

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
April 17, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, April 17, 2013, in the Roll Building Board Room, 450 North Avenue, Battle Creek, MI.

Chairman Byrd called the meeting to order at 6:30 pm. The roll reflected the following trustees present:

Chairman Jonathan Byrd	Trustee Matthew Davis
Trustee Jill Booth	Trustee Reba Harrington
Trustee Julie Camp Seifke	Trustee Brian Hice
Trustee Steve Claywell	

Attendance from President's Council included:

Dr. Dennis Bona, President  
Ms. Ginger Cutsinger, Executive Director, Kellogg Community College Foundation  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Catherine Hendler, Vice President, Instruction  
Ms. Jan Karazim, Dean Career and Occupational Education  
Dr. Kay Keck, Vice President, Student Services  
Ms. Jamie Kline, Executive Assistant to the President  
Mr. Mark O'Connell, Vice President, Administration and Finance  
Dr. Kevin Rabineau, Dean Arts and Communication  
Mr. Bob Reynolds, Chief Information Officer  
Ms. Ali Robertson, Director, Human Resources  
Mr. Rick Scott, Chief Financial Officer

Eleven individuals sat in the gallery.

### **CONSIDERATION OF MINUTES**

The minutes from the March meeting were approved in a motion by Trustee Davis and supported by Trustee Harrington.

### **PRESIDENT'S REPORT**

**Dr. Sidney Faucette:** Dr. Sidney Faucette, along with three members from the Battle Creek Montessori Academy, shared information regarding the new Montessori school that will be opening this fall in Battle Creek. It is the hope of the school to develop cooperative opportunities with KCC that may include staff training, internships, and partnerships.

**Higher Learning Commission (HLC) Accreditation Update:** Ms. Catherine Hendler provided the Board with a brief update regarding the HLC conference and the new Pathways accreditation track that KCC will implement. Dr. Kay Keck, Ms. Catherine Hendler, Ms. Doris Lewis, Ms. Karel Asbury and Mr. Matt Samra attended the HLC annual meeting. This group will form a team that will direct KCC implementing the accreditation requirements. Two documents were included for the Board's information: *The Criteria for Accreditation* and *HLC Pathways for Reaffirmation of Accreditation*.

**21<sup>st</sup> Century Project Update:** Mr. Mark O'Connell presented slides on the Student Services renovation. This project will be finalized in the next couple weeks. The Advising and Support Services area plan to relocate into the new offices following commencement. The new Student Center cafeteria and food service area should be completed by early June. Work continues on the flagpole area where the Historical Marker will be placed. In addition, a project at the Fehsenfeld Center science lab involving fume extractors has been completed. This cost of the project was \$33,580. The design team will now begin to work on developing projected needs for the next 15 years. The group will work with

both lenders and a bonding group. The projected projects and plans for bonding and lending will come to the Board for approval at a later date.

**State Legislative Update:** Lawmakers continue to debate budget proposals. The Governor's proposal suggests that KCC will likely receive a 2% increase in funding, which is down from the 3% afforded last year.

**Commencement Activities:** The 2013 KCC commencement ceremony will be May 15 at Kellogg Arena. This is a major change in venue and will accommodate the rising number of graduates and guests. Graduation breakfast will also be held in the arena. Students and staff will be charged for parking in the ramp during the breakfast; however, parking fees will be waived for the evening ceremony.

**Kellogg Community College Foundation Report:** Honors night events at our local high schools are quickly approaching. The Board was given the opportunity to present Gold Key and Trustee scholarship certificates at the various high schools.

**Kellogg Community College Foundation Report:** Ms. Ginger Cutsinger reported 14 Gold Key and 15 Trustee scholarships were awarded. This year the Foundation offered \$570,000 in scholarships, up from \$387,000 offered last year. As high school award ceremonies are approaching, the trustees will be asked to present Gold Key and Trustee scholarship certificates at the various schools.

**Carl D. Perkins Funding:** KCC's appropriation of Perkins funds has increased \$40,000 this year to a total of \$398,000. This money is used primarily for three purposes: instructional equipment for occupational programs, professional development for faculty in occupational programs, and special needs students.

**Hastings Public School Agreement:** The College has entered into an operational agreement with Hastings Public Schools for the operation of our welding program at the Hasting's facility. This program, successful as a pilot, has been moved to an ongoing operation.

**Ellucian Article:** The Community College Times published an article highlighting KCC's processes regarding student retention alerts and the use of technology to support these efforts. Dr. Kay Keck and Mr. Bob Reynolds were recognized in the article for their efforts

**BOARD REPORTS AND REQUESTS**

**Accolades:** Trustee Harrington expressed appreciation for the efforts in hosting the Parapaloza event and Trustee Claywell acknowledged the efforts of all involved in the performance of the *The Spelling Bee*.

**ACTION ITEMS**

In a motion by Trustee Hice, supported by Trustee Booth, the Board unanimously agreed to a consent agenda accepting the financial statements, scholarships and grants, and personnel items.

**Financial Statements:** The Board approved the March financial statements as presented including the expenditures for the month:

General .....\$2,674,857

**Scholarships and Grants:** The Board approved scholarships this month totaling \$2,026. This brings the year's total to \$. These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

Private Scholarships (Restricted Funds)

Sault Ste. Marie Tribe of Chippewa Indians	776.00
Marine Corps Scholarship Foundation	750.00
Branch Intermediate School District	500.00

**Personnel Items:** The Board approved the following personnel items for the month of April:

CONTRACT YEAR CHANGE

Cynthia Klingel	Faculty, Office Information Technology-Open Entry (effective August 16, 2013, change from a spring/summer schedule to a fall/spring schedule)
Thomas Rose	Faculty, Office Information Technology-Open Entry (effective August 16, 2013, change from a spring/summer schedule to a fall/spring schedule)

POSITION TRANSFER

Natalie Hammond	Faculty, Developmental Math (Temporary) (effective March 25, 2013 until May 3, 2013; Faculty, Bachelor's Lane, Step 8, 2012-2013 annual salary \$59,202-prorated for 30 days)
Connie McKnight	Secretary, Math and Science (effective June 3, 2013; Support Staff, O&C II, Step 6, 2012-2013 hourly salary \$18.96)

**Sabbatical Request:** In a motion by Trustee Davis, supported by Trustee Harrington, the Board approved the spring 2014 sabbatical request for Professor Sue Stetler. Professor Stetler meets all the contractual obligations.

**Website Overhaul RFP:** After a thorough RFP process, the Board was asked to approve a contract with Kalamazoo-based Newhall Klein to reconstruct the College website. A group from Newhall Klein presented information on the remake of the KCC website. The contract with Newhall Klein is for web design and programming work to be completed in the next seven months, and within a cost range of \$160,000 to \$180,000. Following discussion, in a motion by Trustee Hice, supported by Trustee Davis, the Board unanimously approved the contract for the website overhaul.

**BluFish Contract:** In a unanimous vote, the Board approved renewing the contract with Marshall-based BluFish Consulting to provide advertising and market consulting services. The contract is for the 2013-14 fiscal year and represents a 1.6 % increase from 2011-12, and is for a cost of \$142,200. The motion was made by Trustee Davis and supported by Trustee Hice.

**MNJTP Grant Authorization:** The Board approved a resolution that authorizes the President to enter into agreements with employers that utilize MNJTP funding to provide training for new employees. The Michigan New Jobs Training Program (MNJTP) allows companies to divert state income tax withholdings of new employees to pay for training. This will be a three-year program. The structure of the agreements will be on a pay-as-you-go basis. If training costs exceed the funds accumulated, companies will be required to cover those costs. Companies must pay \$12.95/hour to be in the training program. The motion was made by Trustee Hice and supported by Trustee Davis. The College will report to the Board as various contracts are signed.

**ADJOURNMENT**

The Board meeting was adjourned by Chairman Byrd at 8:21 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair