

**KELLOGG COMMUNITY COLLEGE**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**May 21, 2025**

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, May 21, 2025, at 6:30 p.m. at the Kellogg Community College Regional Manufacturing Technology Center, 405 Hill Brady Road, Battle Creek, MI. A Zoom conferencing option was 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 – remote  
Treasurer Carla Reynolds – remote  
Secretary O'Donnell – present

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

**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 April 16, 2025, with a motion from Trustee Mueller, supported by Trustee McKay.

The Board of Trustees unanimously approved the closed session minutes from the meeting held on April 16, 2025, with a motion from Secretary O'Donnell, supported by Trustee Mueller.

**PRESIDENT'S REPORT**

**Enrollment/Registration Activity Update:** The May 12, 2025, summer report, which compares five weeks of registration year over year, indicates that we are in the positive with headcount at +10.88%, credit hours at +11.65%, and contact hours at +9.53%. The May 12, 2025, fall report, which compares three weeks of registration year over year, indicates that we are in the positive with headcount at +32.02%, credit hours at +27.61%, and contact hours at +21.90%.

**Calhoun Area School Board (CASB) Award:** Secretary O'Donnell was honored for his ten years of service on April 30, 2025. The Board of Trustees congratulated Secretary O'Donnell.

**Practical Nursing Accreditation:** The Accreditation Commission for Education in Nursing (ACEN) granted accreditation to the Kellogg Community College practical nursing program at its April 2025 meeting. The Board of Trustees congratulated the Nursing program for its continued hard work.

**Income Tax Preparation-VITA Program:** Dr. Micki Pitcher, accounting faculty, reported that KCC faculty and administrators, along with 10 volunteers from the University of Olivet, participated in the VITA program. They assisted low-income clients with tax preparation for the 2024 tax year. These low-income clients greatly benefit from our program, as their main source of income is social security. The Board of Trustees thanked Dr. Pitcher and all the volunteers.

**Michigan Works Southwest Impact Award:** In partnership with Michigan Works! Southwest, April 24, 2025, Kellogg Community College was honored with the Michigan Works Southwest Impact Award. The award outlines Ariel Martinez and his pathway from a certified nursing assistant to a 4.0 GPA as a Medical Assistant, a fall 2024 graduate. The Board of Trustees thanked Brenda Sanchez and the iACT staff for their hard work in our community.

**Michigan's Best and Brightest in Wellness:** In March 2025, Kellogg Community College was recognized as The Best and Brightest Companies to Work For®. In April 2025, KCC was recognized as Michigan's Best and Brightest in Wellness®. This award honors companies that have demonstrated exceptional commitment to promoting employee wellness and creating a healthy work environment through implementing innovative health programs, offering comprehensive benefits, and fostering a culture that prioritizes well-being. The Board of Trustees congratulated Human Resources and KCC staff for being recognized for a second year.

**National Council for State Authorization Reciprocity Agreements (NC-SARA):** Kellogg Community College's application was approved to renew its institutional participation with the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. Today, more than 2,400 institutions in 49 member states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands all voluntarily participate in SARA.

**Infrastructure, Planning, and Sustainability Council (IPS) Update:** Brad Fuller, Director of Institutional Facilities, and Greg Colegrove, Chief Information Officer, the IPS co-chairs, shared updates with the Board of Trustees on IPS project activities, including the soccer field wind screens, the completion of the security camera project, and the damage report from the recent storms.

**KCC Foundation Report:** Eric Greene, Vice President of Communication and Advancement, shared an update on KCC Foundation activities, including 151 scholarships totaling \$125,000 were awarded this summer (compared to \$30,000 awarded last summer), June 11 is the second annual President’s Breakfast, and the Bruin Open is September 5.

**Scholarships and Grants:** For the month of April, the receipts in external gifts and grants to students for the 2024-2025 academic year totaled \$5,000.

## **BOARD REPORTS AND REQUESTS**

Secretary O’Donnell asked the Board of Trustees to attend Fort Custer National Cemetery this Saturday to help with distributing flags and to attend the event on Sunday. Further, O’Donnell thanked the staff for the birthday card.

Chairman Claywell expressed his gratitude to all the students who completed their respective degrees and certificates. Claywell recognized the faculty and staff for their part in the students’ journey. Lastly, Claywell asked that we keep Student Representative Thompson in our thoughts as he suffered a recent loss.

Vice Chair Davis thanked the volunteers for their help in making commencement night a success.

Treasurer Reynolds shared her appreciation for being a representative of Kellogg Community College at the commencement ceremonies. Reynolds thanked all of the staff and individuals who have worked tirelessly to ensure that the college has power and internet for the students starting their summer semester.

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

There were no citizen or staff comments.

## **ACTION ITEMS**

**Calhoun Area School Board Members’ Association (CASBMA) Appointment:** The Board of Trustees unanimously appointed Trustee McKay as the designee, with Secretary O’Donnell serving as the alternate for the 2025-2026 year, with a motion from Trustee Aldrich, supported by Trustee Mueller.

**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. The Board of Trustees unanimously approved OP 30.005 with a motion from Secretary O’Donnell, supported by Trustee Aldrich.

**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. The Board of Trustees unanimously approved OP 30.006 with a motion from Trustee Mueller, supported by Trustee McKay.

**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. The Board of Trustees unanimously approved OP 30.008 with a motion from Secretary O'Donnell, supported by Trustee McKay.

**Severin Building Elevator Proposal:** The Severin building elevator is one of our older elevators and this project will replace the power supply, controller, pump motor, main valve and various other components of this elevator, including an interior upgrade, which will include a new stainless-steel panel in the elevator and give it a modern look and well as increase durability. The budget requested for this project in April was \$120,000, and the quote, with all options, is \$118,288. The Board of Trustees unanimously approved the Severin Building elevator with a motion from Trustee Mueller, supported by Secretary O'Donnell.

**Network Firewall Replacement and Consolidation:** This project seeks to update and consolidate these devices into a unified, high-availability firewall solution that provides enhanced security, improved reliability, and simplified management across all KCC campuses. The project will be funded using IPS budgetary funds, previously approved by the Board, for a cost not to exceed \$153,000. The Board of Trustees unanimously approved the network firewall replacement and consolidation with a motion from Secretary O'Donnell, supported by Trustee McKay.

**May 2025 Donated Items:** The College has been offered two donations. The first donation request comes from Matt Cronkhite, industrial trades faculty, for the donation of an industrial metal cutting bandsaw from Consumers Energy. The second donation request comes from Ryan Flathau, art faculty. This is for the donation of a D and K Bienfang 4468H Vacuum Press used for framing, mounting, and laminating display materials and texturing artwork from community member Chris Schneider. The Board of Trustees unanimously approved the donated items, with great gratitude, with a motion from Trustee Mueller, supported by Trustee Aldrich.

**Financial Statements:** The Board of Trustees unanimously approved the financial statements with a motion from Trustee McKay, supported by Trustee Aldrich.

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

**New Employees**

Arguster 'Pete' Daniels	Police Officer (effective April 28, 2025; Administration, Professional 1 non-exempt; 2024-2025 hourly rate \$27.61)
Theresa 'Tia' Hirakis	Faculty, Nurse Aide Training Program (effective May 12, 2025; Faculty, Master's lane, step 10; 2024-2025 annualized salary \$86,654)
Chrissy Pfeil	Director, Eastern Academic Center (EAC) (effective May 19, 2025; Administration, Director 2; 2024-2025 annualized salary \$70,000)
Phyllis Wilson-Glasper	Center Assistant, Eastern Academic Center (effective April 21, 2025; Support Staff, Pay Grade 12, Step 4, 2024-2025 hourly rate \$21.31)

**Employee Transfers**

Hunter Johnson	Faculty, Emergency Medical Services (EMS) (effective May 19, 2025; Faculty, Non-degree lane, step 8; 2024-2025 annualized salary \$60,957)
Kevin Kellems	Faculty, Criminal Justice (effective August 15, 2025; Faculty, Master's lane, step 12; 2024-2025 annualized salary \$96,250)

**Resignations**

April DeOliveira	Instructional Assistant, Center for Student Success (5 years) (effective May 9, 2025)
Lindsey Thomas	Counselor (3 years) (effective August 14, 2025)

**Retirements**

Michael Loader	Process Specialist, Print and Document Services (15 years) (effective July 31, 2025)
Andrea (Sue) Stacy	Clerk, Shipping and Receiving – Facilities (17 years) (effective April 18, 2025) - REVISED

**CITIZEN/STAFF REQUESTS AND COMMENTS**

Diana Campbell, student, expressed her enjoyment of the agricultural leadership class and would like to see more leadership classes at Kellogg Community College.

Secretary O'Donnell congratulated the baseball team and requested a motion to support them as they move forward. The Board of Trustees unanimously approved the public

support of the baseball team as they pursue a natty, with a motion from Secretary O'Donnell, supported by Trustee McKay.

## **CLOSED SESSION**

At 7:08 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 Trustee Mueller.

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

## **OPEN SESSION**

The Board of Trustees meeting resumed the open meeting session at 7:57 p.m.

**Faculty Tentative Agreement 2025-2028:** The Board of Trustees unanimously voted to approve the 2025-2028 faculty tentative agreement with a motion from Trustee Mueller, supported by Trustee Aldrich.

## **MISCELLANEOUS**

Police Academy Recognition Ceremony – June 4, 2025, 6:00 p.m. Binda  
Cereal City Festival Parade – June 13, 2025, at 6:30 p.m.  
Festival of the Forks – September 19-20, 2025, Albion

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

Next Board of Trustees Meeting – June 18, 2025, Public Meeting

Dr. Watson shared his appreciation for the history and legacy shared by the 87-year-old Maude Bristol-Perry. Further, this was the first ceremony that recognized veterans and first-generation students.

Trustee Mueller thanked the Kellogg Community College staff for ensuring that commencement ran smoothly while taking into consideration the impending weather situation.

Trustee McKay concurred and thanked the staff for the preparation it took to accomplish such a great event.

Secretary O'Donnell thanked Dr. Watson for ensuring that the northside entrance to campus had the sign cleaned. Dr. Watson thanked Brad Fuller.

### **ADJOURNMENT**

At 8:06 p.m., the Board of Trustees adjourned the May 21, 2025, Board of Trustees meeting with a motion from Secretary O'Donnell, supported by Trustee McKay.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary