

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**August 18, 2021**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 18, 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 6:30 p.m. Roll call was conducted. Each trustee's physical location is reflected if attending remotely:

Chairman Steve Claywell	Trustee Jonathan Byrd – Zoom, in Emmett Township, MI
Trustee Jill Booth – Zoom, 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 – Absent	

25 individuals, comprised by KCC executive leadership, President's Council members, college staff and community guests, participated via Zoom. 0 individuals participated via conference call.

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

None.

#### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held on June 16, 2021, were approved as written by the Board unanimously, with a motion by Trustee Booth and supported by Trustee O'Donnell. Minutes from the special meeting held on June 30, 2021, were approved as written by the Board unanimously, with a motion by Trustee Byrd and supported by Trustee Reynolds.

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

##### **Student and Community Services Updates**

**Dr. Keck**, Vice President of Student and Community Services, provided the Board the following updates:

Fall 2021 Registration Activity: Dr. Keck, Vice President of Student and Community Services, updated the Board on Fall Registration. With 3 weeks remaining before the start of the Fall 2021 semester, student enrollment activity is showing +2.45% in headcount, +1.7% in credit hours and +1.05% in contact hours. KCC experienced an increase in enrollment following the KCC Enrollment Event held on Saturday, July 31. Staff were available on campus that day and assisted 121 students with the enrollment process including admissions, financial aid, placement testing, academic advising, and registration.

External Scholarships and Grants: The July monthly receipt in external gifts and grants to students is \$139,630.80, bringing the 2021/22 fiscal year total to \$139,630.80.

##### **Instruction Division Updates**

**Dr. Watson**, Vice President of Instruction, provided the following updates from the Division:

Program Review: On September 29, 2020, KCC's Academic Cabinet approved a Program Review Process. The Program Review process is one of the final steps in assuring compliance with the HLC's Assessment Academy. Program review will be on a five-year cycle, in alignment with the PROE (Program Review in Occupational Education) process allowing for programs to complete the task with one process rather than several. All program information will be housed in WIDS.

Program Review of the Associates in Arts, Science, and General Studies: On June 1, 2021, KCC's Academic Cabinet approved the program review for the Associate of Arts degree. On July 27, 2021, KCC's Academic Cabinet approved the program reviews for the Associate of Science and Associate of General Studies.

HLC Assurance Argument Final Draft: The final copy of the Assurance Argument for the HLC's visit on October 18 and 19 was discussed. The report will be shared with all employees and posted on the KCC accreditation website. During the next several weeks, there will be activities and information shared with stakeholders in preparation for the HLC visit.

**Instructional Operating Policies:** Dr. Watson provided a preview of policies that will be presented at a future Board meeting for approval:

Academic Credit Hour – Demonstrates how the College determines the credit hours awarded to courses and programs in keeping with commonly accepted practices in higher education.

Academic Forgiveness – Process whereby inapplicable coursework and related grades from a previous curriculum is excluded for the purpose of meeting graduation requirements.

Credit by Examination – Allows a student to take an exam to earn credit in lieu of registering for the course, if applicable.

Late Add and Added Seat Policy – Policy regarding late additions and adding seats to full sections within academic departments.

Academic Fresh Start – Allows a student who has not performed well academically in the past to have credits and grades removed from the transcript calculations given specific conditions.

**Campus Reopening:** Eric Greene, Vice President of Strategy, Relations and Communications, provided the following update: In mid-July, after observing a significant decline in COVID-19 case rates across the service area, KCC declared that the College was moving to Phase 1 (normal operating status) of the Campus Reopening Plan. The College relaxed several campus protocols regarding masks, social distancing, event capacities and health screenings, but maintains operations with a priority on safety, including enhanced mitigation strategies. The Campus Reopening Team continues to watch the local case numbers closely and is ready to implement changes if necessary.

**RETIREMENT PLAN OVERSIGHT CABINET (RPOC) INVESTMENT POLICY STATEMENT:** Rick Scott, Chief Financial Officer, and Joe Miller with Miller Financial Services, provided the Board an update on the RPOC. The RPOC, in consultation with Miller Financial Services (MFS) and TIAA, prepared KCC's Investment Policy Statement. This is a standard document recommended to be put in place by the U.S. Department of Labor for organizations with fiduciary oversight of investments. The document governs how the RPOC will oversee the College's retirement plans, the investment lineup (performance and fees) and the related service providers.

**Infrastructure, Planning, and Sustainability (IPS) Council Update:** Brad Fuller, Director of Institutional Facilities, presented updates on ongoing projects and actions items, including the reflecting pool repairs, EMS lab upgrades, Schwarz Science Building renovation, fleet upgrades, PIM suite relocation, drinking fountain upgrades, LED lighting progress, server room a/c and the Dental Clinic remodeling.

**KCC Foundation:** Teresa Durham, Executive Director of the KCC Foundation, provided a recap of the July 14, 2021 KCC Foundation Board meeting to include the election of the 2021-2022 officers. An update was also provided on the Bruin Open, grants, contributions, gifts, in-kind donations, scholarships, special events and the status of the KCCF investment portfolio.

#### **BOARD REPORTS AND REQUESTS**

None.

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

None.

#### **ACTION ITEMS**

- A. Gifts Acceptance Request:** With a motion by Trustee Byrd supported by Trustee O'Donnell, the Board unanimously approved the acceptance of gifts to KCC as outlined by Dr. Adrien Bennings, President, Kellogg Community College, and Teresa Durham.

- B. Sabbatical Change Request:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the change of Susan Sawyer's sabbatical change from Fall 2021 and Spring 2022 to only Spring 2022.
- C. Approval of New Program:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the formation of the new Maintenance Technician certificate program.
- D. Faculty Tenure Recommendation:** With a motion by Trustee Byrd supported by Trustee Booth, the Board enthusiastically and unanimously approved the tenure of Cindy Arizmendi, Wanda Miller, Lisa Harvey, Catherine Forman, Anne Jost and Rebekah Love.
- E. Reflecting Pool Stairs and Concrete Repair:** With a motion by Trustee Byrd supported by Trustee Reynolds, the Board unanimously approved the aforementioned repairs to the Reflecting Pool stairs and concrete.
- F. Financial Statements:** With a motion by Trustee Byrd supported by Trustee Davis, the Board unanimously approved the financial statements for June 2021 and July 2021.
- G. Personnel Items:** The following personnel items were unanimously approved by the Board with a motion by Trustee Booth, supported by Trustee Reynolds:

***New Employees***

Brenda Dalski	Instructor, Certified Nurse Aide Training Program (temporary) (effective August 18, 2021; Faculty, Bachelor's lane, Step 10, 2021-2022 contract salary \$72,243)
Jennifer Kotowski	Director, Admissions (effective July 26, 2021; Administration, Director 1, 2021-2022 contract salary \$81,286)
Aleatha Lycos	Instructor, Emergency Medical Services (temporary) (effective August 18, 2021; Faculty, Non-Degree lane, Step 10, 2021-2022 contract salary \$60,772)
Brandon McAllister	Instructional Assistant, Industrial Trades (Machining & Welding) (effective August 23, 2021; Support Staff, Pay Grade 13, Step 3, 2021-2022 hourly rate \$21.50)
Victoria O'Connell	Clerk, Business Office (effective June 28, 2021; Support Staff, Pay Grade 11, Step 6, 2019-2020 hourly rate \$20.53)

***Position Transfers***

Scott Cubberly	Business and Industry Liaison (effective June 28, 2021; Administration, Manager 1, 2021-2022 contract salary \$70,257)
Carole Davis	Director, Fehsenfeld Center (effective August 1, 2021; Administration, Director 1, 2021-2022 contract salary \$86,237)

**Reclassification**

Joanne Colyn Process Specialist, Davidson Building (effective October 22, 2020, Support Staff, Pay Grade 14, Step 6, 2021-2022 hourly rate \$26.66 effective July 1, 2021 due to previous wage freeze)

**Resignations**

Nathan Anderson CTE Career Coach and Outreach (2 years) (effective July 1, 2021)

Summer Corsi Student Success Coach, Academic Advising (2 years) (effective July 12, 2021)

Sara Gleason Department Assistant, Testing and Assessment (2 years) (effective August 27, 2021)

Sara Gorham Specialist, Financial Aid (3 years) (effective August 9, 2021)

Adrienne Hill Academic Advisor (4 years) (effective August 6, 2021)

**Retirements**

None

**Open Positions**

**Status**

Career Coach, Workforce Solutions*	Candidate Review
Center Assistant, RMTC	Offer and Selection
Chair, Math and Science	Candidate Review
Clinical Coordinator, Radiography	Candidate Review
Counselor	Candidate Review
Department Assistant, KCC Foundation	Interview and Selection
Department Assistant, Records and Registration	Interview and Selection
Department Assistant, Testing and Assessment (PT & FT)	Interview and Selection
Director, Business and Information Technology	Offer and Selection
Enterprise Applications Analyst	Posted
Instructional Assistant, Industrial Trades (Electrical-Electricity)	Candidate Review
Instructor, Clinical Education, EMS	Offer and Selection
Recruiter, Special Populations (iACT)*	Candidate Review
Simulation Operations Technician	Posted
Facilities Maintenance - Utility II (2 positions)	Posted

\*Fully or Partially Grant Funded\*

**CITIZEN/STAFF COMMENTS**

None.

**MISCELLANEOUS**

Dr. Bennings informed the Board of the General Session and Professional Development Week, the Color Run, and stated that the next Board meeting is currently scheduled to be virtual and will be September 15, 2021.

**ADJOURNMENT**

With a motion by Trustee Byrd and support by Trustee O'Donnell, Chairman Claywell adjourned the meeting at 7:14 p.m. with unanimous Board approval.

Steve Claywell, Chairman

Jonathan Byrd, Secretary