

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
April 15, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 15, 2015, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:33 pm. Roll was taken and reflected the following:

Chairman Steve Claywell  
Trustee Jill Booth  
Trustee Reba Harrington  
Trustee Matthew Davis

Trustee Julie Camp Seifke  
Trustee Jonathan Byrd  
Trustee Patrick O'Donnell

Attendance from President's Council included:

Dr. Dennis Bona, President  
Ms. Jackie Braman, Secretary, EMS and SSA Unit Chairperson  
Ms. Teresa Durham, Executive Director, Kellogg Community College Foundation  
Ms. Becky Gallimore, Executive Assistant to the President  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Catherine Hendler, Vice President, Instruction  
Dr. Jan Karazim, Dean, Workforce Development  
Dr. Kay Keck, Vice President, Student and Community Services  
Mr. Mark O'Connell, Vice President, Administration and Finance  
Mr. Kevin Rabineau, Chair, Regional Education and Director, Fehsenfeld Center  
Mr. Bob Reynolds, Chief Information Officer  
Ms. Ali Robertson, Director, Human Resources  
Mr. Rick Scott, Chief Financial Officer

Nine individuals sat in the gallery including Ms. Lynn Ward Gray, Vice Mayor of Battle Creek.

### **CONSIDERATION OF MINUTES**

Minutes from the regular meeting held March 18, 2015, were approved as written in a motion by Trustee Davis and supported by Trustee Byrd.

### **PRESIDENT'S REPORT**

**Staff Achievement:** Special guests introduced to the Board by Dr. Bona included Ms. Nikki Jewell, Director of Financial Aid, and Ms. Cindy Lingbeek, Staff Assistant for Support Services. The Student Financial Services Bureau has recognized Ms. Jewell by adding her to the newly formed Advisory Committee and Ms. Lingbeek is recipient of the 2015 MOSPA Outstanding Post-Secondary Special Populations Support Staff State Award.

KCC itself was also recognized by Dr. Bona for receiving the Overachiever Award from United Way for the success of its employee campaign. Only 10 companies out of the estimated 400 campaigns in the United Way region are presented with this annual award. KCC has also been nominated to receive the Battle Creek Area Chamber of Commerce's Large Business of the Year Award.

**Higher Learning Commission (HLC):** Dr. Bona provided a brief update regarding the 2015 HLC Annual Conference. A team of 8 KCC staff members attended the conference in Chicago to learn about HLC accreditation and reporting requirements along with the Commission's Persistence and Completion Academy. The team is preparing to report out later with details of what was learned at the conference.

**21<sup>st</sup> Century Project:** Mr. Mark O'Connell presented information regarding the close out of the Binda Performing Arts Center renovation project. The close out will be approved by the board later in the agenda as an action item. The Davidson Building project is still on schedule and proceeding well. Drainage issues for the parking lot near the Davidson Building were resolved when contractors digging for placement of a new drain found an old one not known to exist and discovered that it was simply plugged and covered with dirt.

**State Legislative Update:** Currently the Senate is proposing a 1.4% operations increase while the House has appropriated a 2% increase. The original funding proposal utilized a formula based primarily on the Completion Agenda whereas current proposals from the House and Senate both include the same formula used last year.

**Kellogg Community College Foundation Report:** Ms. Teresa Durham provided the Board with a list of recipients for the Gold Key and Trustee scholarships. Board members will now have the honor of presenting the students with their certificates by attending various Honors Night events at the high schools.

Ms. Durham also recognized Dr. John J. H. Schwarz for his recent donation which allowed for the purchase of eight Vernier LabQuest 2 devices and accessories for the physiology lab. Dr. Schwarz visited the lab earlier in the day for a demonstration of the equipment and even provided a little bit of instruction himself.

On April 14 the Foundation hosted the Women's League of Battle Creek in the Binda Performing Arts Center to show appreciation for their gift to KCC. Currently going through dissolution, the Women's League has been distributing their assets and honored KCC with a monetary gift to refurbish the pianos.

Ms. Durham also provided that Mr. Tom Franke has re-established the Franke Family Gold Key Scholarship making it available to a Marshall student for the 2015-2016 academic year.

**Informational Items:**

- The State Superintendent of Education has removed KCC from the list of charter school authorizers that were at risk of suspension. It was cited that sufficient progress was made to improve the oversight and academic outcomes for Calhoun County High School (CCHS), KCC's only charter school.
- Commencement activities are scheduled for May 14, 2015, at the Kellogg Arena.
- Scholarships and grants received for the month totaled \$2,131.00.

**BOARD REPORTS AND REQUESTS**

**Closed Session:** Trustee Harrington supported the motion made by Trustee Byrd to enter into closed session for the purpose of discussing a personnel issue and contract negotiations. The closed session was approved by unanimous roll call vote and began at 6:55 pm.

**PUBLIC SESSION**

The Board returned to public session at 7:50 pm.

**ADDITIONAL BOARD REPORTS AND REQUESTS**

Chairman Claywell acknowledged former trustee Mr. Brian Hice who was present at the meeting.

**CITIZEN AND STAFF REQUESTS**

None

## **ACTION ITEMS**

**Financial Statements and Personnel Items:** With a single motion from Trustee Booth, supported by Trustee Byrd, the Board approved the March 2015 financial statements and the following personnel items:

### **New Hires**

Janette Coday	Clerk, Records and Registration (effective April 20, 2015; Support Staff, O & C II, Step 3, 2014-2015 hourly salary \$16.77)
Cynthia Shell	Secretary, Support Services* (effective May 18, 2015; Support Staff, O & C II, Step 3, 2014-2015 hourly salary \$16.77)

### **Temporary Reassignment**

Abigail Pero	Nursing Program Specialist (Temporary) (effective April 6, 2015; Professional 2, 2014-2015 annual salary \$39,032-prorated for a .7 FTE for the remainder of the fiscal year)
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### **Position Transfer**

Colin McCaleb	Director, Fehsenfeld Center (effective April 20, 2015; Chair/Director; 2014-2015 salary frozen, no changes)
Kevin Rabineau	Dean, Arts, Sciences, and Regional Education (effective April 20, 2015; Dean 1, 2014-2015 salary frozen, no changes)

### **Retirement Notice**

John Kellogg	Technician, Computer Lab-Fehsenfeld (7 years) (effective August 14, 2015)
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**Choice Act:** Trustee Davis supported the motion made by Trustee Booth to comply with the Choice Act thereby making KCC eligible to continue receiving payments for educational programs by offering in-state tuition and fees to all eligible individuals identified in the Act by July 1, 2015. This motion was approved by the Board.

“Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill—Active Duty Program), Chapter 33 (Post-9/11 GI Bill), of Title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311(b)(9) who lives in the State of Michigan while attending Kellogg Community College (regardless of his/her formal state of residence) shall be charged in-state tuition rates.”

**Tuition Rate Recommendation:** This item was removed from the agenda.

**Binda Performing Arts Center Close-out:** Mr. Mark O’Connell provided the Board with final close out figures for the Binda renovation project. The project came in on time, under budget by \$105,634, and produced a value added savings of \$133,093. Trustee Camp Seifke made the motion ‘with gratitude’ to accept the close out of the project. The motion was supported by Trustee Harrington and approved by the Board.

**Retirement and Sick Leave Payout for Dr. Bona:** Trustee Davis made a motion to approve the following resolution from the Board of Trustees,

“The Board of Trustees of Kellogg Community College has accepted a letter of retirement from Dr. Dennis Bona stating that he will retire from his position as President of Kellogg Community College effective June 30, 2015. Given the time constraints imposed to submit a letter of retirement that benefits both Kellogg Community College and Dr. Bona, the Board of Trustees of Kellogg Community College waives the notice requirement for the sick leave payout program. This is consistent with how this benefit is calculated for other college employees.”

The motion was supported by Trustee O'Donnell. Trustee Byrd noted that the resolution contained an error where reference was made to the Public Safety Committee and moved to amend the resolution by removing said reference. Support for the amendment was made by Trustee Camp Seifke and approved by the Board.

The amended resolution was then approved unanimously by the Board.

### **CITIZEN/STAFF COMMENTS**

None

### **MISCELLANEOUS**

Trustee Byrd stated that he recently attended the KCC theatre production of Pirates of Penzance and said it was an outstanding production. He said the newly renovated theater is gorgeous and thanked the staff for their hard work. Trustee O'Donnell, who also attended the production, echoed the sentiments of Trustee Byrd.

Chairman Claywell announced that the May 20, 2015, board meeting has been postponed to May 27, 2015.

Dr. Bona highlighted his upcoming retirement event scheduled for May 6 in the Binda Lobby by stating that it is going to be a lot of fun and he hopes that everyone can attend. Chairman Claywell will emcee the event.

Chairman Claywell then spoke on behalf of the Board noting that it was Dr. Bona's last board meeting and continued by stating “Once again, thank you for your years of service to Kellogg Community College. You have made it a better place. It's been an honor to work with you. We consider you a community partner, a fellow employee, and a value to this community. It's a loss but we wish you well in your future endeavors. Thank you and good luck”. Chairman Claywell's statement was followed by a standing ovation for retiring President Dr. Dennis J. Bona.

Chairman Claywell offered Dr. Bona the floor but Dr. Bona respectfully declined stating that he is saving his speech for the retirement event.

### **ADJOURNMENT**

Chairman Claywell adjourned the meeting at 7:58 pm.

Reba Harrington, Secretary

Steven Claywell, Chair