

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
November 20, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 20, 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 Steve Claywell
Trustee Jill Booth	Trustee Brian Hice
Trustee Julie Camp Seifke	

Trustee Matthew Davis and Trustee Reba Harrington were connected by conference call.

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  
Dr. Kevin Rabineau, Dean Arts, Sciences and Regional Education  
Mr. Bob Reynolds, Chief Information Officer  
Mr. Rick Scott, Chief Financial Officer  
Ms. Ali Robertson, Human Resources Director  
Ms. Terah Zarembo, Dean Student Services

Thirteen individuals sat in the gallery.

## **CONSIDERATION OF MINUTES**

The minutes from the October 7 special meeting of the Board of Trustees were accepted. The minutes from the regular October 16 meeting of the Board were corrected to show expenditures for the month of September and correct the spelling of a guest's name. The Board approved the minutes from both meetings in a single motion made by Trustee Booth and supported by Trustee Davis.

## **PRESIDENT'S REPORT**

**Annual Audit:** Plante Moran representatives, Ms. Vicki VanDenBerg and Mr. Brian Lueth presented the overview of the annual audit. The audit received a clean opinion. The 2012-13 budget reflects the tightest budget year with revenues exceeding expenditures by less than 1 percent. In a motion by Trustee Hice, supported by Trustee Booth, the Board formally accepted the audit report. Also, KCC successfully met the pre-audit requirements established by Plante Moran and in return received a 10% reduction in fees.

**KCC Writing Initiative:** A faculty team labeled as the "Mod Squad" presented information on a writing initiative at KCC. English professors Elizabeth Kerlikowske, Ron Davis and Matt Samra developed *The Pocket Prof* a tool for students to improve writing skills. This writing group will be expanded next year to include Ms. Kelly Frost, Ms. Glenda Morling, and Mr. Kevin Barnes.

**Enrollment Update:** Preliminary enrollment for spring is not good; contact hours are down 12%; headcount is down 6%. However, improvement is expected to improve somewhat as the semester start gets closer.

**21<sup>st</sup> Century Project Update:** Mr. Mark O’Connell presented an update on the progress of the Eastern Academic Center addition and on the Binda Theatre renovation. EAC is in the final stages; furniture has been ordered and inspections are expected to take place in December.

**United Way Campaign:** Ms. Tammy Douglas and Mr. Eric Greene were recognized and thanked for co-chairing KCC’s United Way campaign this year. KCC raised over \$17,000 and reached its goal.

**Kellogg Community College Foundation:** Dr. Bona shared with the Board information on a proposal to change the way the College could be funding both the Trustee and Athletic scholarships. The Foundation Board will meet to further discuss the subject and vote on the proposal.

**Gibson Survey:** Mr. Rick Scott shared with the Board the recent results of the Gibson Survey conducted by MCCBOA. This survey calculates the cost of tuition, including fees, of an in-district freshman taking similar courses at each of the 28 Michigan community colleges. There are only four colleges that have a lower true cost to students than KCC.

**NCMPR Awards:** KCC’s Public Information and Marketing Department received four bronze Medallion awards from the National Council for Marketing and Public Relations, District 3. The awards were for the department’s work on the 2012 millage campaign and several print and digital marketing pieces produced in 2012-13.

**Miscellaneous Updates:** Dr. Bona presented information on several items: Miller College has concluded its presidential search; the Calhoun Community High School will remain under the KCC charter for an additional year before any changes are implemented; KCC received Perkins funding in the amount of \$394,000. This is a \$41,000 increase from last year. In addition, several KCC activities were noted. These include the Veterans’ Day ceremony, the Medical Mobile Unit parked at the College, the campaign “Hoodies for the Homeless” (75 hoodies were collected), and the annual Holiday Giving Tree program.

**Ombudsman Discussion:** Discussion ensued on the subject of a neutral third party to assist in conflict resolution. Questions that arose included what type of conflicts would be addressed - student, staff, or all types; would this type of resolution be written into bargaining units; would position be full, part-time or contracted? The subject of the ombudsman will be addressed after the first of the year as additional information is needed.

## **BOARD REPORTS AND REQUESTS**

A meeting request has been distributed to the Audit and Finance Committee to meet prior to the December Board meeting.

## **CITIZEN AND STAFF REQUESTS**

Ms. Jackie Braman expressed thanks for helpful advice to better access Board materials. She also requested PowerPoint presentations displayed for the Board be made available for viewing. It was stated the presentations would be available on the share drive. The Support Staff adopted a fifth grade class at Valley View Elementary and provided the students with classroom supplies. Thank you letters from the students were shared with the Board.

## **ACTION ITEMS**

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

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

General .....\$3,174,460

**Scholarships and Grants:** The College received scholarships totaling \$136,756.00. This is the beginning amount for the fiscal year 2013-14. These contributions are accepted with appreciation and great gratitude on behalf of the Board, the College, and the students.

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

NEW HIRES

Jessica Olds

Clerk, Academic Support  
(effective November 5, 2013; Support Staff, O&C II, Step 3, 2013-2014 hourly salary \$16.69)

POSITION TRANSFER

Yanira Flores

Staff Assistant, Accounts Payable  
(effective October 29, 2013; Support Staff, Staff Assistant, Step 6, 2013-2014 hourly salary \$22.28)

Rebecca Gallimore

Executive Assistant to the President  
(effective date February 24, 2014; Manager 2, 2013-2014 annual salary \$56,166-prorated for the remainder of 2013-2014)

RETIREMENT NOTICE

Elizabeth Kerlikowske

Professor, English (18 years)  
(effective August 8, 2014)

**Calhoun Community High School Action:** The Board approved a memo to be sent to the Michigan Department of Education stating KCC approves the Calhoun Community High School to offer facilities for the ninth grade. KCC's agreement with CCHS allows the school to provide programming for grades 7-12<sup>th</sup>. However, the State's record shows the building is identified as a 10-12<sup>th</sup> grade building. This memo will identify the facility as a 9-12<sup>th</sup> grade building instead of 10-12<sup>th</sup> grade facility. The motion was made by Trustee Hice supported by Trustee Claywell.

**Close-out Student Services Building:** Mr. Mark O'Connell provided documentation for the close-out of the Student Services renovation project. This project came in on time and under budget. In a motion by Trustee Claywell, supported by Trustee Booth, the Board approved the close-out of the Student Services renovation in the amount of 6,074,561.

**Close-out Ohm Building Testing and Assessment Center and the Bridge:** In a motion by Trustee Booth, supported by Trustee Claywell, the Board approved the close-out cost of \$216,443 for the renovation and construction project of the Testing and Assessment Center and the Bridge.

**Brickman Contract Renewal:** The Board approved rewarding a five- year contract extension to the Brickman Company for landscape and maintenance services. The cost of the contract is \$107,000 per year. The motion was made by Trustee Davis and supported

**Budget Recommendation for Binda Theatre:** The Board approved a budget in the amount of \$5,464,911 for the renovation of the Binda Theatre. This project will be funded by KCC's capital millage and not the general fund. The motion was made by Trustee Julie Camp Seifke and supported by Trustee Hice.

**ADJOURNMENT**

The Board meeting was adjourned by Chairman Byrd at 8:02 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair