

KELLOGG COMMUNITY COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
September 17, 2025

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, September 17, 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.

Vice Chair Davis called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was recited.

Roll call was conducted.

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

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

ADJUSTMENTS TO THE AGENDA

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

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes from the regular meeting held on August 20, 2025, with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

PRESIDENT'S REPORT

Dr. Paul Watson welcomed Antonia Keith as the new student representative to the Board of Trustees.

Athletic Highlight: Mr. Drew Fleming, athletic director, shared information about the past performance of athletics and then introduced the coaches and student-athletes of the men's and women's basketball teams.

Enrollment/Registration Activity Update: Fall 2025 registration opened on Monday, April 21, 2025, with the semester beginning on Monday, August 25, 2025. The September 15, 2025, report, which compares 20 weeks of registration data year over year, indicates

positive trends: headcount is up 2.98%, credit hours are up 5.46%, and contact hours are up 5.66%.

Outstanding Faculty Awards: Dr. Watson recognized the recipients of the Outstanding Faculty Awards, who were nominated by students during the 2024-2025 academic year and were honored at the General Session. Faith Vrugink was awarded the Distinguished Faculty Award, Dr. Marciene Morgan was awarded the Full-Time Outstanding Faculty Award, and Dawna Feldpausch and Gary Comfort were awarded the Part-Time Outstanding Faculty Award.

Employee of the Year Awards: Dr. Watson recognized the recipients of the Employee of the Year Awards, who were nominated by their peers during the 2024-2025 academic year and awarded at General Session. Kris Heldt was awarded the Support Staff Employee of the Year, and Grindl Williams was awarded the Administrator Employee of the Year. Heldt and Williams expressed their gratitude.

Michigan College Access Network (MCAN) Gateway Course Redesign Faculty Academy: Kellogg Community College (KCC) has been selected to participate in the inaugural faculty-driven initiative aimed at rethinking and restructuring high-impact gateway courses. KCC will receive a \$10,000 grant to support faculty and staff participation in the academy.

Capital Outlay for 2026: The State requires the College to have a Capital Outlay Plan on file with them, including the identification of a priority project, by the end of October each year, to be considered for Capital Outlay Funding should a Capital Outlay bill be approved. This is presented to the Board of Trustees in September as an informational item for feedback and presented as a final draft for Board of Trustees approval in October.

OP 30.009 Accessibility in Technology Policy: Kellogg Community College (KCC) is committed to providing equitable access to information technology for KCC Users, including services and the environments in which information technology is used. This policy establishes minimum standards for the accessibility of technology-related environments considered necessary to meet this goal and ensure compliance with applicable state and federal regulations and laws.

OP 30.010 Americans with Disabilities Act (ADA) Compliance Policy: Kellogg Community College (KCC) is committed to providing equitable access to information technology for KCC Users, including services and the environments in which information technology is used. This policy establishes minimum standards for the accessibility of technology-related environments considered necessary to meet this goal and ensure compliance with applicable state and federal regulations and laws.

OP 30.011 Americans with Disabilities Act Amendments Act (ADAAA) Accommodation Policy: Kellogg Community College (KCC) is committed to fostering an inclusive and accessible environment that is responsive to the needs of individuals with disabilities. The College strictly prohibits unlawful discrimination based on disability and

actively works to prevent such discrimination by providing qualified individuals with reasonable accommodations. These accommodations ensure equal access to admissions, employment, services, courses, programs, activities, events, facilities, and technology.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Greg Colegrove, Chief Information Officer, provided an update to the Board of Trustees on IPS project activities. Highlighted were the Business Office/Registration branding completion, the soccer field wind screen completion, and the possible completion of the reflecting pools next week.

KCC Foundation Report: Michelle Williamson, Executive Director of the KCC Foundation, provided an update on KCC Foundation activities, including the Bruin Open, which broke records by collecting \$203,000 for student scholarships. Williamson thanked all of the staff and student volunteers.

Scholarships and Grants: For the month of August, the total receipts from external gifts and grants for students for the 2025-2026 academic year were \$116,906.00.

BOARD REPORTS AND REQUESTS

Chairman Davis welcomed Antonia Keith as the student representative to the Board of Trustees and welcomed her insight on the student perspective.

Antonia Keith expressed gratitude for the opportunity to share information with the Board of Trustees and noted that the Bruin Blast had high student engagement.

CITIZEN/STAFF REQUESTS AND COMMENTS

Trina Hegedus, Chair of the Faculty Senate, asked for follow-up information about a past Board of Trustees member.

ACTION ITEMS

Approval of Project for MEDC BEEP Grant: Workforce Solutions is requested to utilize the MEDC K-12 Engagement Bruin pre-Engineering Engagement Program (BEEP) grant funding to partner and support the expansion of the Calhoun Area Career Center (CACC) K5 to Careers program to 13 3rd-grade classrooms within Calhoun County for Fall 2025. The project's cost is \$63,277.55, which exceeds the threshold of \$50,000 and, therefore, requires approval from the Board of Trustees. The Board of Trustees unanimously approved the cost with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

Notification of Estate Gift and Proposed Use of Funds: Kellogg Community College (KCC) was recently notified that a donor has named KCC as the beneficiary of an Individual Retirement Account (IRA) in their estate plan. We've been informed that the gift amount is approximately \$55,000 and that there are no restrictions. The College

proposes transferring the full amount to the KCC Foundation to support the relatively new Credentialing Fund. This fund assists students who have graduated from KCC and incur additional expenses after graduation, such as required federal or state licensing and certification exams, to facilitate their entry into the workforce. The Board of Trustees unanimously approved the allocation of the donation with a motion from Trustee Mueller, supported by Secretary O'Donnell.

Local Strategic Value (LSV) Resolution: The community college appropriations legislation pending in Lansing includes language for an LSV resolution to be approved by the Board of Trustees, allowing for the receipt of additional state funds. Although still pending, the MCCA recommends we take a proactive approach and approve the resolution now, as it is due in mid-October. We have updated last year's resolution, which indicates that we not only meet, but exceed the requirements to be eligible for the additional funding. The Board of Trustees unanimously approved the resolution with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Records and Registration Consulting Assistance: Ferrilli, a higher education consulting firm, has been providing consulting services to the College's Records and Registration Department since April of this year. This request, although technically a new engagement, seeks Board approval to continue the relationship with Ferrilli for a six-month term. This engagement will provide training and knowledge transfer for the College's incoming Registrar, who is scheduled to begin on October 20, while continuing to support transitional efforts related to the Colleague SaaS migration. The \$48,000 engagement will be partially funded by Student Affairs departmental funds, with the remaining balance supported by consulting funds designated for the Colleague Cloud migration. The Board of Trustees unanimously approved the continued consulting agreement with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Annual Reporting of Crime Statistics 2025: As required each year to comply with Title IX regulations, Austin Simons, Chief of Public Safety, shared the current year's report. The Board of Trustees approved the report with a motion from Trustee Mueller, supported by Secretary O'Donnell.

Institutional Policies: Vice Chair Davis entertained a motion to consolidate the following policies into a single motion.

- 1. OP 12.001 Employee Standards of Conduct Revision:** The Employee Standards of Conduct Policy applies to all faculty, staff (full-time, part-time, and temporary), and student employees who have a responsibility and expectation to conduct themselves professionally and respectfully in alignment with their roles and responsibilities as employees.
- 2. OP 12.003 Administrative Employee Retirement Payments Revision:** The Administrative Employee Retirement Payments Policy is to identify the requirements, amounts, methods, and types of retirement payments that administrative employees are eligible for.

- 3. OP 18.007 Technology Loan Program:** The Technology Loan Program Policy, formerly called the Computer Loan Program, is to make College funds available to loan at an affordable interest rate to employees for the purpose of purchasing technology-related items for professional and personal purposes.

The Board of Trustees unanimously approved the revision of OP 12.001 and OP 12.003 and the creation of OP 18.007 with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

2025 September Donation Memo: The September donation request comes from Matthew Cronkhite, Industrial Trades faculty, for three Emerson HART field communicators from Consumers Energy. These HART communicators are ubiquitous in the instrumentation technician field and will enable students to perform all of the required lab work and hands-on training. The Board of Trustees unanimously approved, with great gratitude, the donation with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

President's Contract Amendment: Vice Chair Davis shared that the contract amendment addresses the increase in salary and benefits to remain in line with current increases at the college. Dr. Watson's current compensation shows that he is the lowest in his peer group, and this adjustment will move him from 7th to 5th out of 7.

Dr. Watson expressed gratitude for the Board of Trustees' support. Treasurer Reynolds shared that Dr. Watson is a great communicator and champion of students and athletics. Secretary O'Donnell shared that Dr. Watson works hard to ensure transparent communication. The Board of Trustees approved the contract amendment with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

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 Secretary O'Donnell, supported by Trustee Aldrich.

New Employees

Heather Bartzen	Department Assistant, Human Resources (effective October 6, 2025; Support Staff, Pay Grade 12, Step 4; 2025-2026 hourly rate \$22.91)
Allie Horning	Specialist, Student Life (effective September 8, 2025; Support Staff, Pay Grade 13, Step 3; 2025-2026 hourly rate \$24.55)
Rachel Marciniac	Registrar (effective October 20, 2025; Administration, Chair/Director;

2025-2026 annualized salary \$88,842)

Nicholas Williams Department Assistant, Testing (part-time)
(effective August 25, 2025; Support Staff, Pay Grade 12,
Step 2; 2025-2026 hourly rate \$20.61)

Dawn Winters Clerk, Shipping and Receiving
(effective October 6, 2025; Support Staff, Pay Grade 11,
Step 4; 2025-2026 hourly rate \$22.08)

Employee Transfers

Brandon McAllister Faculty, Machining/Welding (temporary)
(effective August 25, 2025; Faculty, BA lane,
step 4; 2025-2026 annualized salary \$62,572)

Resignations

Demetra LaFayette Department Assistant, Human Resources
(1 week) (effective August 15, 2025)

Retirements

John Jones Director of Institutional Compliance and Reporting
(26 years) (effective July 31, 2026)

Salary Adjustments

Lindsey Farris Faculty, Dental Hygiene
(adjustment effective September 21, 2025; Faculty,
Master Lane, Step 10, 2025-2026 annualized salary \$90,120)

CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen/staff requests or comments.

MISCELLANEOUS

Upcoming Events

Festival of the Forks – September 19-20 – Albion, MI
Bruin Boo – October 29 at 5:30 PM
Battle Creek Christmas Parade – November 22 at 5:45 PM
Marshall Holiday Parade – December 1 at 7:00 PM
Hastings Jingle and Mingle – December 6 at 5:30 PM
Coldwater Holiday Parade – Winter Wonderland December 6 at 7:30 PM

Upcoming Recognition and Pinning Ceremonies

Nursing Pinning Ceremony – December 10 at 6:00 PM – Binda Theatre
Police Academy Recognition – December 15 at 6:00 PM – Binda Theatre
Emergency Medical Services Pinning Ceremony – December 16 at 5:30 PM – Binda Theatre

Education and Human Services Recognition – May 11 at 5:30 PM – Kellogg Room
Physical Therapist Pinning Ceremony – May 11 at 6:30 PM – Binda Theatre
Dental Hygiene Pinning Ceremony – May 12 at 5:30 PM – Binda Theatre
Emergency Medical Services Pinning Ceremony – May 12 at 6:30 PM – Miller Gym
Radiography Pinning Ceremony – May 13 at 5:30 PM – Binda Theatre

Nursing Pinning Ceremony – May 13 at 6:30 PM – Kellogg Arena
KCC 2026 Commencement Ceremony – May 14 at 7:00 PM – Kellogg Arena

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – October 15, 2025

ADJOURNMENT

At 7:13 p.m., the Board of Trustees adjourned the September 17, 2025, Board of Trustees meeting.

Matt Davis, Vice Chairman

Patrick O'Donnell, Secretary