

## **Kellogg Community College Minutes of the Regular Meeting of the Board of Trustees October 16, 2024**

The Kellogg Community College Board of Trustees met in a regular public session on October 16, 2024, at 6:30 p.m. at the Kellogg Community College Eastern Academic Center, 14055 26 Mile Rd, Albion, MI. A Zoom conferencing option will be available to staff and the public.

Chairman Claywell called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was recited.

Roll call was conducted.

Chairman Steve Claywell – present  
Vice Chair Matt Davis – present  
Treasurer Carla Reynolds – absent  
Secretary O'Donnell – present

Trustee Xenia McKay – present  
Trustee Lisa Mueller – present  
Trustee TR Shaw – present  
Student Representative Thompson – present

### **ADJUSTMENTS TO THE AGENDA**

There were no adjustments to the agenda.

### **CONSIDERATION OF MINUTES**

The Board of Trustees unanimously approved the minutes from the regular meeting held on September 18, 2024, with a motion from Vice Chair Davis, supported by Trustee McKay.

### **PRESIDENT'S REPORT**

**Academic Cabinet Charter Update:** The Academic Cabinet has made minor updates to its charter including membership and rotation.

**OP 16.003 Facility Naming Policy:** The Facility Naming Policy outlines how Kellogg Community College names facilities as a form of recognizing individuals for distinguished service, achievement, or significant monetary contributions. The College also names facilities in honor of people, organizations, and concepts that are historically or culturally significant, representative of philanthropic contribution, or within a temporary sponsorship arrangement.

**Infrastructure, Planning, and Sustainability Council (IPS) Update:** Greg Colegrove, Chief Information Officer, updated the Board of Trustees on IPS project activities, including the Capital Outlay, Registrar/Business Office vestibule, soccer field windscreen, and the Binda Theatre orchestra pit filler replacement. Additionally, the HVAC projects at the Grahl and Fehsenfeld Centers are completed.

**KCC Foundation Report:** Eric Greene, Vice President of Communications and Advancement, updated on KCC Foundation activities, including the opening of nominations for the Outstanding Bruin Award, an

#### **BOARD OF TRUSTEES**

Steven A. Claywell  
*Chair*

Matthew A. Davis  
*Vice Chair*

Carla C. Reynolds  
*Treasurer*

Patrick A. O'Donnell  
*Secretary*

Xenia C. McKay  
*Trustee*

Lisa L. Mueller  
*Trustee*

T.R. Shaw, Jr.  
*Trustee*

Dr. Paul R. Watson II  
*President*

upcoming employee payroll deduction campaign, and a friendly divisional “Food Wars” to collect food and non-food products to fill the Bruin Baskets and Bruin Pantry which both benefit students.

**Scholarships and Grants:** For the months of September, the receipts in external gifts and grants to students for the 2024/2025 academic year totaled \$35,700.

## **BOARD REPORTS AND REQUESTS**

Chairman Claywell thanked Scott Cubberly for hosting the Board of Trustees meeting at the Eastern Academic Center.

Scott Cubberly shared that he was excited to host the Board of Trustees and is working hard on the east side of the State to increase enrollment and outreach.

**Student Representative Thompson:** Romello Thompson introduced himself and his academic journey. Thompson thanked the Board of Trustees for the opportunity and is grateful for the opportunity to represent the student body.

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

Autumn Smith, a community member, commented about a past Board of Trustees member.

## **ACTION ITEMS**

**Public Act 152 of 2011 Election:** Per this Public Act, each year, the Board of Trustees needs to determine if it will elect to continue with the 80/20 cost share model for healthcare or adopt the capped rates approach set by the State of Michigan. Without this election, the law requires the default to be the hard caps. The 80/20 more closely mirrors the cost-sharing arrangement the College had in place before this law was passed and has already been agreed to in each collective bargaining agreement. The Board of Trustees unanimously approved Public Act 152 of 2011 with a motion from Vice Chair Davis, supported by Trustee McKay.

**Health Insurance Recommendation for 2025:** The Healthcare Employee Advisory Team (HEAT) has reviewed bids for medical and ancillary coverages for 2025 for non-faculty employees and is recommending a renewal with the current plans and current providers, which includes Blue Cross Blue Shield for medical and dental and VSP for vision. Dr. Watson shared that there will be changes coming forward for the faculty healthcare plan through MESSA, but that is not related to this action item, he will keep the Board of Trustees updated. The Board of Trustees unanimously approved the 2025 Health Insurance recommendation with a motion from Trustee Mueller, supported by Secretary O’Donnell.

**Updated General Insurance Recommendation:** In August, the Board approved the College’s general insurance coverages. Unfortunately, there was a clerical error in the premium summary from HUB. The correct premium total should have been \$354,463, per the summary included in the Board packet. The previous summary listed \$350,700 as the total, which resulted from using the incorrect premium amount for our umbrella policy. Chairman Claywell stated that with the error for a previous action item, the recommendation is being presented for action which is in line with the Board of Trustees protocol. The Board of Trustees unanimously approved the updated General Insurance recommendation with a motion from Secretary O’Donnell, supported by Trustee Mueller.

**Registrar/Business Office Vestibule Construction:** The roll-down doors at the Ohm Information Technology Center (OITC) service windows have elapsed their useful life and need to be replaced. IPS Council has approved removing them and creating a vestibule lobby space, which will be tied into the fire alarm for release if needed and allow us to maintain the required fire separation between the walkway and

the OITC. The funding will be \$100,000 from the IPS Council's allocated funds, which includes the \$89,210 quote from Schweitzer and a contingency. The Board of Trustees unanimously approved the Registrar/Business Office vestibule construction and the quote from Schweitzer with a motion from Secretary O'Donnell, supported by Trustee McKay.

**Binda Theatre Orchestra Pit Covers Replacement:** The IPS Council approved a project to replace the orchestra pit covers at the front of the stage in the Binda Performing Arts Center. The current covers are very heavy and have become unlevel creating a safety hazard at the edge of the stage. We will replace them with a specially designed pit cover with adjustable legs. Other features such as removal doors and cable hatches allow for flexibility of use during theatrical performances. The Board of Trustees unanimously approved the \$58,588 bid from Associated Controls + Design with a motion from Trustee McKay, supported by Vice Chair Davis.

**Main Campus Snow Removal Services:** The five-year contract with Brightview Snow Services expired at the end of last season and we issued a Request for Proposals to ten companies. Three companies responded, with Brightview being the low bid at \$506,915. Their proposal also includes a salt storage option for \$275 per month that allows us to save money by procuring salt through a Michigan MiDeal contract. The Board of Trustees unanimously approved the main campus snow removal services with a motion from Trustee Mueller, supported by Trustee McKay.

**MISEC Electric Choice Solar Program:** The Michigan School Energy Cooperative (MISEC) is a Michigan educational cooperative that the College uses to procure power for the Regional Manufacturing Technology Center (RMTTC) and the Eastern Academic Center (EAC). Our representative at MISEC approached us with an opportunity to enter into a 15-year power purchase agreement, using solar energy, to lock in prices for 15 years which could save us \$158,000 or more over the use of traditional "brown power". The Board of Trustees unanimously approved the MISEC Electric Choice Solar Program with a motion from Vice Chair Davis, supported by Trustee Mueller.

**Associate of Fine Arts:** the Associate of Fine Arts (AFA) will help students earn their Michigan Transfer Agreement (MTA) in addition to completing most of the essential information for their foundation courses. Whether students diversify their skills across multiple areas or concentrate more deeply on specific disciplines, music or visual arts, the curriculum is designed to support artistic growth and understanding. This program prepares students for success in their respective fields, or transfer to most four-year institutions' baccalaureate programs.

**1. Music AFA\_340**

**2. Visual Arts AFA\_341**

Secretary O'Donnell shared that all three of the new programs being presented this evening are exciting to add to the programs offered at Kellogg Community College. O'Donnell said good job and thanks to the staff and faculty.

The Board of Trustees unanimously approved the Associate of Fine Arts with a concentration in Music and the Associate of Fine Arts with a concentration in Visual Arts with a motion from Trustee Mueller, supported by Trustee McKay.

**Executive Assistant Associate of Applied Science:** The Executive Assistant Associate of Applied Science (AAS) program prepares students to enter business and industry as the next generation of administrative professionals and leaders. The program includes a rigorous curriculum of classroom, lab, and hands-on experience that prepares students for success in small to large businesses. The Administrative Support Specialist Certificate is designed to prepare candidates for entry-level, administrative support roles in business and industry.

**1. Administrative Support Specialist Certificate**

The Board of Trustees unanimously approved the Executive Assistant Associate of Applied Science and the Administrative Support Specialist Certificate with a motion from Trustee Mckay, supported by Vice Chair Davis.

**Computer Integrated Machining Associate of Applied Science:** The Computer Integrated Machining Associate of Applied Science (AAS) degree program prepares students with the analytical and technical skills required for multiple career paths in advanced manufacturing, research, and education. The Machinist Certificate program provides the core skills required for a successful career in a machining-related occupation. The CNC Machinist Certificate program is an advanced certification in the use of computerized machine tools to craft precision objects. The two certificates are a stackable credit toward the Computer Integrated Machining AAS degree.

- 1. Machining Certificate**
- 2. CNC Machinist Certificate**

Secretary O'Donnell shared that he is particularly interested in this new program and certificates because it puts the College in front of new technology that is being created and in line with new technology such as 3D printing. O'Donnell expressed his thanks to the staff and faculty.

The Board of Trustees unanimously approved the Computer Integrated Machining Associate of Applied Science, the Machining Certificate, and the CNC Machinist Certificate with a motion from Trustee McKay, supported by Secretary O'Donnell.

**2026 Capital Outlay Request:** As presented last month, the College's Capital Outlay Five-Year Plan is required to be on file with the State to be eligible for Capital Outlay funding, should such an appropriation become available. We have included the Roll Building as our next priority project for consideration. The Board of Trustees unanimously approved the 2026 Capital Outlay Request with a motion from Trustee Mueller, supported by Trustee McKay.

**September Donated Items:** The College's faculty and staff have procured several donations for the month of September. The first is embroidery equipment from community member, Frances Michl, that will be used by Lifelong Learning and will be a great complement to the sewing and quilting classes we currently provide. The second donation is presented by Industrial Trades faculty member Matt Cronkhite is a Caldwell 3-Ton Portable Gantry in used, working condition. This item will expand our ability to offer rigging and material handling instruction. The Board of Trustees unanimously approved, with great gratitude, the donations with a motion from Trustee McKay, supported by Trustee Mueller.

**Financial Statements:** The Board of Trustees unanimously approved the financial statements with a motion from Vice Chair Davis, supported by Trustee Mueller.

**Personnel Items:** The Board of Trustees unanimously approved the personnel items with a motion from Secretary O'Donnell, supported by Trustee McKay.

**New Employees**

Jennifer Underwood-Davis	Program Advisor, TRIO Student Support Services* (effective November 4, 2024; Administration, Manager 2, 2024-2025 annualized salary \$64,500)
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**Employee Transfers**

Waldo (Bobby) Beauchamp	Dean, Workforce Development
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(effective September 23, 2024; Administration, Dean 1, 2024-2025 annualized salary \$118,000)

Christopher Watson

Department Assistant, Records and Registration  
(effective October 21, 2024; Support Staff, Pay Grade 12, Step 3; 2024-2025 hourly rate \$20.25/hour)

### **Resignations**

Holly McKee

Director, Center for Student Success  
(26 years) (effective October 20, 2024)

Jennifer Stegenga

Specialist, Financial Aid  
(7 years) (effective October 1, 2024)

### **Retirements**

Charin Nichols

Department Assistant, Athletics  
(28 years) (effective January 7, 2025)

Danny Webb

Faculty, Electricity/Electronics  
(8 years) (effective May 15, 2025)

### **CITIZEN/STAFF COMMENTS**

Chairman Claywell thanked Scott Cubberly for hosting the board of Trustees and recognized that Cubberly is recognized in the community and is helping the College move forward.

Joe Harris, a community member, commented about a past Board of Trustees member.

Autumn Smith, a community member, commented about a past Board of Trustees member.

Sarah Stout, professor of communications, greeted the Board of Trustees and shared that the semester is nearing the halfway point.

Barbara Sudeikis, the Chair of Arts and Communication, thanked the Board of Trustees, faculty and staff for approving the Associate of Art degrees.

### **CLOSED SESSION**

At 7:25 p.m., Secretary O'Donnell moved that the Board of Trustees meeting be moved into a closed session under section 8c of the Open Meetings Act for the purpose of a strategy and negotiations session connected with the negotiations of a collective bargaining agreement.

The Board of Trustees unanimously approved moving into closed session for the purposes of strategy and negotiations connected with the negotiations of a collective bargaining agreement with the motion from Secretary O'Donnell, supported by Vice Chair Davis.

Roll call was conducted.

Chairman Steve Claywell – in favor  
Vice Chair Matt Davis – in favor  
Treasurer Carla Reynolds – absent

Trustee Xenia McKay – in favor  
Trustee Lisa Mueller – in favor  
Trustee TR Shaw – in favor

Secretary O'Donnell – in favor

Student Representative Thompson – in favor

## **OPEN SESSION**

The Board of Trustees meeting resumed the open meeting session at 8:16 p.m.

## **MISCELLANEOUS**

The following KCC activities were provided to the Board of Trustees:

Dr. Paul Watson shared that he hosted Pizza with the Prez on October 15. The students were excited about the pizza and meeting the president. Chairman Claywell asked about the plans to do this event at the Centers. Watson explained that it is in the planning stages.

### **Upcoming Events**

October 17 – KCC Transfer Fair – 10:30-12:30 PM Student Center

October 24 – Bruin Boo – 6:30 PM

Dr. Paul Watson informed the Board of Trustees that they were welcome to attend the event and help at his table.

November 23 – Battle Creek Holiday Parade – 5:45 PM

Dr. Paul Watson shared that individuals who participate in the holiday parades will be given a scarf to show Bruin unity as we walk/ride/drive during all of the holiday parades. A banner is being created that can be carried in front of the KCC section of the parade. Additionally, a float is being constructed that will hold Blaze allowing our mascot to attend parades. Chairman Claywell asked if Student Representative Thompson could be involved with this project and gather other students to help. Watson will discuss it with Thompson.

November 28 – Thanksgiving Break

December 17 – Holiday Breakfast – 8:30-10:30 AM Binda Lobby

### **Fall Recognition Ceremonies and Commencement**

November 21 – iACT Graduation – 5:00 PM

December 11 – Nursing Pinning – 6:00 PM Binda Theatre

December 16 – Police Academy Recognition Ceremony – 5:30 PM Binda Theatre

December 17 – EMS Celebration – 5:30 Pm Binda Theatre

### **Spring Recognition Ceremonies and Commencement**

April 23 – Outstanding Bruin Awards – 6:00 PM Binda Theatre

April 25 – Student Art Exhibit Awards Ceremony – 5:00 PM Davidson Auditorium

May 2 – Honors Symposium – TBD Davidson Auditorium

May 12 – Physical Therapist Assistant Celebration – 5:30 PM Binda Theatre

May 12 – Radiography Celebration – 7:30 PM Binda Theatre

May 13 – ECE/EDUC Celebration – 5:30 PM Kellogg Room

May 13 – Dental Hygiene Pinning – 6:30 PM Binda Theatre

May 14 – Nursing Pinning – 6:00 PM Kellogg Arena

May 14 – EMS Celebration – 5:30 PM Binda Theatre

May 14 – EMS Celebration – 7:30 PM Binda Theatre

May 15 – Commencement – 7:00 PM Kellogg Arena

June 4 – Police Academy Recognition Ceremony – 6:00 PM Binda Theatre

### **Upcoming Board of Trustees Meeting**

Next Board of Trustees Meeting – November 20, 2024

Secretary O'Donnell shared that the Board Retreat will take place on November 4.

Trustee Shaw shared that November 14 is National Diabetes Day and he is on an action group working with the Nursing Program students. More information will be shared soon.

Trustee Mueller stated that she will be attending the ACCT conference next week and will share information when she returns.

#### **ADJOURNMENT**

At 8:25 p.m., the Board of Trustees adjourned the October 16, 2024, Board of Trustees meeting with a motion from Vice Chair Davis, supported by Trustee Mueller.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary