

KELLOGG COMMUNITY COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
February 19, 2025

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, February 19, 2025, at 6:30 p.m. in the Board Room of the Kellogg Community College Roll Administration Building, 450 North Ave., Battle Creek, MI. A Zoom conferencing option was 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 – present
Secretary O'Donnell – absent

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee Aldrich – virtual
Student Representative Thompson – present

ADJUSTMENTS TO THE AGENDA

Dr. Paul Watson requested the removal of Action Item C from the Board of Trustees Agenda. The Board of Trustees unanimously approved the removal of Action Item C with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

BOARD OF TRUSTEE PROCEDURES

2026-2027 Board of Trustees Calendar: The Board of Trustees unanimously approved the 2026-2027 Board of Trustee calendars with a motion from Treasurer Reynolds, supported by Trustee McKay.

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on January 15, 2025, with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

The Board of Trustees unanimously approved the closed session minutes from the meeting held on January 15, 2025, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

PRESIDENT'S REPORT

Athletic Highlight: Tonight, we honored the Kellogg Community College Bruins men's and women's Bowling Teams. Athletic Director Drew Fleming introduced the coaches and the team. Athletic Director Fleming shared that Terry Burleson, KCC employee, has won the blow-up bowling game for the fourth consecutive year at the annual Bowling Blaze of Glory breakfast.

Mid-Year Budget Update (MYBU): The College's auditor, Michael Baker, was present and reviewed the MYBU. This time of year, now that we have more information on the factors affecting the budget, we will update the budget, have the auditors review our work, and present a revised budget to the Board's Audit & Finance Committee and the Board.

The Board of Trustees unanimously approved the Mid-Year Budget Update with a motion from Treasurer Reynolds, supported by Trustee McKay.

Enrollment/Registration Activity Update: Spring registration opened Monday, October 28, 2024, with the semester beginning Tuesday, January 21, 2025, report which compares the same date as the date the report is generated. As of February 17, 2025, the report indicated that we are in the positive with headcount at +6.24%, credit hours at +8.31%, and contact hours at +7.79%.

Tenure Recommendation: Dr. Tonya Forbes, Vice President of Instruction, without reservation, made the tenure recommendations for Michele Peterson, Psychology faculty; Kellyann Garthe, Nursing faculty; and John Radabaugh, Emergency Medical Services (EMS) faculty, effective August 2025. Terah Zaremba, Vice President of Student Affairs, without reservation, made the tenure recommendation for David Wier, Counselor, effective August 2025.

2025 Kellogg Kickstart Retention Study: KCC recently received a \$50,000 grant award from the Binda Foundation for its 2025 Kellogg Kickstart Retention Study proposal. The Binda Foundation funding will pay for 2/3 of a faculty position needed to run the program. Staff will study student participation to measure the impact of the Kickstart program on retention and graduation rates. This grant covers about 1/3 of the entire program budget.

State of Michigan Tuition and Fee Summary: Usually at the January Board of Trustees meetings we share the Michigan Community College Business Officers Association's (MCCBOA) Gibson survey, which compares the costs of attending each college in Michigan. MCCBOA is no longer providing this survey, citing the Michigan Public Data Inventory Report (MPDI) as sufficient information for that type of comparison. While it doesn't include course-specific fees, it is still useful to see where KCC compares to other community colleges.

Commission on Dental Accreditation (CODA): The preliminary draft site visit report approved by the visiting committee of the Commission on Dental Accreditation that conducted the December 5-6, 2024, which was an evaluation of the dental hygiene program offered by the Kellogg Community College was provided to the Board of Trustees. The

finalization of the accreditation decision will take place on August 7, 2025. Dr. Paul Watson thanked Dr. David Smith and the whole team for their hard work and dedication to the Dental Program.

Commission on Accreditation of Allied Health Education Programs (CAAHEP): On January 16, 2025, the CAAHEP informed Kellogg Community College of its decision to award continuing Medical Assistant Certificate program accreditation. The next evaluation will take place no later than 2029.

Service-Learning Value: As anticipated, counting the fall 202 semester, the value of volunteer hours contributed by KCC Service-Learning students since the fall of 2020 exceeded \$1M, reaching a total of \$1,089,083.19. In the fall of 2024, the KCC program generated a total of 4587 hours with a cumulative total (since fall of 2020) of 35, 637 hours! We are proud of this contribution to bettering our community and equally proud of the impact that service learning has on our students.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Greg Colegrove, Chief Information Officer, IPS co-chair, updated the Board of Trustees on IPS project activities including the completion of the HVAC systems at the Fehsenfeld and Grahl Centers, which we expect to present the Budget Close-Out Report next month.

KCC Foundation Report: Eric Greene, Vice President of Communication and Advancement, provided an update on KCC Foundation activities including the March 7, 2025, date for the Bid a Brighter Future, the September 5 date for the Bruin Open, and W.K. Kellogg Corporation is completing a food drive which will be donated to the Bruin Pantry to benefit KCC students.

Scholarships and Grants: For the months of December and January, the receipts in external gifts and grants to students for the 2024/2025 academic year totaled \$32,000.

BOARD REPORTS AND REQUESTS

Chairman Claywell shared that he spent some time in the Dental Clinic with a dental appointment. He stated his gratitude to Madeline, a dental student, and the staff for ensuring that the environment was inviting and all visitors were taken care of through this great program and community resource.

Trustee Mueller shared that Tom Lawrence has won an award for volleyball and shared information about her recent trip to Washington DC, with Eric Greene, Dr. Watson, and Secretary O'Donnell, meeting representatives and senators.

Student Representative Thompson shared that he recently switched his major and the process was easy, and he commended the Computer Information and Technology Department. Further, Thompson recognized the recent student activities such as the squishy bear hunt, Bruin Boost, and Black History events that are taking place this month.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen/staff requests and comments.

ACTION ITEMS

Tenure Recommendation: David Wier, Michele Peterson, Kellyann Garthe, and John Radabaugh have completed the requirements for tenure. The Board of Trustees unanimously approved the tenure for David Wier, Michele Peterson, Kellyann Garthe, and John Radabaugh with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

KCC Kellogg Faculty Association Letter of Agreement: With the vacancy of the Director of the Eastern Academic Center, Danny Webb will receive a stipend for any administrative responsibilities beginning January 10 until the vacancy is filled or until the end of the spring 2025 semester. The Board of Trustees unanimously approved the KFA LOA with a motion from Treasurer Reynolds, supported by Trustee Mueller

Waste Removal Services: This Action Item was removed from the agenda.

Changes to the College's 457(b) Retirement Plan: The Secure Act 2.0 requires the College to make some elections and changes that we previously did not need to address. Upon the advice of TIAA and Miller Financial Services, we have 1) elected to not allow Roth Elective Deferrals to the plan as those are available in the 403b plan and could create issues for employees if allowed; 2) elected to not automatically enroll employees in the plan as we want participation in the plan to be voluntary; 3) permitted loans as our other plans do; and 4) elected to not change the mandatory distribution limit as provided by the Act. The Board of Trustees unanimously approved the changes for the College's 457(b) Retirement Plan with a motion from Treasurer Reynolds, supported by Trustee McKay.

February 2025 Donated Items: This month, the College has been offered four donations. The first is strobe lighting to use in photography classes, donated by Keith Mumma. The second is from Semco Energy/Clearesult donated four HVAC toolkits which will go to students awarded the Semco scholarship and complete a certain amount of coursework. The third donation is for tools, parts, and training systems from Consumers Energy. Lastly, the fourth donation is for SEMCO HVAC equipment including a gas absorption heat pump and a boiler. Please note the donation from SEMCO has an agreement that we are working on with legal counsel, so this donation approval is contingent upon getting the agreement in an acceptable form. The Board of Trustees unanimously approved the February 2024 donated items with a motion from Treasurer Reynolds, supported by Trustee McKay.

Financial Statements: The Board of Trustees unanimously approved the monthly financial statements with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Personnel Items: The Board of Trustees unanimously approved the personnel items with a motion from Trustee Mueller, supported by Treasurer Reynolds.

New Employees

James Boodt Department Assistant, Counseling (part-time)
(effective February 10, 2025; Support Staff, Pay Grade 12, Step 3, 2024-2025 hourly rate \$20.25)

Hunter Johnson Instructor, Emergency Medical Services (EMS)
(temporary)* Spring 2025 only
(effective January 10, 2025; Faculty, ND lane, Step 8;
2024-2025 annualized salary \$60,935)

Theresa McCrumb Assistant Director, Clinical Placement and Simulation
(effective January 27, 2025; Administration, Director 1;
2024-2025 annualized salary \$89,764)

Emily Riske Faculty, Nursing – **REVISED START DATE**
(effective May **12**, 2025; Faculty, MA+60 lane, Step 10;
2024-2025 annualized salary \$92,810)

Michael Spencer Instructor, Emergency Medical Services (EMS)
(temporary)* Spring 2025 only
(effective January 10, 2025; Faculty, MA lane, Step 10;
2024-2025 annualized salary \$86,654)

Jennifer Washburn Director, Library Services
(effective March 10, 2025; Administration,
Chair/Director; 2024-2025 annualized salary \$92,000)

Stephanie Willavize Department Assistant, Records and Registration
(effective February 24, 2025; Support Staff, Pay Grade 12, Step 3, 2024-2025 hourly rate \$20.25)

Michele Wood Specialist, Industrial Trades Education
(effective January 27, 2025; Support Staff, Pay Grade 13, Step 2, 2024-2025 hourly rate \$22.20)

Appointments

Joey Wright Director, Public Safety Education
(effective January 6, 2025; Administration, Director 1;
2024-2025 annualized salary \$89,764)

Employee Transfers

Niaomi Curtis Program Manager, Workforce Solutions (KAMI 4.0)*
(effective January 27, 2025; Administration, Manager 1;
2024-2025 annualized salary \$68,500)

Grace Wentworth Director, Center for Student Success*
(effective January 13, 2025; Administration, Director 1;
2024-2025 annualized salary \$80,000)

Reclassifications

Sammi Jones Specialist, Registrar's Office
(effective January 1, 2025; Support Staff, Pay Grade 13,
Step 6, 2024-2025 hourly rate \$27.03)

Laura Zalle

Director, Workforce Solutions
(effective January 6, 2025; Administration, Director 2,
2024-2025 annualized salary \$83,085)

Retirements

Michelle Reece

Specialist, Lifelong Learning
(7 years) (effective April 30, 2025) - REVISED

CITIZEN/STAFF REQUESTS AND COMMENTS

Simon Thalmann, director of marketing, made a comment about the KCC baseball team

CLOSED SESSION

At 7:21 p.m., Vice Chair Davis 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 Vice Chair Davis, supported by Treasurer Reynolds.

Roll call was conducted.

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

Trustee Xenia McKay – in favor
Trustee Lisa Mueller – in favor
Trustee Aldrich – virtual
Student Representative Thompson – in favor

OPEN SESSION

The Board of Trustees meeting resumed the open meeting session at 8:00 p.m.

MISCELLANEOUS

Upcoming Events

March 7 – Assessment Day/Bid a Brighter Future Auction/Employee Appreciation Day

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 – March 19, 2025, at the RMTC

Vice Chair Davis stated that the Ford space at the RMTC looked great and asked about a media release. Eric Greene shared that Ford is renting the space and created all of the signage themselves, but he would be happy to inquire.

ADJOURNMENT

At 8:07 p.m., the Board of Trustees adjourned the February 19, 2025, Board of Trustees meeting with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary