

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

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, November 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 – present @ 6:38 pm

Trustee Xenia McKay – present
Trustee Lisa Mueller – present
Trustee Aldrich – present
Student Representative Keith – 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 October 15, 2025, with a motion from Treasurer Reynolds, supported by Vice Chair Davis.

PRESIDENT'S REPORT

Athletic Highlight: Mr. Drew Fleming, athletic director, shared information about the cross country and volleyball teams, then introduced the coaches and student-athletes.

Career Consortium of Barry County (CCBC): As a founding member of the new Career Consortium of Barry County, KCC is well-positioned to partner with school districts, businesses, and organizations to expand career and technical education programs in response to growing job needs and anticipated enrollment gains in Barry County. Eric Greene, Vice President of Communication and Advancement; Carole Davis, Director of the Fehsenfeld Center; Chris Stafford, Barry Community Foundation Board Member and Creative and Practical Solutions; Rich Franklin, Barry County Intermediate School District Superintendent, and Ed Domke, CTE Director for Hastings Schools;

shared information about the Career Consortium of Barry County and the growth potential of Barry County leading to the need for a career center to train students in industrial trades programs. KCC is Barry County's college.

Spring 2026 Enrollment Update: Spring 2026 registration opened Monday, October 27, 2025, with the semester beginning Tuesday, January 20, 2026. The November 17, 2025, report compares two full weeks of registration for the Spring 2026 semester to two full weeks of registration for the Spring 2025 semester. That report indicates that we are in the positive with headcount at +4.56%, credit hours at +7.83%, and contact hours at +6.55%.

American Celebration of Music in the Baltics: Dr. Gerald Case-Blanchard, vocal music professor, shared the plaque and recognition of the Kellogg Community College Choral Union, which traveled to Estonia, Latvia, and Lithuania in 2025. Dr. Case-Blanchard shared information about the program, the trip, and the Choral Union Members who attended the Board of Trustees Meeting. Dr. Case-Blanchard thanked the Board of Trustees and the College for their support of the arts, noting that we are one of five colleges/universities in the State of Michigan with a supportive community.

2025 OnCon Icon Team Award Winner: Kellogg Community College is honored to share that our Human Resources team has been named a Top 50 Human Resources Team. This journey has been full of challenges, growth, and valuable learning experiences, and we are grateful for the support of every teammate and colleague. This award symbolizes the collective effort we've all contributed. We are looking forward to continuing this journey and making an even bigger impact together!

2025 Step Up W.K. Kellogg Foundation (WWKF) Grant: The WKKF has awarded Kellogg Community College a \$2 million grant to provide employment training services to increase the number of unemployed and underemployed Battle Creek residents getting a job or a better job. KCC seeks to build on iACT's achievements by launching the STEP-UP Model. STEP-UP is a comprehensive framework that combines short-term credential training with longer-term education and career development to help participants skill up for better jobs and wages. This program will begin in January 2026.

Service-Learning Trip – Thailand: The spring 2027 international service-learning trip will focus on Thailand. The Thailand South to North Regenerative Travel Program offers students a hands-on way to engage in service learning through environmental and community-focused projects. This experience not only deepens academic and cultural understanding but also empowers students to become active participants in creating positive change.

2025 Fiscal Year Audit Report: Mike Baker from Plante Moran, PLLC, presented the College's audit report for the 2025 fiscal year. The Board's Audit & Finance Committee met on Monday, November 10, to review the report with the auditors. The audit report shows a "clean" or "unmodified" opinion, which is the highest level of assurance the auditors can provide.

The Board of Trustees unanimously approved the 2025 fiscal year audit with a motion from Secretary O'Donnell, supported by Vice Chair Davis.

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 new furniture for the Severin Building (lobby, offices, classrooms), the Help Desk new location and remodel, the creation of a recording studio in Morris Library room 103, and the new digital signs in the Miller Gym.

KCC Foundation Report: Michelle Williamson, Executive Director of the KCC Foundation, provided an update on the Foundation's activities, including its clean audit, Gold Key Scholarships, and new donors.

Scholarships and Grants: For the month of October, the receipts in external gifts and grants to students for the 2025-2026 academic year totaled \$18,155.00.

BOARD REPORTS AND REQUESTS

Secretary O'Donnell expressed his gratitude for attending the Association of Community College Trustees (ACCT) conference in October.

Treasurer Reynolds gave high praise to Bobby Beauchamp for his speech at a Washington Heights event. Reynolds shared that Beauchamp was a great advocate for Kellogg Community College, and his speech was inspiring and gave hope to attendees.

Student Representative Keith shared that she was excited about the volleyball team, the Kampus Activities Board (KAB) fall frenzy, and the Party with a Bruin events, all of which were successful. Keith is looking forward to Stressbusters and the Faculty and Flapjacks events.

Chairman Claywell shared that the Board of Trustees will be creating food baskets for international and out-of-state students who may not be able to travel this holiday season. Claywell stated that our community is about Bruins helping Bruins.

CITIZEN/STAFF REQUESTS AND COMMENTS

Krissy Stolz, Specialist in Marketing and Communication, shared that the Paranormal Society student organization has created a podcast about their paranormal encounters. Stolz said they are looking forward to the new recording studio to create more podcasts.

Loretta Gulley, Department Assistant in Math and Science, shared that she is the no co-chair of the Support Staff Union and looks forward to working with the Board of Trustees in the future.

ACTION ITEMS

Proclamation of Service: Schroeder, DeGraw, PLLC has served the College for many years. Kellogg Community College formally recognizes the firm for its long and loyal service. A proclamation from the Board of Trustees and the College indicating our appreciation for that work has been prepared. The Board of Trustees unanimously approved the proclamation for Schroeder, DeGraw, PLLC, with a motion from Vice Chair Davis, supported by Trustee Mueller.

Appointment of General Counsel: As you are aware, the College's general legal counsel, Schroeder DeGraw, will cease operations at the end of the calendar year. Kellogg Community College needs to identify another firm to handle general legal counsel needs. Miller Johnson has worked with the College on employment matters and collective bargaining for several years. The firm does have expertise in a variety of other areas, including education, and we believe it will be an excellent choice to expand service offerings to cover those that Schroeder DeGraw once handled. The Board of Trustees unanimously approved to formally appoint Miller Johnson as the College's General Legal Counsel with a motion from Treasurer Reynolds, supported by Trustee McKay.

Cooling Tower IPS Project Revised Quote: The Board of Trustees approved the cooling tower repairs in October. Since that approval, the College received an updated quote and was informed that the previous quote had expired. Please note that the options to repair or replace the unit ranged from \$80,000 to \$700,000, so this is the most cost-effective solution to ensure the main campus is ready for the cooling season next year. The Board of Trustees unanimously approved the updated quote from Trane with a motion from Treasurer Reynolds, supported by Trustee McKay.

Help KCC Rename the C Classroom Building: Following our Facility Naming policy, Kellogg Community College sought to engage the community and employees in renaming the C Classroom Building. After robust engagement with staff and the community, and the receipt of 67 submissions to rename the C Classroom Building, and in keeping with our policy, we believe the final choice reflects historical or cultural significance that has played a significant role in the College's history or in the local community. The final recommendation for consideration is Sojourner Truth. The Board of Trustees unanimously approved the renaming of the C Classroom Building to the Sojourner Truth Building with a motion from Vice Chair Davis, supported by Trustee McKay.

Secretary O'Donnell stated that the C Classroom Building is the last building on campus not named after someone, and the choice of Sojourner Truth is a great one.

Colleague Migration Assistance: To ensure the College continues to maintain momentum with the Colleague migration, a request for up to \$120,000 in additional services from Ferrilli is being made, including extending a current service agreement and adding two more: one for a security assessment and the other for general consulting assistance. The additional dollars above the three proposals are contingency funds and will only be accessed as needed to ensure the project proceeds to a timely, successful implementation.

The Board of Trustees unanimously approved the additional services from Ferrelli with a motion from Trustee Mueller, supported by Trustee Aldrich.

Severin Building Furniture Replacement: At the April 16, 2025, Board meeting, the approved budget to renovate the Severin building included \$333,000 for furniture, covering all classroom furniture, new office furniture for the additional offices, and new lobby furniture. The quote from Trellis, who furnishes all of our campuses, came to \$314,593.34. Ordering the furniture now will allow us to receive the bulk of it and have it in place before the start of the spring semester. The Board of Trustees unanimously approved the purchase of furniture from Trellis with a motion from Treasurer Reynolds, supported by Trustee McKay.

Trustee Aldrich asked if we have researched other companies to furnish the campus. Brad Fuller explained that the College had chosen Trellis as the vendor due to quality and consistency. Chairman Claywell shared that Trellis is a State-recommended vendor.

Creation of Recording Studio in Learning Resource Center (LRC) 103: A request was submitted to renovate and equip an unused library storage room, LRC 103, to create a professional self-service recording environment. This space will provide faculty and staff with an easy-to-use, high-quality recording studio for instructional content, presentations, demonstrations, and other media-rich projects that support teaching and learning. The project budget is \$55,000. The Board of Trustees unanimously approved the funding for the recording studio with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Regional Manufacturing Technology Center (RMTC) Snowplowing Services: Kellogg Community College received three quotes for snowplowing services at the Regional Manufacturing Technology Center (RMTC). The low bid was from the incumbent provider, Dick's Snowplowing, and the price has remained unchanged over the prior three years at \$18,750 per year, with a 5% prepayment discount offered. The total quote for the three-year contract is over \$50,000. The Board of Trustees unanimously approved the bid from Dick's Snowplowing with a motion from Vice Chair Davis, supported by Trustee McKay.

November 2025 Donated Items: The College's faculty and staff have procured a donation this month. This donation request comes from Matthew Cronkhite, a faculty member in Industrial Trades, and is for the donation of (1) FLEXI G4 AC 1200 Narrow Aisle Articulating Electric Forklift and Charger. The Board of Trustees unanimously approved the donation, with great gratitude, with a motion from Treasurer Reynolds, supported by Trustee Mueller.

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

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

New Employees

Jessica Campbell	Program Advisor, TRIO Student Support Services (SSS)* (effective December 1, 2025; Administration, Manager 2; 2025-2026 annualized salary \$60,227)
Carol Flynn	Department Assistant, Morris Library (part-time) (effective November 17, 2025; Support Staff, Pay Grade 12, Step 5; 2025-2026 hourly rate \$24.06)
Jason Johnson	Simulations Systems Specialist - Health Sciences (effective December 1, 2025; Support Staff, Pay Grade 15, Step 5; 2025-2026 hourly rate \$29.82)
Scott Kraemer	Manager, Student Success and Retention (effective November 3, 2025; Administration, Manager 1; 2025-2026 annualized salary \$68,551)
Jasmine McMaster	Center Assistant, Grahl Center (effective December 15, 2025; Support Staff, Pay Grade 12, Step 3; 2025-2026 hourly rate \$21.77)
Maria Schuemann	Faculty, Dental Hygiene (temporary) (effective November 3, 2025; Faculty, BA lane, step 10; 2025-2026 annualized salary \$82,117)

Employee Transfers

Thomas DeVault	Chair, Social Science and Integrative Learning (effective October 20, 2025; Administration, Chair/Director; 2025-2026 annualized salary \$99,095)
Lindsey Farris	Faculty, Dental Hygiene (effective October 20, 2025; Faculty, MA lane, step 10; 2025-2026 annualized salary \$90,120)

Reclassifications

Cole Dopp	Manager, Institutional Research (effective December 1, 2025; Administration, Director 2, 2025-2026 salary \$79,849)
Drea Fox	Process Specialist, Nursing Education (effective December 1, 2025; Support Staff, Pay Grade 14, Step 5, 2025-2026 hourly rate \$28.63)
Linda Luna	Specialist, Education and Human Services (effective December 1, 2025; Support Staff, Pay Grade 13, Step 6, 2025-2026 hourly rate \$28.52)
Jamie Roberts	Specialist, Public Safety Education (effective December 1, 2025; Support Staff, Pay Grade 13, Step 6, 2025-2026 hourly rate \$28.52)

Retirements

Carole Davis	Director, Fehsenfeld Center (23 years) (effective June 30, 2026)
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Lisa Shanks

Director, Staffing and Compensation
(15 years) (effective June 30, 2026)

CITIZEN/STAFF REQUESTS AND COMMENTS

Chairman Claywell thanked Carole Davis for attending the Board of Trustees meeting with the Barry County Consortium and sharing information about the county.

Carole Davis, Director of the Fehsenfeld Center, thanked the Board of Trustees for accepting her retirement notification.

Jenni Kotowski shared that she was thrilled to introduce an individual to the Board of Trustees' members in attendance at the October Association of Community College Trustees (ACCT) in New Orleans.

MISCELLANEOUS

Upcoming Events

Battle Creek Christmas Parade – November 22 at 5:45 PM

Marshall Holiday Parade – December 1 at 7:00 PM

Albion Holiday Parade – December 5 at 6:30 PM

Hastings Jingle and Mingle – December 6 at 5:30 PM

Coldwater Holiday Parade – Winter Wonderland December 6 at 7:30 PM

Joint Board Dinner – December 9 at 6:00 PM

Holiday Breakfast – December 15 at 8:30 AM – Binda Lobby

College Closed – December 24 - January 4

Interim Session – January 14 at 9:00 AM

Martin Luther King Jr. Day-College Closed – January 19

Spring Classes Begin – January 20

Spring Break – March 30-April 3

Fall Recognition Ceremonies

Nursing Pinning Ceremony – December 10 at 6:00 PM – Binda Theatre

Police Academy Recognition – December 15 at 6:00 PM – Miller Gym

Emergency Medical Services Pinning Ceremony – December 16 at 5:30 PM –
Binda Theatre

Spring Recognition Ceremonies

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 – January 21, 2026

Chairman Claywell wished the KCC Board of Trustees, faculty, staff, and students a safe and happy holiday.

ADJOURNMENT

At 8:02 p.m., the Board of Trustees adjourned the November 19, 2025, meeting with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary