

**KELLOGG COMMUNITY COLLEGE**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**April 16, 2025**

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, April 16, 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 will be available to staff and the public.

Chairman Claywell called the meeting to order at 6:31 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 – present

Trustee Xenia McKay – present  
Trustee Lisa Mueller – present  
Trustee Aldrich – 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 March 19, 2025, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

The Board of Trustees unanimously approved the closed session minutes from the meeting held on March 19, 2025, with a motion from Treasurer Reynolds, supported by Trustee McKay.

**PRESIDENT'S REPORT**

**Students of Color Club/Bid a Brighter Future Food Sculpture Winners:** KCC honored the Students of Color Club and the Tech Club. Dean Bobby Beauchamp introduced Tricia Griggs and the members of the Students of Color Club. Student Life Director Kristin McDermott and Professor Doug Mann introduced the Tech Club, which participated in the holiday food drive and food sculptures at Bid a Brighter Future.

**Enrollment and Registration Activity Update:** Dr. Paul Watson shared some updates about the new enrollment report and the first week of summer enrollment numbers.

**Paragon Awards:** Simon Thalmann shared that in March, the Marketing and Communications Department was awarded five prestigious Paragon Awards from the National Council for Marketing and Public Relations. KCC's five awards were the most honors awarded to a single organization in the Paragon Awards, and KCC was acknowledged with the honor at the start of this year's awards dinner on March 27 in New Orleans. KCC won gold in the Postcard (Single or Series) category; silver in the Logo Wear and Print Wild Card categories; and bronze in the Academic Catalog or Class Schedule and Computer-Generated Illustration categories. Thalmann recognized Barbara Sudeikis, Chair of Arts and Communication, Heather Stratton, art faculty member, and a student. Lastly, Thalmann recognized June Lewis, who was inducted into the Association of College and University Printers (ACUP+) Hall of Fame.

**Institutional Policies:** The following institutional policies were presented:

- 1. OP 30.005 Hazing Reporting and Investigation Policy:** The purpose of the Hazing Reporting and Investigation Policy at Kellogg Community College is to align with the Stop Campus Hazing Act by providing a clear framework for reporting and addressing hazing incidents to protect the safety and well-being of students. This policy ensures that all members of the college community have access to a confidential reporting process and that any reported hazing is thoroughly investigated, with appropriate corrective actions taken.
- 2. OP 30.006 Hazing Prevention and Awareness Policy:** The purpose of the Hazing Prevention and Awareness Policy at Kellogg Community College (KCC) is to ensure compliance with the Stop Campus Hazing Act (H.R. 5646) and Michigan State Law (MCL-Section 750.411t), providing a proactive framework for the prevention of hazing. Through educational initiatives, awareness programs, and prevention strategies, the policy aims to promote a campus environment where hazing is not tolerated.
- 3. OP 30.008 Admissions Policy:** The purpose of this Operating Policy/Procedure (OP) is to establish the admissions policy and procedure by which Kellogg Community College admits students.

**Higher Learning Commission (HLC) Additional Location Confirmation Visit Report:** On April 30, 2024, the Higher Learning Commission Institutional Actions Council (HLC IAC) approved the addition of the Prison Education Program at the Lakeland Correctional Facility in Coldwater as an additional location. KCC will offer the Associate of Applied Science degree in Business Management. This approval required a site visit within six months of instruction initiation and student matriculation. The HLC approved the site visit and stated that the pattern of this institution's operations at the correctional facility, particularly related to its first Pell-eligible prison education program, appears to be sufficient. Dr. Tonya Forbes added that the student feedback in the program has been great and expresses why the college is here.

**Infrastructure, Planning, and Sustainability Council (IPS) Update:** Brad Fuller, Director of Institutional Facilities, and Greg Colegrove, Chief Information Officer, the IPS co-chairs, will update the Board of Trustees on IPS project activities, including the Miller gym, IRT Tech Room, and the reflecting pools.

**Scholarships and Grants:** For the month of March, the receipts in external gifts and grants to students for the 2024-2025 academic year totaled \$3,885.

## **BOARD REPORTS AND REQUESTS**

Secretary O'Donnell expressed his gratitude to have students attend the Board of Trustees meetings and share their stories and how the college, or college experience, has affected their lives.

Chairman Claywell congratulated June Lewis and the Marketing and Communications team. Claywell thanked the staff for attending the Board of Trustees meeting.

Student Representative Thompson explained his updated pathway, personal experiences, and upcoming events.

Claywell thanked the staff for attending the Board of Trustees meeting and hopes they continue to stay engaged.

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

Sarah Stout, communications professor, thanked the Board of Trustees for the working clocks in the Davidson Building.

## **ACTION ITEMS**

**MEDC Request for Equipment Upgrade (BEEP):** Workforce Solutions submitted a request to utilize the MEDC K-12 Engagement (BEEP) grant funding to purchase equipment for the advanced manufacturing outreach (BIT Mobile) and instructional use within RMTTC Industrial Trades HVAC, Welding, and Electrical programs. The cost for the equipment is \$53,646.50, which is in excess of \$50,000, thereby requiring the approval of the Board. The Board of Trustees unanimously approved the purchase of equipment using grant funds with a motion from Secretary O'Donnell, supported by Trustee McKay.

**Severin Building Renovation:** After two years of unsuccessfully trying to secure state Capital Outlay funds for the project, the IPS Council has approved moving the project using college funds. Last renovated roughly 20 years ago, the project will include some upgrading the HVAC system, asbestos abatement, adding office and meeting space in the lobby, removal of the food service station, changing out the double door entries with a sliding glass door and general improvements in paint and furniture in the offices and classrooms. Utilizing Mathison and Schweitzer, the project is budgeted at \$3.35 million from the 21st Century Fund and will commence this summer with a phased completion anticipated over the next year. As a reminder, the 21st Century Fund consists of revenue

generated from the voter-approved millage that restricts the use of those funds only to infrastructure and technology. The Board of Trustees unanimously approved the Severin Building update with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

**Kellogg Faculty Association Letter of Agreement:** Kellogg Community College and the Kellogg Faculty Association have agreed to permit Brian Murphy, Business faculty, to perform administrative duties for the summer 2025 semester to assist the College in replacing and training for his Business Services position. The Board of Trustees unanimously approved the Kellogg Faculty Association Letter of Agreement with a motion from Trustee McKay, supported by Treasurer Reynolds.

**Records and Registration Consulting Assistance:** This request was to engage Ferrilli, a higher education consulting firm, for a seven-month, part-time engagement to provide interim support in Records and Registration, assist with Degree Audit implementation, and support the Colleague SaaS migration while the Registrar position remains vacant after the initial job search was unsuccessful. This \$100,800 engagement addresses critical needs following the Registrar's retirement, with approximately one-third funded by the Sixty by 30 Adult Student Success Grant and the budget for the Registrar position. The Board of Trustees unanimously approved the Records and Registration Consulting Assistance with a motion from Treasurer Reynolds, supported by Trustee McKay.

**Colleague Core System Administrative Services:** To address limited staffing capacity during the Colleague migration, this request seeks Board approval to spend \$72,000 on administrative support services, funded through existing consulting funds allocated for this project. The Board of Trustees unanimously approved the Colleague Core System Administrative Services with a motion from Trustee Mueller, supported by Trustee McKay.

**April 2025 Donated Items:** This month, the College was offered a donation from Young Supply Company in Kalamazoo for three home RHEEM brand furnaces that were removed due to warranty claims. They represent modern high-efficiency home furnaces and will be used to demonstrate the primary and secondary heat exchangers as the students progress through the HVAC curriculum. The Board of Trustees unanimously approved the purchase of equipment using grant funds with a motion from Trustee McKay, supported by Treasurer Reynolds.

**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 Vice Chair Davis.

**New Employees**  
Caitlin Bufka

Specialist, Information Research & Technology  
(effective May 5, 2025; Support Staff, Pay Grade  
13, Step 2, 2024-2025 hourly rate \$22.20)

Gavin Henry Director, Business Services  
(effective April 21, 2025; Administration, Director 2;  
2024-2025 annualized salary \$75,000)

Sarah Thomas Academic Advisor  
(effective May 5, 2025; Administration, Manager 2;  
2024-2025 annualized salary \$64,500)

**Employee Transfers**

Sierra Thurmond Specialist, Lifelong Learning  
(effective April 21, 2025; Support Staff, Pay Grade 13,  
Step 6; 2024-2025 hourly rate \$27.03)

**CITIZEN/STAFF REQUESTS AND COMMENTS**

Krissy Stolz, support staff member, thanked everyone who attended the meeting in support of the support staff union and asked the Board of Trustees to remain engaged with the college.

Diana Campbell, student, thanked the Board of Trustees for the opportunity to attend the meeting for a class project.

**CLOSED SESSION**

At 7:21 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 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 – in favor

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

**OPEN SESSION**

The Board of Trustees meeting resumed the open meeting session at 8:12 p.m.

**MISCELLANEOUS**

**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 – 6:00 PM Miller Gym  
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 – May 21, 2025

Dr. Paul Wason shared that there are almost 400 students participating in commencement.

**ADJOURNMENT**

At 8:17 p.m., the Board of Trustees adjourned the April 16, 2025, Board of Trustees meeting with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary