

KELLOGG COMMUNITY COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
October 15, 2025

The Kellogg Community College Board of Trustees met in a regular public session on Wednesday, October 15, 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 – virtual at 7:20 PM
Treasurer Carla Reynolds – present
Secretary O'Donnell – present

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 September 17, 2025, with a motion from Treasurer Reynolds, supported by Trustee McKay.

PRESIDENT'S REPORT

Enrollment/Registration Activity: Fall 2025 registration opened on Monday, April 21, 2025, with the semester beginning on Monday, August 25, 2025. The September 29, 2025, report—serving as the final update for this registration cycle—reflects four weeks of enrollment activity into the fall semester and indicates positive trends: headcount is up 2.33%, credit hours are up 4.75%, and contact hours are up 4.80%. Spring 2026 registration opens Monday, October 27, 2025.

2025 Great Colleges to Work For: Kellogg Community College is again recognized as one of the best colleges in the United States to work for, according to the Great Colleges to Work For program. In 2025, KCC won honors in the “Compensation & Benefits” and “Faculty Experience.”

2025 Smart Asset Best Community Colleges: Smart Asset ranked 585 community colleges across the United States. Two-year colleges offering associate's degrees were evaluated based on tuition and fees, student-to-faculty ratio, and retention rates for a holistic assessment of the student experience. Notably, Kellogg Community College ranks second in the state and 55th out of 585 colleges nationally, placing it in the top 9% of institutions.

Honors Program Articulation Agreement with Western Michigan University (WMU)

Lee Honors Program: On October 1, KCC and WMU signed an articulation agreement that guarantees acceptance for KCC students into the Lee Honors Program at WMU. Kudos to Professor Matt Samra, Integrative Learning Department Manager Tom DeVault, and Dean Dawn Larsen for their steadfast support of KCC's Honors students and their diligence in seeing this agreement come to fruition.

Marketing and Communications Awards: The Marketing and Communications Department was awarded an incredible 13 Medallion Awards from the National Council for Marketing and Public Relations on October 1. KCC's awards included five first-place Gold Medallion Awards, six second-place Silver Medallion Awards, and two third-place Bronze Medallion Awards. KCC won more awards than any other institution in our district, which includes most institutions in the Midwest United States and Ontario. The marketing team has won a total of 101 Medallion Awards since 2012, as well as 26 prestigious Paragon Awards – national honors bestowed by the NCMPR – over the same period.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Greg Colegrove, Chief Information Officer, updated the Board of Trustees on IPS project activities, including the chalkboard project, moving the Help Desk to the library, filling low spots on campus, removing the ceiling to the Roll Building portico, and scheduling the Binda Theatre rigging for the holiday break. Colegrove pointed out that the work on the reflecting pools has been completed.

KCC Foundation Report: Michelle Williamson, Executive Director of the KCC Foundation, provided an update on the Foundation's activities. This included submitting a \$800,000 grant to the Ford Foundation to support local high schools in acquiring technology, as well as receiving a food donation. Trustee McKay asked what food products were donated. Williamson shared that cereal, canned goods, and protein were donated.

Scholarships and Grants: For the month of September, the receipts in external gifts and grants to students for the 2025/2026 academic year totaled \$42,776.75.

BOARD REPORTS AND REQUESTS

Student Representative Keith shared that the Pizza with the Prez event was a success, and students enjoyed the opportunity to meet and talk to the President. Keith also shared information about Fat Bear Week, the blood drive, the soccer and volleyball games, and

that the Crochet and Knitting Club is having a sale on October 21 to raise money to make cold-weather items for those in need.

Secretary O'Donnell stated that the volleyball game was a great event.

CITIZEN/STAFF REQUESTS AND COMMENTS

Dr. Jennifer Rodriguez, Dean of Allied Health and Nursing, thanked the Board of Trustees for ensuring that attending conferences and professional development opportunities continue to be valuable for those who utilize them.

Dawn Larsen, Dean of Arts and Sciences, praised the individuals who took part in the Western Michigan University Lee Honors College Agreement.

ACTION ITEMS

Public Act 152 of 2011 Election: Per this Public Act, each year, the Board of Trustees needs to determine if it will elect to continue with the 80/20 cost share model for healthcare or adopt the capped rates approach set by the State of Michigan. Without this election, the law requires the default to be the hard caps. The 80/20 more closely mirrors the cost-sharing arrangement the College had in place before this law was passed and has already been agreed to in each collective bargaining agreement. The Board of Trustees unanimously approved the 80/20 election with a motion from Treasurer Reynolds, supported by Trustee Mueller.

Health Insurance Recommendation for 2026: The Healthcare Employee Advisory Team (HEAT) made its recommendation on insurance coverages for next year to the President's Council (PC) on Monday, October 13, and to the Board of Trustees on Wednesday, October 15, 2025. This new election will affect the support staff, maintenance, and administrative employees. HEAT recommends remaining with Blue Cross Blue Shield (BCBS) Dental and VSP vision coverage. HEAT also recommended transitioning from BCBS directly to "The Pool," which enables the college to remain with BCBS at a lower cost while incorporating other benefits.

Chairman Claywell inquired about the insurance option and requested that the changes not disrupt the employee experience. Brooke Kolodzieczyk, CHRO, and Zachary Ribble, Manager of Benefits and Employee Relations, answered all the chairman's inquiries. Chairman Claywell and Secretary O'Donnell thanked the team for their efforts in choosing a healthcare provider.

The information pertaining to the faculty insurance is still in process, although contractually, the faculty's insurance is provided through MESSA.

The Board of Trustees unanimously approved the HEAT insurance recommendation with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

2027-2031 Capital Outlay Request: The College's Capital Outlay Five-Year Plan is required to be on file with the State of Michigan to be eligible for Capital Outlay funding, should such an appropriation become available. The College has included the Roll Building as the next priority project for consideration. The Board of Trustees unanimously approved the 2027-2031 Capital Outlay Request with a motion from Secretary O'Donnell, supported by Trustee McKay.

Ohm Building Cooling Tower Replacement: The central cooling system for the campus exhibited signs of malfunction this summer. Facilities explored several options to replace or repair the system, and the most cost-effective method was to repair it, which should extend the system's life by up to 20 years. The Board of Trustees approved the \$68,176 quote provided by Trane with a motion from Trustee Mueller, supported by Trustee McKay.

Grant-Funded Project Budget and Equipment Purchase: The College successfully obtained a \$150,000 grant from SEMCO to purchase and install equipment that will support our Growing the Trades initiative. The College is requesting approval of the project budget of \$150,000 and approval of the \$82,614 quote from Otsego Crane Hoist for a five-ton crane. The Board of Trustees unanimously approved the grant-funded equipment purchase with a motion from Treasurer Reynolds, supported by Trustee McKay.

Computer Monitor Replacements for Employees: The College is requesting to replace computer monitors for KCC employees, many of which are more than 10 years old, with widescreen monitors that offer improved resolution, larger screen size, and a higher refresh rate designed to reduce eye strain. The project will be funded by the Infrastructure, Research, and Technology (IRT) departmental funds allocated for equipment replacement. The Board of Trustees unanimously approved the computer monitor replacement with a motion from Secretary O'Donnell, supported by Trustee Aldrich.

Institutional Policies: Secretary O'Donnell made a motion to consolidate the following policies into a single motion. Treasurer Reynolds supported the motion.

- 1. 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.
- 2. 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.

3. **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.

The Board of Trustees unanimously approved OP 30.009, 30.010, and 30.011 with a motion from Trustee McKay, supported by Trustee Mueller.

Associate in Business Management (ABA): The Academic Cabinet approved the Associate in Business Management in March of 2025. The Business Management program at Kellogg Community College prepares students to enter the career of management and supervision. The program features a rigorous curriculum of classroom and laboratory experiences that prepare students for success in small or large businesses. This degree program is Michigan Transfer Agreement (MTA) aligned. It is designed to meet the pre-business course requirements for all business-related majors, including accountancy, business analytics, business law, economics, entrepreneurship, finance, human resource management, supply chain management, management, marketing, and sales. The Board of Trustees unanimously approved the creation of the Associate in Business Management degree 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 Trustee McKay.

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

New Employees

Abigail Halstead	Instructional Assistant, Center for Student Success (English) (effective October 6, 2025; Support Staff, Pay Grade 13, Step 3; 2025-2026 hourly rate \$24.55)
Mara Runyon	Department Assistant, Records and Registration (effective October 6, 2025; Support Staff, Pay Grade 12, Step 5; 2025-2026 hourly rate \$24.06)
Joshua Lull	Enterprise Applications Analyst (effective November 3, 2025; Administration, Manager 1; 2025-2026 annualized salary \$79,098)

Employee Transfers

Anthony Gillum

Manager, Transfer and Pathways
(effective October 13, 2025; Administration, Manager 2;
2025-2026 annualized salary \$67,715)

Resignations

Jacob Harman

Financial Aid Officer
(1 year) (effective September 30, 2025)

CITIZEN/STAFF REQUESTS AND COMMENTS

Eric Greene, Vice President of Communication and Advancement, shared basketball information.

Vice Chair Davis thanked the Board of Trustees for their service, as he was not able to attend the meeting in person.

MISCELLANEOUS

Upcoming Events

Bruin Boo – October 29 at 6:30 PM

EAC 25th Celebration – November 5 at 4:00 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

Joint Board Dinner – December 9 at 6:00 PM

Fall Recognition 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

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 – November 19, 2025

Treasurer Reynolds announced that she will be awarded the Rosa Parks Award at the NAACP Dinner on October 24. The Board of Trustees congratulated Treasurer Reynolds.

Dr. Watson, president, recognized Karen Rutenber, who was named one of the Employees of the Month for September.

ADJOURNMENT

At 7:37 p.m., the Board of Trustees adjourned the October 15, 2025, meeting with a motion from Treasurer Reynolds, supported by Secretary O'Donnell.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary