

KELLOGG COMMUNITY COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
April 15, 2026

The Kellogg Community College Board of Trustees will meet in regular public session on Wednesday, April 15, 2026, at 6:30 p.m. at the Kellogg Community College Fehsenfeld Center, 2950 West M-179 Highway, Hastings, MI 49058. A Zoom conferencing option will be available to staff and the public.

Chairman Claywell called the meeting to order at 6:31 p.m.

Roll call was conducted.

Chairman Steve Claywell – present
Vice Chair Matt Davis – virtual
Treasurer Carla Reynolds – virtual
Secretary O’Donnell – present

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

The Pledge of Allegiance was recited.

ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

BOARD OF TRUSTEE PROCEDURES

Battle Creek Tax Increment Finance Authority (BCTIFA): The City of Battle Creek requests the appointment of a Board of Trustees member to join the Battle Creek Tax Increment Finance Authority (BCTIFA) for a three-year term. The Board of Trustees unanimously approved that the elected trustee in 2026 as Chairman Claywell with a motion from Trustee Aldrich, supported by Secretary O’Donnell.

Battle Creek Local Development Finance Authority (BCLDFA): The City of Battle Creek requests the appointment of a Board of Trustees member to join the Battle Creek Local Development Finance Authority (BCLDFA) for a three-year term. The Board of Trustees unanimously approved that the elected trustee in 2026 as Treasurer Reynolds with a motion from Secretary O’Donnell, supported by Trustee McKay.

Appointment of Liaison to the Enrollment Management Cabinet: The Enrollment Management Cabinet was created to understand and predict enrollment patterns at the college. One Board of Trustees member will serve in this role for a three-year term. The Board of Trustees unanimously approved that the elected trustee in 2026 as Vice Chair Davis with a motion from Trustee Mueller, supported by Trustee McKay.

Appointment of Liaison to the Community Engagement Council: The Community Engagement Council was established as part of the Strategic Enrollment Plan to ensure KCC engages with the community. The Community Engagement Council is requesting nominations for two Board of Trustees members to serve three-year terms. The Board of Trustees unanimously approved the election of the elected trustees in 2026, as Treasurer Reynolds and Trustee McKay, with a motion from Trustee Mueller, supported by Secretary O'Donnell.

Appointment of Liaison to the Infrastructure, Planning, and Sustainability Council: The Infrastructure, Planning, and Sustainability Council was created to understand and rank capital and other projects to improve facilities and services for students and the community. One Board of Trustees member will serve in this role for a three-year term. The Board of Trustees unanimously approved that the elected trustee in 2026 as Chairman Claywell with a motion from Trustee Mueller, supported by Trustee McKay.

CONSIDERATION OF MINUTES

The Board of Trustees unanimously approved the minutes of the regular meeting held on March 18, 2026, with a motion from Secretary O'Donnell, supported by Trustee Mueller.

PRESIDENT'S REPORT

Enrollment and Registration Activity Update: Summer 2026 semester registration opened Monday, April 6, 2026. Enrollment reports began on April 13, 2026. The April 13, 2026, report reflects enrollment activity in the summer semester and indicates positive trends: headcount is down 1.92%, credit hours are up 1.07%, and contact hours are up 2.60%. Fall 2026 registration opens Monday, April 20, 2026.

HLC Assurance Argument: As part of the accreditation process through the Higher Learning Commission (HLC), institutions are required to complete a mid-accreditation check in the form of an Assurance Argument. Several staff and faculty have worked on this draft. The Assurance Argument was included in the Board of Trustees packet for review and feedback by April 24.

Infrastructure, Planning, and Sustainability Council (IPS) Update: Brad Fuller, Director of Institutional Facilities, updated the Board of Trustees on IPS project activities, including the completion of the Binda Rigging, the Lane Thomas Medical Assistant lab flooring, and new doors to the Roll/Severin courtyard. Fuller outlined the process and research into adding space to the Regional Manufacturing Technology Center (RMTC). The total project estimate is \$32 million.

Chairman Claywell inquired about the reason for relocating the Welding room and if expanding it would be more cost-effective. Fuller stated that the plan is just in talks and can be altered.

Vice Chair Davis stated that the overall estimated budget is quite high. Davis inquired about the multiple contingencies in the proposal. Fuller stated that the budget and contingencies will be finalized as the plans are updated once the project gets full approval to move forward. Additionally, Fuller shared that the college is awaiting grant funding before moving forward with the expansion of the RMTC.

Chairman Claywell asked about the reason for the \$11.1 million budget for equipment and furnishing. Dr. Handel Fraser and Bobby Beauchamp explained that the RMTC is looking to expand to support the community, create a space that is conducive to learning, and allow all students to enter classrooms without walking through other labs. Further, Dr. Watson explained that most of the current equipment is at the end of its life, and new technology is needed to remain competitive. Beauchamp shared that they are looking at new programs to serve the community.

Secretary O'Donnell asked if Ford is done leasing the room at the RMTC. Dr. Watson said that was accurate and explained that the Ford training will now take place at another venue.

KCC Foundation Report: Michelle Williamson, Executive Director of the KCC Foundation, provided an update on KCC Foundation activities, including the unveiling of the Peterson Art Wing and the recognition of a large gift from the Sherman and Kimiko Peterson Estate totaling approximately \$5.2 million to date.

BOARD REPORTS AND REQUESTS

Secretary O'Donnell shared his sadness about the loss of Dean Dawn Larsen. O'Donnell shared how Larsen was dedicated to the college and the community, leaving a loss in the KCC family. Larsen was a great Bruin.

Student Representative Keith shared that the Blaze of Glory baseball game is on April 21 at Bailey Park. Come for hot dogs and friends. Keith shared that Stress Busters is coming, and she is looking forward to Faculty Flapjacks.

Chairman Claywell asked the attendees to stand for a moment of silence in remembrance of Dawn Larsen, Dean of Arts and Sciences.

CITIZEN/STAFF REQUESTS AND COMMENTS

Tahler Williams, a nursing student, shared concerns over communication and the commencement process.

ACTION ITEMS

Trane Maintenance Contract: Facilities maintain a contract with Trane West Michigan that covers annual Chiller inspections, monthly HVAC control maintenance, and software maintenance for the building management system. The previous three-year agreement expired at the beginning of February 2026. The new three-year agreement exceeds \$50,000 and requires board approval. The Board of Trustees unanimously approved the Trane

Maintenance Contract with a motion from Trustee Mueller, supported by Secretary O'Donnell.

Eastern Academic Center (EAC) Auxiliary Building: With the increase in programmatic activity at the EAC, the Infrastructure, Planning, and Sustainability Council (IPS) approved this additional building to address safety and functionality concerns regarding current storage limitations, primarily to support the welding program's need for steel storage and forklift staging. Schweitzer Construction submitted a quote for the \$525,000, which will be created as a separate budget from the 21st Century Fund. The Board of Trustees approved the EAC Auxiliary Building with a motion from Trustee O'Donnell, supported by Trustee McKay.

Social Media Policy Revision: The Social Media Policy was presented with revisions, most of which were made to sections 5b and 5d. The updates do not change current practices; they articulate the College's social media management practices that aren't explicitly stated in the current policy language, such as "officially approved by KCC's Marketing and Communications Department." The Board of Trustees unanimously approved the Social Media Policy revision with a motion from Trustee McKay, supported by Trustee Aldrich.

KCC STEP UP Grant Vehicle Purchase: Using grant funds, Workforce Solutions requested approval to purchase a 15-passenger van to provide transportation to students participating in the STEP-UP Grant initiative, as requested and approved in the grant proposal submitted to the WK Kellogg Foundation. The vehicle, which addresses a significant barrier to student participation and success, will remain in the College's fleet inventory upon completion of the grant, with priority usage given to supporting underserved populations. The Board of Trustees unanimously approved the STEP-UP purchase with a motion from Trustee McKay, supported by Trustee Aldrich.

Kellogg Community College (KCC), Michigan Economic Development Corporation (MEDC), and Kellogg Advanced Manufacturing Industry 4.0 (KAMI) Grant Third-Party Vendor Training Agreement: The Blue Oval Battery Park, Michigan (BOBM), has requested training through a third-party vendor funded by MEDC under the KAMI 4.0 grant. This training, as requested by BOBM, is grant-approved training and will upskill incumbent workers. A third-party vendor is requested for this contracted training as it addresses a technically specific subject matter that falls outside of the current KCC curriculum. Given the timing of the training and the grant performance period ending on June 30, 2026, this is the most expedient way to meet the training need and utilize grant funding designated for BOBM training. The requested training costs will be between \$50,000 and \$89,000.00. The Board of Trustees unanimously approved the third-party training with a motion from Trustee Mueller, supported by Secretary O'Donnell.

KCC Workforce Solutions Customized Training Agreement: The Blue Oval Battery Park, Michigan (BOBM), has requested Workforce Solutions provide non-grant-funded customized training to upskill new and incumbent workers in specific leadership and safety topics, as well as continuing the New Employee Induction (NEI) training that has been supported by the MEDC KAMI 4.0 grant. Workforce Solutions has previously contracted

with Lean Leadership LLC to provide NEI training and has been identified as a qualified subject-matter expert in corporate safety and leadership training to meet BOBM's needs. Additionally, the team of training instructors is familiar with BOBM and Ford Motor Company staff, protocols, and policies. A training agreement will be entered into between KCC's Workforce Solutions department and Lean Leadership LLC to provide the requested training as scheduled, and a PO will be established with BOBM for payment. The identified training schedule from mid-April to the end of June 2026 has been set, with the total not to exceed \$200,000. The Board of Trustees unanimously approved the customized training agreement recommendation with a motion from Secretary O'Donnell, supported by Trustee McKay.

Administrative Salary Recommendation: The Administrative Staff salary recommendation is for a three percent increase on the salary schedule, with movements to the midpoint and a one percent increase towards the maximum, according to the Hay Administrative Salary Process for eligible staff. The Board of Trustees unanimously approved the Administrative Salary recommendation with a motion from Secretary O'Donnell, supported by Trustee Mueller.

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

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

New Employees

Mary Burson	Faculty, Medical Assistant Program (temporary) (effective May 11, 2026; Faculty, ND lane, step 10; 2025-2026 annualized salary \$69,735)
Michael 'Mike' Peters	Facility Maintenance - Utility III (effective April 6, 2026; Maintenance, Utility III; 2025-2026 hourly rate \$37.35)

Contract Extension

Brandon McAllister	Faculty, Machining/Welding (temporary) (effective August 14, 2026; Faculty, BA lane, step 5; 2026-2027 annualized salary \$67,698)
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Separations

Susan Mastenbrook	Faculty, Nursing Education (3 years) (effective May 14, 2026)
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CITIZEN/STAFF REQUESTS AND COMMENTS

There were no citizen/staff requests or comments.

MISCELLANEOUS

Upcoming Events

Cereal Parade – June 12 at 6:30 PM – Battle Creek
2026 MCCA Summer Conference – July 29-July 31, 2026
Labor Day – September 7 – College Closed
Festival of the Forks – September 18 and 19 – Albion

Spring Recognition Ceremonies

KCC Baseball – May 5 at 3:00 PM – Miller Gym
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
Police Academy Recognition – June 3 at 6:00 PM – Binda Theatre
Prison Education Program Graduation – June 10 at 9:00 AM – Lakeland CF

Upcoming Board of Trustees Meeting

Next Board of Trustees Meeting – May 20, 2026

ADJOURNMENT

At 7:21 p.m., the Board of Trustees adjourned the April 15, 2026, meeting with a motion from Treasurer Reynolds, supported by Trustee Aldrich.

Steve Claywell, Chairman

Patrick O'Donnell, Secretary