

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
December 18, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, December 18, 2013, in the Board Room, Roll Building, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017

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 Steve Claywell	Trustee Brian Hice

Trustee Julie Camp Seifke was absent but excused.

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
Dr. Jan Karazim, Dean, Workforce Development
Dr. Kay Keck, Vice President, Student and Community Services
Ms. Jamie Kline, Executive Assistant to the President
Mr. Mark O'Connell, Vice President, Administration and Finance
Mr. Bob Reynolds, Chief Information Officer
Mr. Rick Scott, Chief Financial Officer
Ms. Ali Robertson, Human Resources Director
Ms. Terah Zaremba, Dean Student Services

Seven individuals sat in the gallery including Mr. Justin Hinkley, Battle Creek Enquirer reporter.

CONSIDERATION OF MINUTES

The minutes from the November Board of Trustees meeting were approved in a motion by Trustee Davis and supported by Trustee Harrington.

PRESIDENT'S REPORT

KCC Foundation Update: The KCC Foundation Board, at its December 5th meeting, approved two separate motions and will begin to support both the Trustee and Athletic Scholarships from its unrestricted fund for this and the next year. The KCC Foundation's unrestricted fund balance is healthy enough to support this without reducing the total number or the amount of general scholarships currently being awarded to KCC students. This change will provide relief to the general operational fund which has been impacted negatively due to enrollment decline. A group of quilters from the support staff presented to Ms. Ginger Cutsinger a quilt to be auctioned at this year's Build a Brighter Future auction. This is the second year this group has provided for the auction. A huge thanks goes to the support staff volunteers whose time and effort resulted in a \$500 donation to the KCC Foundation last year.

21st Century Project Update: Mr. Mark O'Connell briefed Board on the current status of the Eastern Academic Center addition and the Binda Theatre renovation.

MCCA Legislative Update: There was no legislative information.

Calhoun Community High School Audit: A copy of the audit for the Battle Creek Area Learning Center (aka Calhoun Community High School) was provided in the portal for the Board's information. The KCC

Board does not have to approve this audit as it is approved by the Board of Directors for the Battle Creek Area Learning Center.

Local Strategic Value: The State has accepted KCC’s report regarding local strategic value and the College has already received the state aid associated with this requirement. There is no doubt that KCC can demonstrate its local strategic value in the services that are provided to the community on a routine basis!

Enrollment Report: The enrollment is down for the spring semester. Three weeks prior to the start of the semester the contact hours are down 8.63%. It is hoped this will change to approximately 5% by the start of the semester. This is a continuation of a trend that is fueled by declining unemployment rates and a general decline in population throughout our service area. These factors are not in our control. Therefore, we do not have many options other than to make the appropriate adjustments in our budget which will ultimately result in reductions in staff, programs, and/or services to our students. The College will endeavor to continue efforts at capturing a larger share of the higher education market, searching for alternative revenue sources, and adjusting tuition rates to minimize the overall impact on the services and programs we offer to students and the community.

Interim Activities: A schedule of Interim activities for January 2014 was provided for the Board. Interim is at 8:00 am on January 8th. Interim will be held in the Miller gym due to renovation of the Binda Theatre.

Holiday Hours: The holiday hours for the College this year are:
Friday, December 20, 2013 - College closes at 3:00 p.m.
December 23, 2013 - January 1, 2014 - College closed.

BOARD REPORTS AND REQUESTS

Trustee Hice asked the Board to consider directing year-end donations the Foundation.

ACTION ITEMS

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

Financial Statements: The Board accepted the November financial statements as presented including the expenditures for the month:

General\$3,993,604

Scholarships and Grants: The Board approved scholarships this month totaling \$5,520.00.This brings the year’s total to \$180,434.05.These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

Century Bank & Trust - Taylor Scholarship Trust	2,000.00
Citizen Potawatomi Nation	595.00
Kalamazoo Community Foundation	2,000.00
Little Traverse Bay Bands of Odawa Indians	150.00
Sault Ste. Marie Tribe of Chippewa Indians	775.00

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

NEW HIRES

Casey Holbrook	Intake and Retention Coordinator, Workforce Solutions (effective December 2, 2013; Professional 1, 2013-2014 annual salary \$44,456-prorated for the remainder of 2013-2014)
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Ann Miller Education Program Specialist
(effective December 16, 2013; Manager 1, 2013-2014 annual salary \$25,572-prorated for the remainder of 2013-2014)

Emily Patterson Instructor, Transitional Studies – Math
(effective January 8, 2014; Faculty, Masters Lane, Step 8, 2013-2014 annual salary \$67,778-prorated for the remainder of 2013-2014)

POSITION TRANSFER

Lisa Rench Technician, Records and Registration
(effective December 2, 2013; Support Staff, Technical, Step 4, 2013-2014 hourly salary \$19.82)

RETIREMENT NOTICE

Lagretta King Secretary, Grahl Center (10 years)
(effective January 2, 2014)

Chriss Leatherman Manager, Human Resources (30 years)
(effective June 30, 2014)

Dr. Bona called attention to the retirement of Chriss Leatherman and her 30 years of service to KCC.

Binda Renovation Steel Purchase: At last month's Board meeting it was stated Walbridge recommended getting bids for the steel package out early to allow for necessary lead times. In a motion by Trustee Davis, supported by Trustee Claywell, the Board approved the steel package bid from Schweitzer in the amount of \$233,573 to furnish and install the structural and miscellaneous steel for the Binda Theatre renovation.

TAA Grant Equipment Purchases: The Board approved a \$1 million purchase of equipment that will actually be funded by a federal \$2.6 million TAA grant. The grant provides funding to enhance training for entry level production, welding, machining, and multi skill occupations. The grant will be administered through the Industrial Trades and Workforce Solutions departments. Due to the value of the items purchased to support the grant, this was brought before the Board for approval. Details of the equipment purchase were provided in the portal for the Board's information. The motion was made by Trustee Davis and supported by Trustee Booth.

Soccer Program Discontinuation: In a motion by Trustee Hice supported by Trustee Byrd, the Board approved the recommendation to discontinue the KCC women's soccer program. Due to the current fiscal situation, lack of a coach, and limited interest by student athletes, this appears to be an appropriate time to make this change. KCC will honor the scholarships of the students that were anticipating the continuation of this program and/or help with their transfer to other schools.

2014-2015 Tuition and Fees Increase: In a 6-0 vote, the Board approved the following increases in tuition and fees effective summer 2014 semester:

- Resident Tuition Rate: \$5.00 per credit hour with corresponding percentage increases to other tuition categories
- Technology Fee & Internet Fee (combined): \$4.00 per credit hour
- Student Services Fee: \$1.00 per credit hour
- Adoption of the RMTTC's high cost program pricing model for all health related programs for in-district students with similar pricing structure for other residency categories. We recommend implementing this change utilizing the current Health Programs Fee over a two year period to lessen the impact on current students.

The motion was made by Trustee Hice and supported by Trustee Davis. Both trustees serve on the Audit and Finance Committee. They shared appreciation and thanks to the financial team. The Board engaged in discussion stating their reluctance to raise tuition rates. They also stated recognizing that there is cost associated to maintain program excellence. The Board stated the decision to raise tuition was painful but necessary due to tough economic times.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 7:40 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair