

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
May 21, 2014

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 21, 2014, 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 Julie Camp Seifke	Trustee Brian Hice
Trustee Steve Claywell	Trustee Jill Booth
Trustee Reba Harrington (telephonically)	

Attendance from President's Council included:

Dr. Dennis Bona, President  
Ms. Teresa Durham, Interim 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  
Dr. Kevin Rabineau, Dean, Arts, Sciences and Regional Education  
Mr. Bob Reynolds, Chief Information Officer  
Ms. Ali Robertson, Human Resources Director  
Mr. Rick Scott, Chief Financial Officer  
Ms. Terah Zaremba, Dean, Student Services

Twenty-three individuals sat in the gallery including Mr. Justin Hinkley, Battle Creek Enquirer reporter.

### **CONSIDERATION OF MINUTES**

Minutes from the April 16, 2014, Board of Trustees meeting were approved in a motion made by Trustee Booth and supported by Trustee Hice.

### **PRESIDENT'S REPORT**

**Marketing and Recruitment:** Mr. Eric Greene, Director of Public Information and Marketing, and Ms. Meredith Stravers, Director of Admissions, provided the Board with an overview of current strategies and programming related to marketing and recruitment. KCC headcount declined 3% over the last year but it is better than the National and State level. Marketing through a wide variety of media, especially the new electronic formats, and the work being done by admissions with high school visits, college nights, and orientations have a direct impact on that figure. Several staff members from both departments were on hand for the presentation.

**Kellogg Community College Foundation Update:** Ms. Teresa Durham, Interim Director of the KCC Foundation, updated the Board in regards to the scholarships that have been awarded and the status of honor's night presentations. To date \$402,600 in scholarships have been awarded with more to come. The Foundation has two open board seats and \$8.9 million in assets. Dr. Bona added that all of the funding received by the Foundation is used for the students because the Foundation employees are paid by KCC.

**21st Century Project Update:** Mr. Mark O'Connell provided an update on the renovation projects and unexpected repairs to the Severin Building. Binda Theatre is progressing nicely with a new air handler and heated floors in the lobby that were recommended due to the large amount of windows. Closeout for the Eastern Academic Center is expected to come before the Board in June. Emergency repairs to the Severin Building, due to shifting in the soffit, have been added to the Action Items so the Board may approve funding. The Board is also being asked to approve the \$6.5 million budget for renovation of the

Davidson Building. As part of the renovation there will be a complete technology upgrade with expanded Wifi, a student study area, and improved lighting for the pedestrian bridge. Projected closeout will be the Fall of 2015.

**KCCCDI Update:** Dr. Kay Keck provided the Board with an update regarding the Kellogg Community College Center for Diversity and Innovation. Some of the key organizations have been contacted, scheduling for initial activities is taking place, and applications for the director are being processed.

**Legislative Update:** The community college budget is progressing and the funding recommended by Governor Snyder has been preserved. Removal of a proposed tuition cap recognizes the fact that affordability for our institutions is not an issue. Indications are that Governor Snyder is also interested in receiving a degree from KCC that would happen by way of reverse credit.

**Summer Enrollment:** Credit hour enrollment for the summer is down approximately 10% from the previous year but headcount has seen a 17.9% increase. This means more students are taking fewer credit hours, which is consistent with recent trends. CEU enrollment is up 177%.

**Items of Interest:** Dr. Bona provided the board with an update on several items of interest, including: (1) an \$80,000 increase over last year in Perkins funding, (2) a community event for S.A.F.E. Place in which KCC participants raised over \$1,000, (3) possible changes in the fiscal entity for the Workforce Development Board, (4) approval of \$500,000 from an MNJTP grant for Post and Cosma Castings, (5) a project with BCU to provide small business grants for training at KCC, (5) the beginning of the KCC Community Garden by the Service Learning department, and (6) the Michigan Works! 2014 Prosperity Awards event honoring the KCC Edge program that is a collaboration between KCC, Battle Creek Unlimited, Calhoun Intermediate School District, and Goodwill Industries.

**Scholarships and Grants:** This month the College received scholarships totaling \$2,250.00, bringing the year's total to \$215,208.83.

## **BOARD REPORTS AND REQUESTS**

There were not any board reports and requests.

## **CLOSED SESSION**

In a motion by Trustee Claywell, supported by Trustee Camp Seifke, and approved unanimously by roll call vote, the Board moved into closed session at 7:47 pm to discuss contract negotiations.

## **PUBLIC SESSION**

The Board returned to public session at 8:43 pm.

## **ACTION ITEMS**

**Financial Statements and Personnel Items:** In a single motion by Trustee Booth and supported by Trustee Davis, the Board agreed to a consent agenda accepting the April financial statements as presented, including expenditures for the month, and the following personnel items:

### POSITION TRANSFER

Kevin Rabineau

Chair, Regional Education and Director, Fehsenfeld Center  
(effective July 1, 2014)

Penny Rose

Faculty, Graphic Design  
(effective August 19, 2014; Master's Lane, Step 10, 2014-2015 annual salary \$73,202)

### RECLASSIFICATIONS

Pernell Gibson

Technician, Financial Aid  
(effective April 21, 2014; Support Staff, Technical, Step 4, 2013-2014 hourly salary \$19.82)

Sarah M. Stout Clerk, Bookstore  
(effective April 21, 2014; Support Staff, O&C II, Step 5, 2013-2014  
hourly salary \$18.45)

Holly VanDam Secretary, Dean Student Services  
(effective February 24, 2014; Support Staff, O&C III, Step 4, 2013-2014  
hourly salary \$19.11)

#### CONTRACT YEAR CHANGE

Elizabeth Fluty Faculty, Nursing  
(effective August 19, 2014, change from a summer/fall schedule to a  
fall/spring schedule)

#### RESIGNATION

Nicholas Phares Technician, Information Services (2.5 years)  
(effective July 4, 2014)

**21st Century Project Planning Authorization:** The Board approved, in a motion by Trustee Claywell and supported by Trustee Camp Seifke, the \$6.5 million budget for renovation of the Davidson Building.

**Emergency Budget for Severin Building:** In a motion by Trustee Davis and supported by Trustee Claywell, the Board approved the \$213,000 expense for emergency repairs to the Severin Building.

**Administrative Salary Increase:** An administrative salary increase of .5%, consistent with the increase scheduled for the faculty bargaining unit, was approved by the Board in a motion by Trustee Hice and supported by Trustee Davis.

**Maintenance Employees' Contract:** The Tentative Agreement between the College and the Maintenance Employees, represented by AFSCME Council 25, Local 331.06, was tabled so the language may be cleaned up to better represent the meaning for both parties involved.

**Sabbatical Request:** In a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved the Sabbatical request for Professor Glenda Morling for the Spring 2015 and Spring 2016 semesters.

**Faculty Tenure:** OIT Instructor Tom Rose was approved for tenure in a motion made by Trustee Hice and supported by Trustee Davis.

**MCCA Board of Directors Appointments:** The Board approved, in a motion by Trustee Davis and supported by Trustee Claywell, to appoint Chairman Jonathan Byrd as the trustee representative and Trustee Hice as alternate to the 2014-2015 MCCA Board of Directors.

#### **CLOSED SESSION**

In a motion by Trustee Hice, supported by Trustee Claywell, and approved unanimously by roll call vote, the Board moved into closed session at 8:49 pm to discuss two personnel issues.

#### **PUBLIC SESSION**

The Board returned to public session at 10:28 pm.

#### **ADJOURNMENT**

Chairman Byrd adjourned the Board meeting at 10:30 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair