student scholarships, along with other monthly and year-to-date donations received. She announced the Donors and Scholars Dinner will not be held in person this year but that planning is underway to hold this in another creative way.

**Strategic Plan:** President Bennings updated the Board on the progress of the Strategic Plan, which was recently released to the community. Next steps entail developing institutional-level objectives across the College.

**Infrastructure, Planning, & Sustainability Council:** Rick Scott, Chief Financial Officer, reviewed the history of the Design Team and Dr. Bennings discussed the plan to formally restructure as a Council. The Council's charter will be submitted as an action item for the October Board meeting.

**Campus Reopening:** Eric Greene, Chief Communications Officer, informed the Board of the College's progress in keeping the College's community updated during these unprecedented times. A dashboard is posted on the [kellogg.edu/coronavirus](http://kellogg.edu/coronavirus) webpage, updated weekly with any new confirmed cases of KCC employees or students on or off campus. Since reopening, the number of positive cases per week has remained low, totaling 2 confirmed, on campus cases and 5 confirmed, off campus cases. Students and staff are complying well with guidelines posted, and the College is following its response protocols closely.

**Capital Outlay Five Year Plan:** Historically required to be on file with the State to be eligible for Capital Outlay funding, Mr. Scott received word that Capital Outlay requests will not be accepted this year as the State's focus is on balancing its budget for fiscal years 2020-21 and 2021-22. The current draft will be updated to meet the statutory requirements and will be brought back to the October Board meeting for approval.

**Scholarships and Grants:** President Bennings reported the College received \$97,482.50 in scholarships and grants over the past month, with a fiscal year-to-date total of \$177,636.37 for the 2020-21 Academic Year. The monthly total indicates an increase of \$16,696.50 from the same period year-ago.

## **BOARD REPORTS AND REQUESTS**

Trustee O'Donnell expressed his gratitude to Teresa Durham for a great Bruin Open this year, echoed by Trustee Byrd, who also thanked the College and KCC Foundation for their hard work.

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

None.

## **ACTION ITEMS**

**KCC Board Member Appointment to Local Development Finance Authority (LDFA):** With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board unanimously approved Trustee Reynolds's appointment to the City of Battle Creek's LDFA for a 4-year term.

**Financial Statements:** With a motion by Trustee Byrd, support by Trustee O'Donnell, the Board unanimously approved the financial statements for the month of August 2020.

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

### **Retirement Notices:**

Robert Day	Instructional Assistant, Industrial Trades (14 years) (effective February 28, 2021)
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### **Position Transfer/Appointment:**

Adrienne Hill	Academic Advisor (effective September 28, 2020, through June 30, 2021; Administration, Manager 2, 2020-2021 annual salary \$59,070 prorated for the 2020-2021 fiscal year)
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### **Open Positions:**

Chief Information Officer  
Student Success Coach (Academic Advising) – Fehsenfeld Ctr.  
Specialist, Academic Advising

### **Status**

Offer and Selection  
Interview and Selection  
Posted

Department Assistant, Nursing Education	Posted
Instructor, Communication	Posted
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

### **CITIZEN/STAFF COMMENTS**

Trustee O'Donnell asked if Dr. Keck could provide a report showing where the College stands next to other community colleges in enrollment trends for this semester. Trustee Byrd stated most community colleges are having significant drops in enrollment, based upon his work with the Michigan Community College Association.

### **MISCELLANEOUS**

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

### **ADJOURNMENT**

With a motion by Trustee O'Donnell and support by Trustee Davis, Chairman Claywell adjourned the Board of Trustees' August 19, 2020, meeting at 7:01 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary