

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**February 17, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 17, 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 6:34 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, arrived at 6:45pm
Trustee Jill Booth – Zoom, in Otsego County, 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-five 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 January 20, 2021, were approved as written by the Board unanimously, with a motion by Trustee Davis and supported by Trustee Booth.

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

**Ahead of the Curve Strategic Plan:** President Bennings reviewed the strategic plan progress made towards the balanced scorecard objectives and key performance indicators (KPIs).

**Campus Reopening:** Dr. Kay Keck, Vice President for Student and Community Services, shared the College had to make the difficult decision early February to not participate in Women's and Men's basketball, and Women's volleyball. An alternate scrimmage season may begin in April, which would offer these athletes the opportunity to be recruited. Eric Greene, Vice President for Strategy, Relations, and Communications, shared the status of an upcoming employee vaccination clinic which will occur when the county health department has vaccinations available for distribution.

**Infrastructure, Planning, and Sustainability (IPS) Council Update:** IPS co-chairs Brad Fuller, Director, Institutional Facilities, and Greg Colegrove, Chief Information Officer, updated on the progress for the LED lighting project and the Dental Clinic expansion, and informed the Board the Miller Building boiler project came in \$13,000 under the budget approved by the Board.

**Midyear Budget Update:** The College's auditors, Plante Moran, presented the College's midyear budget to the Board. The College began the year with a 90% continuation budget and will have a \$580,000 General Fund deficit that will be sustained with the College's \$6 million fund balance. The Board unanimously accepted the amended budget with a motion by Trustee Davis, supported by Trustee Reynolds.

**Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act:** Chief Financial Officer, Rick Scott, and Finance Director, Tracy Beatty, provided an update on the College's newest federal allotment of \$3.85 million for institutional use and \$1 million for students, which will help provide some student relief from the pandemic.

**Scholarships and Grants:** President Bennings reported the College received \$18,204.61 in scholarships and grants in the past month, with a 2020-21 fiscal year-to-date total of \$273,202.72. The monthly total indicates an increase of \$5,817.66 from the same period year-ago.

**KCC Foundation:** Executive Director, Teresa Durham, reported a record number of scholarship applications have been received this year. Other informational updates included the founding of a scholarship in memory of Coach Russ Bortell by his family, and the Foundation's opportunity to help a few students outside of the classroom this month.

**Higher Learning Commission (HLC) Update:** Dr. Paul Watson, Vice President for Instruction, presented the first three criteria of the College's drafted Assurance Argument in preparation for a site visit by the HLC October 2021.

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell shared an overview of Dr. Bennings' evaluation process, and the Trustees expressed their appreciation for Dr. Bennings' leadership, vision, and the way she handled such a difficult year.

Trustee Student Representative, Payton Espolon, provided the students' perspective of this semester, which was labeled as "much smoother" than previous semesters. Ms. Espolon voiced her appreciation for the ability to utilize Microsoft Teams because of KCC, as it has been very helpful in connecting with other students.

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

None.

## **ACTION ITEMS**

**Charter Approvals and Amendment to Board Bylaws:** With a motion by Trustee Byrd, supported by Trustee O'Donnell, the Board unanimously approved the following four charters:

- Online Course Development Committee
- Academic Cabinet
- Assessment Committee
- Retirement Plan Oversight Cabinet

**Tenure Recommendation:** With a motion by Trustee Byrd, supported by Trustee Reynolds, the Board unanimously granted tenure to Dr. Megan Ward, Faculty, Sociology.

**Approval of Online Fee Reimbursements and Waivers:** With a motion by Trustee Davis, supported by Trustee McKay, the Board unanimously approved reimbursing and waiving online course fees for Spring and Summer 2021.

**Financial Statements:** With a motion by Trustee Reynolds, supported by Trustee Byrd, the Board unanimously approved the financial statements for the month of January 2021.

**Administrative Contract Renewals:** With a motion by Trustee O'Donnell, supported by Trustee Byrd, the Board unanimously approved the Administrative contracts up for renewal.

**Personnel Items:** The following personnel items were reviewed by Dr. Bennings and approved unanimously by the Board, with a motion by Trustee Byrd, supported by Trustee Reynolds. Trustees Byrd, O'Donnell, and Reynolds recognized Dr. Sheila Matthews for 40 years of service to the College.

### ***New Employees***

Cole McDaniel

Assistant Director, Financial Aid

(effective February 1, 2021; Administration, Director 2, 2019-2020, annualized salary \$64,560)

**Position Transfer/Appointment**

Tricia Drake	Operations Manager, Fehsenfeld Center (temporary) (effective January 18, 2021 – June 30, 2021, or until position filled); Administration, Manager 2, 2019-2020, annualized salary \$52,441)
Anthony Wickham	Applications Developer (effective February 1, 2021; Administration, Manager 1, 2019-2020, annualized salary \$68,872)

**Resignation Notices**

Kim Andrews-Bingham	Director, Industrial Trades Education (13 years) (effective February 19, 2021)
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**Retirement Notices**

Mark Malcuit	Faculty, EMS Education (10 years) (effective October 4, 2021)
Sheila Matthews	Program Coordinator/Faculty, Human Services (40 years) (effective July 31, 2021)

**Open Positions**

**Status**

Career Coach, Workforce Solutions	Posted
Director, Marketing	Interview and Selection
Instructional Assistant, Academic Support (Math)	On Hold
Instructor, Psychology	Posted
Instructor, Electricity/Electronics & Mechatronics (EAC) (temp)	On Hold
Instructor, Welding (EAC) (temp)	On Hold
Manager, Recruitment and Student Outreach	Candidate Review
Program Advisor, TRIO Upward Bound	Posted
Special Assistant, President’s Office and Strategy, Relations, and Communication	Interview and Selection

**CITIZEN/STAFF COMMENTS**

None.

**MISCELLANEOUS**

Dr. Bennings informed the Board the next scheduled meeting is for March 17, 2021.

**ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee Davis, Chairman Claywell adjourned the meeting at 7:50 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary