

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 20, 2021

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 20, 2021, 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 and each trustee's physical location if attending remotely was taken, reflecting the following:

Chairman Steve Claywell	Trustee Jonathan Byrd – Zoom, in West Branch, 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	

Twenty 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.

ACCEPTANCE OF ELECTION RESULTS

The Board accepted the report from the Calhoun County Board of Canvassers certifying the November 3, 2020, election results for the KCC Board of Trustees. The following terms will be served by the re-elected trustees:

- Mr. Jonathan Byrd will serve a six-year term ending December 31, 2026
- Mr. Patrick O'Donnell will serve a six-year term ending December 31, 2026
- Ms. Carla Reynolds will serve a six-year term ending December 31, 2026

BOARD OF TRUSTEES PROCEDURES

Election of Officers: The current chair, vice chair, secretary, and treasurer were re-elected to serve two-year terms.

- Chair Steve Claywell was nominated by Trustee Byrd, supported by Trustee Booth, motion carried.
- Vice Chair Jill Booth was nominated by Trustee Byrd, supported by Trustee McKay, motion carried.
- Treasurer Matt Davis was nominated by Trustee Byrd, supported by Trustee Booth, motion carried.
- Secretary Jonathan Byrd was nominated by Trustee O'Donnell, supported by Trustee Booth, motion carried.

Trustees Booth, Davis, Byrd, and Claywell voiced their appreciation of being elected to serve as officers.

2-year Schedule of Regular Meeting Dates and Times: The Board set the meeting schedule for 2021-2022. Meetings will be held at 6:30 p.m. on the third Wednesday of the month, with the exception of July and December.

Conflict of Interest Policy Requirements: The Board was provided the annual conflict of interest statement via email and through the KCC Board portal.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held on November 18, 2020, were approved as written by the Board unanimously, with a motion by Trustee Byrd and supported by Trustee Reynolds.

Minutes from the special meeting held on December 22, 2020, were approved as written by the Board unanimously, with a motion by Trustee Byrd and supported by Trustee Davis.

PRESIDENT'S REPORT

Grant Funding: Dr. Dennis Baskin, Dean, Workforce Development, highlighted features of the \$3 million iACT grant from the W.K. Kellogg Foundation, and the reauthorized and federally funded Perkins V grant, both recently awarded to the College. Ms. Holly McKee, Director, Center for Student Success, apprised the Board on the 5-year federal TRIO student and support services grant.

Spring 2021 Registration Activity: Dr. Kay Keck, Vice President for Student and Community Services, shared enrollment has made a slight improvement. Enrollment remains around -19%, but there has been an increase in headcount by 5%. The Future for Frontliners program elicited 3000 applicants, of which 2000 were not eligible per the State of Michigan's requirements, and 560 are now enrolled for the Spring semester at KCC. Ms. Nikki Jewell, Dean, Enrollment Services and Financial Aid, answered questions from the Board regarding the ineligibility of the 2000 students, who were filtered out by the State. Most ineligible students had issues with FAFSA requirements or needed wage verification as requested by the State.

Campus Reopening: The Vice President for Strategy, Relations, and Communications, Eric Greene, celebrated the zero new cases and quarantine count this week, and stated the Campus Reopening Team (CRT) is beginning to think about the ability to possibly relax some of the restrictions currently in place as case counts drop state-wide. Most courses began online this semester, but some hybrid courses may begin in-person instruction early February.

Higher Learning Commission (HLC) Update: Dr. Paul Watson, Vice President for Instruction, presented the College's progress on the assurance arguments as the College proceeds towards an October 2021 site visit. In February and March, he will present the criteria to the Board in greater detail.

Ahead of the Curve Strategic Plan: President Adrien Bennings informed the Board of the strategic plan development for building the balanced scorecard for the College. She has tasked College teams to build goals and objectives in alignment with the strategic plan, and has a goal to present the institution's building blocks to the Board in June.

Updated Charters: The Online Course Development Committee, Academic Cabinet, Assessment Committee, and Retirement Plan Oversight Cabinet (RPOC) charters were provided to the Board. Chief Financial Officer, Rick Scott, presented additional information regarding the purpose of the RPOC, which will formalize the oversight of the College's defined contribution plans, including plan improvements and monitoring portfolio performance and associated fees.

Infrastructure, Planning, and Sustainability (IPS) Council Update: IPS co-chairs Brad Fuller, Director, Institutional Facilities, and Greg Colegrove, Chief Information Officer, shared plans for an LED lighting upgrade campus-wide, an expansion to the dental clinic, improvements to the Schwarz and Severin buildings, and modifications to classrooms originating online instruction.

KCC Foundation: Executive Director Teresa Durham presented 2020 year-end information on the Foundation's financial status, highlighted recent fund establishments and large donations, and shared the International Studies scholarship fund has been renamed after Carol Ott. Trustee Byrd voiced his gratitude to Teresa for the work on the Carol Ott scholarship. Videos created by scholarship students for donors are available on the Foundation website for viewing.

Scholarships and Grants: President Bennings reported the College received \$24,947.95 in scholarships and grants over the past two months, with a 2020-21 fiscal year-to-date total of \$254,998.11. The monthly total indicates a decrease of \$29,287.05 from the same period year-ago.

BOARD REPORTS AND REQUESTS

Trustee O'Donnell thanked Student Representative Payton Espolon for her work with the student organization, KAB, and the festive contest she ran in December.

Chairman Claywell thanked all involved in the very successful General Session held earlier in January.

CITIZEN/STAFF REQUESTS AND COMMENTS

None.

ACTION ITEMS

LED Lighting Upgrade: With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the recommendation to upgrade campus lighting.

Letter of Agreement with Kellogg Faculty Association (KFA): With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously approved the letter of agreement with the KFA for the 2022-23 academic calendar.

Financial Statements: With a motion by Trustee Byrd, support by Trustee Reynolds, the Board unanimously approved the financial statements for the months of November and December 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. Trustee Davis recognized Becky Gallimore for her years of service to the College as well as to the Board.

New Employees

Andrew Fleming	Assistant Athletic Director (effective January 11, 2021; Administration, Manager 2, 2019-2020 annualized salary \$60,508)
Dean Alcorn	Department Assistant, Morris Library (PT) (effective January 11, 2021; Support Staff, PG12, step 3, 2019-2020 hourly rate \$17.99)
Grace Wentworth	Executive Assistant to the Vice President of Student and Community Services (effective December 15, 2020; Administration, Manager 2, 2019-2020 annualized salary \$56,500)
Nathan Swords	Instructor, Communication (effective January 8, 2021; Faculty, Master +30 lane, step 3, 2019-2020 annualized contract salary \$58,829)
Trina Hegedus-Wimsatt	Instructor, Mathematics (effective January 8, 2021; Faculty, Master lane, step 1, 2019-2020 annualized contract salary \$50,615)
KellyAnn Garthe, PhD	Instructor, Nursing Education (temporary SP21) (effective January 8, 2021; Faculty, Master +60 lane, step 10, 2019-2020 annualized contract salary \$84,044)

Position Transfer/Appointment

John Jones	Director, Institutional Compliance Reporting (effective December 21, 2020; Administration, Director 1, grandfathered classification and salary, 2019-2020 salary \$87,112)
Jennifer Ridge	Specialist, Library Access Services (effective January 4, 2021; Support Staff, PG13, step 5, 2019-2020 hourly rate \$23.03)
Vicki Rivera	Chief Human Resources Officer (effective February 3, 2021; Dean 1, 2019-2020 annualized salary \$96,498)

