

KELLOGG COMMUNITY COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
June 18, 2025

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, June 18, 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 – present

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee Aldrich – present

ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda. The Board of Trustees unanimously approved the agenda with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

PUBLIC HEARING AND BUDGETS FOR 2025-2026

The Board of Trustees unanimously approved the opening of the public meeting on the 2025-2026 budget and tax levy of the June 18, 2024, Board of Trustees meeting with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Chairman Claywell called for public comments. No comments were made.

The Board of Trustees unanimously approved the closing of the public meeting on the 2025-2026 budget and tax levy of the June 18, 2024, Board of Trustees meeting with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Approval of Budgets for 2025-2026: The Board of Trustees unanimously approved the 2025-2026 Budget with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

A roll call vote was taken for the 2025-2026 budget approval:

Chairman Steve Claywell – in favor
Vice Chair Matt Davis – in favor

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

Treasurer Carla Reynolds – in favor
Secretary O'Donnell – in favor

Trustee Darin Aldrich – in favor

Approval of Tax Rate Request for 2025-2026: The Board of Trustees unanimously approved the 2025-2026 Tax Rate Request with a motion from Treasurer Reynolds, supported by Trustee McKay.

A roll call vote was taken for the 2025-2026 Tax Rate Request approval:

Chairman Steve Claywell – in favor

Trustee Xenia McKay – in favor

Vice Chair Matt Davis – in favor

Trustee Lisa Mueller – in favor

Treasurer Carla Reynolds – in favor

Trustee Darin Aldrich – in favor

Secretary O'Donnell – in favor

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on May 21, 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 May 21, 2025, with a motion from Trustee Mueller, supported by Treasurer Reynolds.

PRESIDENT'S REPORT

Enrollment/Registration Activity Update: Summer 2025 registration opened Monday, April 7, 2025, and the semester began on Monday, May 19, 2025. The final summer 2025 semester report from June 9, 2025, indicates that we are in the positive with headcount at +8.56%, credit hours at +11.99%, and contact hours at +10.80%.

Fall 2025 registration opened Monday, April 21, 2025, with the semester set to begin on Monday, August 25, 2025. The June 17, 2025, reports, which compare seven weeks of registration year over year, indicate that we are in the positive with headcount at +27.31%, credit hours at +28.00%, and contact hours at +25.10%.

Baseball Team Finishes Fifth in World Series: The Kellogg Community College baseball team traveled to Enid, Oklahoma, beginning on May 24, for the 2025 NJCAA DII World Series. The Bruins won their way there for the second consecutive season, sweeping the Region 12 tournament! While in Enid, the Bruins went 2-2, finishing 5th in the Nation. The Bruins finished their season 40-15, with back-to-back Region 12 titles and 40-win seasons, with 11 Bruins earning postseason awards from the MCCA and NJCAA Region 12. The Board of Trustees congratulates the baseball team and coaches for their hard work and dedication.

Michigan Consortium for Higher Education in Prison (MiCHEP): Kellogg Community College is a proud member of the Michigan Consortium for Higher Education in Prison (MiCHEP), along with 13 other institutions. As a member, we work

collaboratively with MiCHEP members and the Michigan Department of Corrections (MDOC) to identify best practices and ensure that Prison Education Program (PEP) students have the best educational experience possible given the circumstances and limitations. Dr. Watson shared that he, Dean Beauchamp, and Joey Wright awarded the students with their academic honor letters on June 17, 2025.

Institutional Policies: The following institutional policies have been reviewed by legal counsel and are being presented as an informational item:

- 1. OP 12.005 Earned Sick Time Act (ESTA) Policy:** The purpose of the Earned Sick Time Act Policy is to ensure compliance with Michigan's Earned Sick Time Act, signed into law effective February 21, 2025. Legislation states that employees will accrue one hour of earned sick time for every 30 hours worked. The function of this policy is to provide employees with a general description of their ESTA rights.
- 2. OP 16.004 External Advertising Policy:** The purpose of the External Advertising Policy is to govern external advertising on physical and digital properties owned and controlled by Kellogg Community College. Kellogg Community College permits advertising by external parties to generate revenue for the institution in support of the mission of the College and its various departments, programs, and activities.
- 3. OP 16.005 Campus Signage Display and Wayfinding Policy:** The Campus Signage Display and Wayfinding Policy governs the design, installation, functionality, and maintenance of all interior and exterior signage and displays at Kellogg Community College. The purpose of the policy is to clarify and designate the appropriate processes for the creation, purchase, installation, and maintenance of campus signage and display materials on college property.
- 4. OP 30.001 Student Code of Conduct-Revision:** The purpose of the Student Code of Conduct-Revision at Kellogg Community College (KCC) is to foster a positive and safe learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process consistent with that purpose. Specifically, the revision encompasses the addition of the Prison Education Program and hazing policy language related to OP 30.005 and OP 30.006.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Brad Fuller, Director of Institutional Facilities, and Greg Colegrove, Chief Information Officer, the IPS co-chairs, shared an update with the Board of Trustees on IPS project activities, including the soccer field wind screens, Binda Theatre pit filler, the firewall replacement, shared a summary of projects completed in fiscal year 2024-2025, and highlighted upcoming Board of Trustees Action Items.

KCC Foundation Report: Michelle Williamson, Executive Director of the KCC Foundation, provided an update on KCC Foundation activities, including the Bruin Open

on September 5, the President's Breakfast fundraising event went well, and the fiscal year ending value of the KCC Foundation's portfolio.

Scholarships and Grants: For the months of May, the receipts in external gifts and grants to students for the 2024/2025 academic year totaled \$1,000.00.

BOARD REPORTS AND REQUESTS

Romello Thompson, student, thanked the Board of Trustees for the opportunity to serve as the student representative. Thompson expressed his growth throughout his time serving.

Chairman Claywell thanked Thompson for his service and stated the Board of Trustees has noticed his growth and wishes him well in the future.

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen or staff comments.

ACTION ITEMS

Michigan Community College Association (MCCA) Board of Directors Nominations: The Michigan Community College Association (MCCA) bylaws state that each college's governing body shall designate a trustee and alternate to the Board of Directors prior to July 15 of each year. For 202-2026, Chairman Claywell was nominated as the representative, with Secretary O'Donnell as the alternate. The Board of Trustees unanimously approved Chairman Claywell to serve on the MCCA Board of Directors, with Secretary O'Donnell as the alternate, with a motion from Vice Chair Davis, supported by Treasurer Reynolds.

Employee Retention Credit (ERC) Invoice for Tax Preparation Services: Employers, under certain conditions during the pandemic, such as emergency orders, lower revenue, and retaining employees, were eligible to receive the Employee Retention Credit (ERC) credit. In May 2023, the College engaged Think, LLP, a CPA firm that specializes in the credit, on a contingent fee basis to determine if we were eligible for the credit. In September 2023, we were notified we were eligible, and on May 30, 2025, we received a check for our ERC claim from the IRS. Chris Craft, a partner with the company, stated that the IRS approved the credit, the College got paid, and the College is in a good position. The Board of Trustees unanimously approved the payment of services rendered with a motion from Secretary O'Donnell, supported by Treasurer Reynolds.

Secretary O'Donnell and Dr. Paul Watson thanked Craft for his help with this credit.

Infrastructure, Planning, and Sustainability Council (IPS) Projects Approval Request: The IPS Council approved three projects from its 2026 fiscal year IPS funds allocation, which include the following:

- 1. Binda Safety Deficiencies:** This project will improve safety in Binda Theatre by addressing safety deficiencies in the fly system, as well as some preventive maintenance, as outlined in Phase 1 of the attached proposal. The fly system is used to hold up all the electrical lighting, curtains, and scenery over the stage and is dynamically adjusted depending on the needs of each show. This project will re-terminate the lift line with ANSI-compliant terminations, ensuring safe operation and longevity of the fly system.
- 2. Student Affairs Office Space:** This project is to install hard wall offices and doors where we currently have open cubicle working areas of Academic Advising. This project will help us meet the minimum Family Educational Rights and Privacy Act (FERPA) standards in that area. The original quote was for \$101,920 from Schweitzer. While walking through the project with staff, two other areas were identified as potential areas for expansion and ultimately approved to proceed for an additional \$28,640 quoted by Schweitzer.
- 3. Asphalt Maintenance:** This project is to perform preventive asphalt maintenance on the asphalt parking lots on Main Campus, Fehsenfeld Center, Grahl Center, and Eastern Academic Center. These repairs will include crack repair, restriping, and some small mill and patch repairs. We solicited quotes last fall and received responses from Asphalt Solutions and Michigan Paving. We believe Asphalt Solutions, based in Marshall, provided the best solution as well as the best price and has been the most responsive to our requests.

The Board of Trustees unanimously approved items 1, 2, and 3 from the IPS Council funds allocation with a motion from Treasurer Reynolds, supported by Trustee McKay.

Severin Building Bids and HVAC Quote: The College has received bids for the Severin Building renovation and is happy to report they came in approximately \$370,000 under budget. Additionally, we are asking for approval of Items 1 and 4 on the Trane proposal for the HVAC upgrades that were also included in the original project budget. The Board of Trustees unanimously approved the project bids and recommended items in the proposal from Trane, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Executive Long-Term Disability: This request is to increase the Executive Long-Term Disability (LOA) benefit, which will only affect five executive employees. The current LTD benefit design does not consider income greater than \$140,000. All other employee classes, under the current LTD benefit, receive benefits on their full income. To bring equity into this benefit design, the IRS allows employers to offer a non-taxable LTD benefit to employees when those employees pay tax on the employer-paid LTD premiums. The Board of Trustees unanimously approved the Executive Long-Term Disability change with a motion from Trustee Mueller, supported by Trustee McKay.

Letter of Agreement with the Kellogg Faculty Association (KFA): As part of the tentative agreement with the Kellogg Faculty Association (KFA), the College agreed to

enter into a letter of agreement to change some practices, policies, and the retirement plan document. This option was chosen in lieu of putting the items in the KFA contract because these changes impact more than just KFA members. The Board of Trustees unanimously approved the Letter of Agreement with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

Approval of Tentative Agreement with Support Staff Union: The bargaining teams for KCC and the Support Staff Union, UAW Local 2600 Unit 25, have come to a tentative agreement for a collective bargaining agreement for the 2025-26, 2026-27, and 2027-28 fiscal years. The Union voted to ratify the agreement on Monday, June 16, 2025. The Board of Trustees unanimously approved the Tentative Agreement for the Support Staff Union with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

Approval of Tentative Agreement with Maintenance Union: The bargaining teams for KCC and the Maintenance Union, AFSCME Michigan Local 331.06, have come to a tentative agreement for a collective bargaining agreement for the 2025-26, 2026-27, and 2027-28 fiscal years. The Union to ratify the agreement on June 11, 2025. The Board of Trustees unanimously approved the Tentative Agreement for the Maintenance Union with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

Secretary O'Donnell thanked the unions and staff for all of their time and attention toward negotiations.

Administrative Salary Recommendation: The Administrative Staff salary recommendation is for an increase of 4% on the salary schedule, with movements to the midpoint and maximum according to the College's Hay Administrative Salary Process for eligible staff. Additionally, the recommendation is for the authorization to allow administrators the option of cashing in up to two days of leave time for a one-time payment equal to up to two percent of their annual salary. The Board of Trustees unanimously approved the 4% increase and cashing in up to two days of leave with a motion by Treasurer Reynolds, supported by Trustee Mueller.

Financial Statements: The Board of Trustees unanimously approved the financial statements with a motion from Secretary O'Donnell, supported by Treasurer Reynolds.

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

New Employees

Katie Reed

Executive Assistant to the Vice President of Student Affairs (effective June 30, 2025; Administration, Manager 2, 2024-2025 annualized salary \$64,500)

Marie Teitgen

Manager, Student Retention and Success (effective June 2, 2025; Administration, Manager 1; 2024-2025 annualized salary \$76,055)

Samantha Walker
Department Assistant, Finance
(effective June 30, 2025; Support Staff, Pay Grade 12,
Step 5; 2024-2025 hourly rate \$22.38)

Employee Transfers

Dusty Mott
Faculty, Electricity/Electronics & Mechatronics
(effective August 15, 2025; Faculty, Non-degree lane,
step 10; 2024-2025 annualized salary \$65,788)

Cole McDaniel
Director, Financial Aid
(effective June 16, 2025; Administration, Chair/Director
2024-2025 annualized salary \$92,000)

Reclassifications

Jazmine Arms
Specialist, Center for Student Success
(effective June 15, 2025; Support Staff, Pay Grade
13, Step 6; 2024-2025 hourly rate \$27.03)

Resignations

Arguster 'Pete' Daniels
Police Officer
(3 days) (effective May 1, 2025)

Jennifer Rochette
Department Assistant, TRIO Upward Bound
(2 months) (effective May 14, 2025)

Chairman Claywell recognized the bargaining units and the administrative bargaining staff for their hard work. The Board of Trustees is focused on attrition, retention, being fiscally responsible, and being good stewards of the College's mission. Claywell respects, recognizes, and appreciates everyone involved. Treasurer Reynolds and Trustee McKay concurred.

CITIZEN/STAFF REQUESTS AND COMMENTS

Bobby Beauchamp, Dean of Workforce Development, thanked the Board of Trustees for their help in creating the Prison Education Program and extended an invitation to the graduation ceremony in August 2026.

Secretary O'Donnell thanked the faculty and staff for a great year, acknowledged the Prison Education Program, and shared best wishes for the summer.

Dr. Tonya Forbes, Vice President of Instruction, echoed Dean Beauchamp's reference to the Prison Education Program and is looking forward to the new academic year.

MISCELLANEOUS

Upcoming Events

MCCA Summer Conference – July 29-August 1

General Session – August 19

Bruin Open – September 5

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – August 20, 2025

Dr. Watson shared his appreciation for the hard work Krissy Stolz and Jen Philp put in creating the float for the Cereal Parade.

ADJOURNMENT

At 7:11 p.m., the Board of Trustees adjourned the June 18, 2025, Board of Trustees meeting with a motion from Secretary O'Donnell, supported by Treasurer Reynolds.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary