

**Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
November 18, 2020**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 18, 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 Ogemaw County, MI
Trustee Jill Booth – Zoom, in Houston, TX	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	

Thirty 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 October 21, 2020, were approved as written by the Board unanimously, with a motion by Trustee Byrd and supported by Trustee Reynolds.

PRESIDENT'S REPORT

Medallion Awards: Eric Greene, Vice President, Strategy, Relations, and Communications, highlighted the seven awards won by the Public Information and Marketing department for their efforts to recruit students, connect with the community, and promote the College for the last fiscal year.

Campus Reopening: Vice President Greene informed the Board of the College's continued procedures, recent changes, and current COVID-19 case count on the College's campus. The College's campus still remains open with much of its activity done remotely. Mr. Greene made note the Police Academy, EMS, and Allied Health programs can continue in-person training in alignment with the most recent restrictions by the Michigan Department of Health and Human Services (MDHHS), but all other in-person education has ceased. Trustee O'Donnell raised a concern regarding students who were working on Spring 2020 incomplete grades in Fall 2020, who may receive additional incompletes affecting financial aid eligibility. The College will follow up on this concern.

Spring Registration Activity: Dr. Kay Keck, Vice President, Student and Community Services, shared the most recent registration numbers for the Spring 2021 semester hovers around a 20% decrease. College staff are reaching out to applicants and returning students who have not yet registered, and to the hundreds of Future for Frontliners applicants, in order to help with enrollment.

Chief Information Officer Welcome: President Bennings recognized Mr. Greg Colegrove, the College's new Chief Information Officer, who started earlier this month.

Audit Report: Ms. Vicki Vandenberg from Plante Moran, PLLC, presented the College's audit report, offering the College an "unmodified" report for the fiscal year 2019-20. This is the highest level of assurance the auditors can provide. With thankfulness to the auditors and finance staff for another year of high ethical standards, Trustee Davis made a motion to accept as presented, supported by Trustee Byrd, and unanimously accepted by the Board.

Fall 2020 MCCBOA Tuition Survey: Chief Financial Officer, Rick Scott, provided the College's ranking in tuition and fees affordability as compared to other community colleges in Michigan. The College is still more affordable than half of the community colleges and the second most affordable in our peer group. Trustee Byrd commented that many of the colleges ahead of KCC in the list have a vibrant property tax revenue or higher student population base, which should be taken into consideration when looking at the College's affordability ranking. Trustee Byrd commented on affordability of the College for students returning from 4-year institutions this semester.

KCC Foundation: Teresa Durham, Executive Director, KCC Foundation, reported monthly and year-to-date donations received, and highlighted two new program initiative grant projects funded this year by the Foundation. Online scholarship applications open mid-December 2020, and some adjustments have been made to student eligibility guidelines on this year's application. Executive Director Durham also stated the Foundation audit was declared "unmodified", the highest level of assurance the auditors can provide. Ms. Durham recognized recently deceased KCC donor, Virginia Hensley, who contributed significantly to the Foundation.

Scholarships and Grants: President Bennings reported the College received \$20,108.19 in scholarships and grants over the past month, with a 2020-21 fiscal year-to-date total of \$230,050.16. The monthly total indicates an increase of \$4,657.59 from the same period year-ago.

BOARD REPORTS AND REQUESTS

Chairman Claywell congratulated the three trustees re-elected this month. Trustee O'Donnell, Trustee Byrd, and Trustee Reynolds thanked Chairman Claywell and offered their appreciation for the support from the community, other board members, and staff. All are looking forward to continuing serving the College this next term.

Trustee Student Representative, Payton Espolon, informed the Board of some challenges the students had during the transition to online learning in October, but said students are incredibly appreciative of instructors and staff who are keeping up strong communication during this time. Ms. Espolon also encouraged the trustees and staff to participate in a "student vs. staff" holiday sweater contest in the coming weeks, an event intended to help encourage student participation and cheer.

CITIZEN/STAFF REQUESTS AND COMMENTS

Dr. Keck noted the College's cross-country teams competed at the national level last week. She applauded the teams' efforts as the women finished second overall in the nation with second, fourth, and sixth individual placings, and the men took an individual third place. The student athletes, Coach Lane, and Athletic Director Tom Shaw were recognized by Dr. Keck.

ACTION ITEMS

Equity, Diversity, and Inclusion (EDI) Charter Approval and Amendment to Board Bylaws: With a motion by Trustee Byrd, supported by Trustee McKay, the Board unanimously approved the EDI charter and related amendment of the Board Bylaws.

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

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

New Employee:

Lyndsey Green

Specialist, Academic Advising
(effective November 23, 2020; Support Staff, PG13A, step 2, 2019-2020 hourly rate \$19.41)

Kathryn Rosebush Department Assistant, Nursing Education
(effective November 10, 2020; Support Staff, PG12, step 6, 2019-2020 hourly rate
\$21.25)

Resignation Notices:

Cherise Buchanan Career Coach, Workforce Solutions
(3 years) (effective November 27, 2020)

Levi Good Director, Workforce Solutions
(5 years) (effective December 4, 2020)

Open Positions:

Status

Assistant Athletic Director	Candidate Review
Department Assistant, Morris Library (PT)	Posted
Director, Institutional Compliance Reporting	Interview and Selection
Executive Assistant to the VP of Student & Community Services	Interview and Selection
Instructional Assistant, Academic Support (Math)	On Hold
Instructor, Communication	Interview and Selection
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	On Hold
Instructor, Mathematics	Interview and Selection
Instructor, Nursing Education	On Hold
Instructor, Welding (EAC) (temp)	On Hold
Specialist, Library Access Services	Interview and Selection

CITIZEN/STAFF COMMENTS

On behalf of the Board, Chairman Claywell thanked the College for its efforts during the challenging year of 2020, recognizing the significant employee dedication which has been noticed by the Board.

MISCELLANEOUS

Dr. Bennings provided a review of the upcoming College events to the Board, including a reminder there is no December Board meeting and that at the January meeting, there will be a formal swearing in and election of Board officers.

ADJOURNMENT

With a motion by Trustee McKay and support by Trustee Byrd, Chairman Claywell adjourned the meeting at 7:22 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary