

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
January 21, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 21, 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 Patrick O'Donnell
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington (telephonically)	Trustee Jonathan Byrd
Trustee Matt Davis	

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  
Dr. Jan Karazim, Dean, Workforce Development  
Dr. Kay Keck, Vice President, Student and Community Services  
Mr. Mark O'Connell, Vice President, Administration and Finance  
Dr. 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  
Ms. Terah Zarembo, Dean, Student Services

Ten individuals sat in the gallery including Mr. Rod Price, Faculty, Physics and KFA President. Special guests included the family of newly elected trustee, Mr. Patrick O'Donnell, including his wife Belinda, son Jacob, and daughter Emma.

### **ACCEPTANCE OF ELECTION RESULTS**

In a motion by Trustee Davis and supported by Trustee Camp Seifke, the board accepted the report from the Calhoun County Board of Canvassers certifying the November 4, 2014, election results for the KCC Board of Trustees. Ms. Reba Harrington and Mr. Jonathan Byrd were re-elected to six-year terms and Mr. Patrick O'Donnell was newly elected to a six-year term.

### **SWEARING IN OF BOARD MEMBERS**

Newly elected trustee, Mr. Patrick O'Donnell, and re-elected trustee, Mr. Jonathan Byrd, each affirmed the Constitutional Oath of Office administered by KCC President, Dr. Dennis Bona. Ms. Reba Harrington was recognized by those in attendance for her re-election as a trustee but was unable to attend due to health issues. Trustee Harrington's oath will be administered at the next meeting she is able to attend.

### **BOARD OF TRUSTEES PROCEDURES**

**Schedule of Regular Meeting Dates and Time:** The Board agreed to continue holding the board meetings on the third Wednesday of the month at 6:30 pm for the next two years.

**Conflict of Interest Policy Requirements:** Conflict of Interest and Commitment forms were signed by Trustees Claywell, Booth, Davis, Camp Seifke, and O'Donnell. Trustee Byrd chose to return the form at a later date and Trustee Harrington was not present at the meeting.

## **CONSIDERATION OF MINUTES**

The special meeting of December 12, 2014, held for the sole purpose of a governance workshop, and the regular meeting minutes of December 17, 2014, were both approved as written in a motion by Trustee Davis and supported by Trustee O'Donnell.

## **PRESIDENT'S REPORT**

**Enrollment Update:** Figures from the second day of classes show Spring 2015 enrollment 9.74% lower than it was for the same point in time as Spring 2014 leading to some concern. The impact will be offset a little due to cost reduction from cancelled sections and the fact that final enrollment figures for the Fall 2014 semester were better than anticipated.

**The Completion Agenda:** Dr. Bona provided information to the Board regarding the "Completion Agenda". The focus of this national initiative is the increase of graduation rates and successful outcomes, such as jobs and transfers to other institutions. KCC is now planning to move forward in 2016 with strategic planning involving the entire campus community, including the Board, to focus on the Completion Agenda by setting positive, incremental progress on institutional metrics such as graduation, retention, and persistence.

**NPA (Nonprofit Alliance):** Funders of the NPA have decided to put the current program on hold and will only provide a limited number of services to nonprofit organizations. KCC will help with the transition by providing a reference source for nonprofit organizations and continuing to offer courses through Lifelong Learning.

**21<sup>st</sup> Century Project:** Mr. Mark O'Connell provided a brief update to the Board regarding progress on the Davidson Building construction and a revisit of the Miller Building programming. Mr. O'Connell also asked the Board for approval of the Severin Building emergency repair listed as an action item later in the agenda. Also, due to the stringent standards held by KCC regarding lighting, heating and air conditioning, etc., Mr. John DiPierro was happy to report that KCC was awarded a rebate check from Consumers Power in the amount of \$17,634 for the Binda Theater. It is a labor intensive process to receive a rebate but the College plans to pursue it again for the Davidson Building.

**Update of KCC Board of Trustee By-Laws:** As a result in the shift of trustee terms from a July start to a January start, Dr. Bona recommended changing the KCC Board of Trustee By-Laws by moving the organizational meeting from July to January. Approval of the recommendation would extend the current officers' terms to January 2017. Trustee Booth questioned the process for changing the bylaws. After review it was determined that changes to the bylaws require each member of the board to be provided "a copy of the proposed amendment or change at least ten days prior to the meeting at which such amendment or change is to be acted upon". The recommendation has been tabled until the February meeting.

**KCC Foundation:** Ms. Teresa Durham noted that the director's report, provided to the Board in the portal, included some significant donations to the Foundation and new scholarships that have been developed. Ms. Durham was also excited to report that the Bid A Brighter Future event recently held during the week of Interim Session raised close to \$7,000 for the scholarship fund and she wished to thank everyone for their help and participation.

### **Informational Items:**

- KCC is applying for a piece of the \$50 million CCSTEP Grant set up by the State to provide community colleges with funding for skilled trades equipment.



and bylaws. The committee plans to complete the process by fall of 2015. At that time, the Board will then be asked to approve the Faculty Senate which will include the constitution and bylaws.

Trustee Davis moved to approve the faculty establishment of an ad-hoc Faculty Senate. He continued by stating the primary responsibilities of the ad-hoc Faculty Senate would be:

1. To establish a constitution outlining the composition of the Faculty senate
2. To establish the bylaws which will govern the activities of the Faculty Senate
3. To preside over the elections of senators to form the first Faculty Senate at Kellogg Community College to convene in the fall of 2015.

The motion was supported by Trustee Booth. After discussion regarding the suggestion of the establishment of a faculty senate by the Higher Learning Commission the Board approved the ad-hoc faculty senate committee.

**Severin Building Emergency Repair Close-out:** In a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the final emergency repair cost of \$197,144. The project came in \$15,856 under budget.

**MCCA Board of Directors:** As a replacement for former trustee Mr. Brian Hice, Trustee Byrd moved for the appointment of Chairman Claywell as alternate to the MCCA Board of Directors. Trustee Booth supported the motion and it was approved by the Board.

#### **MISCELLANEOUS**

Dr. Bona followed up with the board regarding the suggestion from Trustee Byrd that he contact Dr. Lynn Jondahl, a consultant associated with MSU, about professional development with respect to integrity issues. Dr. Bona is thankful for the suggestion and will be attending a workshop in February as well as purchasing some resources to be used by the College.

There was brief discussion regarding the closing of Southwest Michigan Rehab on Roosevelt. KCC physical therapy assistants training there will be moved elsewhere.

#### **ADJOURNMENT**

Chairman Claywell adjourned the Board meeting at 8:01 pm.

Reba Harrington, Secretary

Steven Claywell, Chair