

**Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
October 21, 2020**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 21, 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 6:30 p.m. Roll and each trustee's physical location if attending remotely was taken, reflecting the following:

Chairman Steve Claywell	Trustee Jonathan Byrd – Zoom, in Emmett Township, MI
Trustee Jill Booth – Zoom, in Homer, MI	Trustee Matthew Davis – Zoom, in Marshall, MI
Trustee Carla Reynolds – Zoom, in Battle Creek, MI	Trustee Patrick O'Donnell – Zoom, in Battle Creek, MI
Trustee Xenia McKay – Zoom, in Battle Creek, MI	

Twenty-six individuals, comprised by Trustee Student Representative Payton Espolon, KCC executive leadership, President's Council members, college staff and community guests, participated via Zoom. Zero individuals participated via conference call.

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

None.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on September 16, 2020, were approved as written by the Board unanimously, with a motion by Trustee Byrd and supported by Trustee Booth.

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

**Campus Reopening:** Eric Greene, Chief Communications Officer, informed the Board of the College's continued procedures, recent changes, and current case count in regards to COVID-19. The College is doing all it can to reduce the human footprint on KCC campuses, which included moving all classes remotely for the remaining of the fall semester.

**Higher Learning Commission (HLC) Reaffirmation of Accreditation:** Dr. Paul Watson, Vice President, Instruction, shared that five recent employee feedback sessions helped formulate a second draft of the assurance report, which will be completed mid-January 2021. The College is preparing for an HLC campus visit in October 2021.

**KCC United Way Campaign and 21-Day Equity Challenge:** Dr. Kay Keck, Vice President, Student and Community Services, provided an overview of this year's United Way campaign, and President Bennings encouraged Board members to also consider taking the 21-day equity challenge running through November as promoted by United Way.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation, reported monthly and year-to-date donations received, and informed the Board of creative plans in lieu of the Celebration of Donors and Scholars dinner. Students will be creating short videos thanking their scholarship donor. In addition, a new Bruin Basket location has been created in the Emory Morris Library for future student need.

**Strategic Plan Update:** The first edition of the BruIN magazine has been published, and Dr. Bennings expects Strategic Plan activity will pick up speed in Spring 2021, which will focus efforts on the measures to achieve strategic goals.

**Equity, Diversity, and Inclusion (EDI) Committee Charter:** As an informational item before seeking approval at the November meeting, Dr. Bennings reviewed the purpose of the EDI charter, which will replace the Diversity Committee listing in the Board's bylaws.

**Organizational Restructuring and Redesign:** Aligning with the strategic plan focus areas of 1. Student Success, 2. Operational Excellence, and 3. Culture, Dr. Bennings reviewed the organizational changes to be instated in order to meet these goals more successfully.

**State Budget Update:** Rick Scott, Chief Financial Officer, reviewed the recent legislative action affecting the College's funding, which included restoring the College's funding amounts to pre-COVID levels.

**S&P Global Affirmation:** The College was recently reviewed by S&P Global, who affirmed KCC's rating of AA- with a stable outlook. Mr. Scott quoted the S&P definition of an AA- rating, which is that "the College's capacity to meet its financial commitments is very strong".

**High School Dual Enrollment / Early College Enrollment Update:** Brian Murphy, Assistant Director, Finance, reviewed a summary of local high school enrollment numbers, which shows a higher rate of enrollment in these categories than in traditional enrollment despite the recent environment. Mr. Scott added the College's discount for area schools has saved local schools \$150,000, just for the fall semester.

**Scholarships and Grants:** President Bennings reported the College received \$32,305.60 in scholarships and grants over the past month, with a fiscal year-to-date total of \$209,941.97 for the 2020-21 Academic Year. The monthly total indicates a decrease of \$6,010.23 from the same period year-ago.

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell introduced the newly appointed Student Representative, Payton Espolon. Ms. Espolon thanked the Board for the opportunity to represent the student body on the Board of Trustees.

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

None.

## **ACTION ITEMS**

**Infrastructure, Planning, and Sustainability (IPS) Charter Approval and Amendment to Board Bylaws:** With a motion by Trustee Booth, supported by Trustee Reynolds, the Board unanimously approved the IPS charter and related amendment of the Board Bylaws.

**Approval of New Programs:** With a motion by Trustee Byrd, supported by Trustee Booth, the Board unanimously approved the formation of an Associate Degree of Applied Sciences in Sports Management and an Associate Degree of Applied Sciences in Exercise Science.

**Annual Reporting of Crime Statistics for 2019:** With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the annually required crime statistics report for 2019.

**Operating Policy 20.001. Space Heater and Personal Appliance Policy:** With a motion by Trustee O'Donnell, supported by Trustee Reynolds, the Board unanimously approved the operating policy for space heaters and personal appliances.

**Employee Insurance Recommendations for 2021:** With a motion by Trustee Booth, supported by Trustee Davis, the Board unanimously approved the College's recommendation to renew the College's current employee benefit plans. Chairman Claywell thanked the team involved in completing the work behind this benefit renewal.

**Public Act 152 of 2011 Election:** As a State-required selection each year by the Board, with a motion by Trustee Byrd, supported by Trustee Booth, the Board unanimously elected the 80/20 healthcare cost share model.

**Potential Starr Commonwealth (Starr) Property Sale – KCC Waiver of Right of First Refusal:** With a motion by Trustee Davis, including a request by Counsel David DeGraw to modify Section 1 of the proposed agreement, supported by Trustee Reynolds, the Board unanimously approved an agreement with a company that may purchase some property near the Eastern Academic Center. The agreement waives the

College's right of first refusal to purchase a portion of the property the company may acquire in exchange for a cash settlement and a commitment by the company to collaborate with the College on future educational opportunities for our students.

**Capital Outlay Five-Year Plan:** With a motion by Trustee Byrd, supported by Trustee Booth, the Board unanimously approved the College's Five-Year plan, typically required to be on file with the State to be considered for Capital Outlay funding.

**CARES Act / Coronavirus Relief Funds:** With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the College's plan to expend federal stimulus funds to offset costs related to creating a safer environment and improve the College's technological infrastructure to support remote learning, teaching and working during the COVID-19 pandemic.

**Gift Acceptance:** With great gratitude and a motion by Trustee Byrd, supported by Trustee Booth, the Board unanimously accepted the statue gifted by the AAUW for the North End Gateway micro park.

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

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

**New Employee:**

Gregory Colegrove	Chief Information Officer (effective November 2, 2020; Administration, Dean 1, 2019-2020 annual salary \$111,344 pro-rated for the remainder of the 2020-2021 fiscal year)
Jacqueline Hulderman	Student Success Coach, Academic Advising (FC) (effective October 19, 2020; Administration, Professional 1, 2019-2020 annual salary \$49,413 pro-rated for the remainder of the 2020-2021 fiscal year)

**Resignation Notices:**

Roderick Simmons	Manager, Recruitment and Student Outreach (10 years) (effective October 16, 2020)
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**Position Transfer/Appointment:**

Chet Dalski	Director, Simulation Education & Special Projects (effective August 17, 2020; Administration, Director 1, 2020-2021 annual salary \$97,543 pro-rated for the 2020-2021 fiscal year)
Eric Greene	Vice President for Strategy, Relations and Communications (effective October 26, 2020; Administration, Vice President 2, 2020-2021 annual salary \$123,760 pro-rated for the 2020-2021 fiscal year)
Darcy Henning	Instructor, Office Information Technology (effective January 8, 2021; Faculty, Master lane, step 2, 2020-2021 annual salary \$53,698)

**Open Positions:**

	<b>Status</b>
Department Assistant, Morris Library (PT)	Posted
Director, Institutional Compliance Reporting	Posted
Instructor, Mathematics	Posted
Instructor, Nursing Education	Posted
Specialist, Library Access Services	Posted
Instructional Assistant, Academic Support (Math)	On Hold

Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	On Hold
Instructor, Welding (EAC) (temp)	On Hold
Specialist, Academic Advising	Interview and Selection
Department Assistant, Nursing Education	Candidate Review
Executive Assistant to the VP of Student & Community Services	Candidate Review
Instructor, Communication	Candidate Review

### **CITIZEN/STAFF COMMENTS**

None.

### **MISCELLANEOUS**

To those of his colleagues seeking office on November 3, Chairman Claywell wished them well in their endeavors.

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

### **ADJOURNMENT**

With a motion by Trustee McKay and support by Trustee Davis, Chairman Claywell adjourned the Board of Trustees' October 21, 2020, meeting at 7:18 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary