

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
January 16, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 16, 2013, in the Roll Building Board Room, 450 North Avenue, Battle Creek, MI.

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

Julie Camp Seifke	Trustee Reba Harrington
Trustee Steve Claywell	Trustee Brian Hice
Trustee Matthew Davis	

Absent: Chairman Jonathan Byrd and Trustee Jill Booth.

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, Sciences, and Regional Education
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director Human Services
Mr. Rick Scott, Chief Financial Officer

Six individuals sat in the gallery including Mr. Justin Hinckley, Battle Creek Enquirer reporter.

CONSIDERATION OF MINUTES

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

PRESIDENT'S REPORT

Employee Recognition: Dr. Bona recognized the recipients of the G. Edward Haring Employee of the Semester Award. This included Ms. Linda Iriel, Secretary, Early Childhood Education, Dr. Sheila Mathews, Professor/Coordinator Human Services Program, and Mr. Roderick Simmons, Manager of Recruitment and Student Outreach. Also acknowledged and introduced to the Board was Professor Rod Price, KFA representative. Professors Ron Smith, Physical Science, Gene Andrews, Communication, and John Wooten, Business Administration, were also recognized. Each professor has served the college for 40 years.

Define Yourself: The *Define Yourself* video was shared with the Board. The video was produced by Kenetic Affect and declares "we are KCC."

Financial Aid Update: Ms. Nikki Jewell, Director of Financial Aid, presented an update on the "commitment to continual improvement" with the financial aid processes. The Financial Aid office has processed approximately 11,000 applications this year. Information Services was acknowledged and thanked for the work provided to enhance the services in the department. Ms. Jewell also discussed the Satisfactory Academic Progress (SAP) report which addresses the impact financial aid has on enrollment.

Enrollment Report: Enrollment for spring looks positive. The head count is up 5.7% and credit hours are down 1% compared to the same time period a year ago.

State Legislative Update: KCC is not anticipating any increase in State funding. Indicators predict that revenue trends are flat to downward from last year.

Interim Report: Ms. Catherine Hendler, Vice President for Instruction, updated the Board on the Interim events.

Kellogg Community College Foundation: Ms. Ginger Cutsinger, Executive Director of the KCC Foundation, updated the Board on the results of our Build-a-Brighter Future employee raffle and auction.

WMU Reverse Transfer Agreement: A reverse transfer agreement between KCC and Western Michigan University was signed on December 4, 2012. The agreement identifies a process that facilitates former KCC students, now WMU students, to obtain the appropriate associates degree by transferring WMU credits back to KCC. The agreement will benefit students who might have credits that were not designated towards a two-year degree.

Culture Survey Update: Ms. Ali Robertson updated the Board on the KCC Culture Survey. The survey was conducted in November and 89% of employees participated. The results will be disseminated in various ways in the upcoming weeks.

BOARD REPORTS AND REQUESTS

Trustee Claywell commented positively on the interim activities stating the attitude was both energetic and professional.

ACTION ITEMS

In a single motion by Trustee Hice, supported by Trustee Camp Seifke, the Board unanimously agreed to a consent agenda accepting the financial statements, scholarships and grants, personnel items, and the board appointment to the Calhoun Community High School board.

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

General\$3,724,572

Scholarships and Grants: The Board approved scholarships this month totaling \$14,269.91. This brings the year's total to \$183,191.13. These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

Private Scholarships (Restricted Funds)

Oaklawn Hospital	1,232.91
Pokagon Band of Potawatomi Indians	2,000.00
Marine Cops League Branch 763	500.00
Century Bank & Trust (Taylor Scholarhsip Trust)	2,000.00
Southern MI Bank & Trust - Salisbury Charitable Trust	2,000.00
Southern MI Bank & Trust - Juhl Trust	2,000.00
Trilogy Foundation, Inc.	2,000.00
Comerica	500.00

Pennock Foundation	587.00
Galesburg/Augusta Community Schools	900.00
Community Foundation Alliance of Calhoun County	300.00
Barry Community Foundation	250.00

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

POSITION TRANSFER

Beth Kuhn	Secretary, Social Science (effective January 2, 2013; Support Staff, O&C II, Step 3; 2012-2013 hourly salary \$16.36)
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RESIGNATION

Martin Austin	Education Specialist, Upward Bound (1 year) (effective January 18, 2013)
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Calhoun Community High School: The Board approved the appointment of Mr. Maxwell Hunter to the governing Board of the Calhoun Community High School. Mr. Hunter is expected to be introduced at the February Board meeting.

International Resident Policy: In a motion by Trustee Hice and supported by Julie Camp Seifke, the Board approved in a 5-0 vote, residency language regarding international students.

If you are a long-standing area resident who graduated from a high school in the College district and document your residence for the period of at least one (1) year prior to the first day of the semester, you are eligible for classification according to the definitions of residency.

This change will allow students, who are not citizens, eligibility to pay in-district tuition rather than the international rate if they meet the stated requirements.

ADJOURNMENT

The Board meeting was adjourned by Trustee Davis at 7:35 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair