

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

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, September 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 Julie Camp Seifke	Trustee Brian Hice
Trustee Steve Claywell (telephonically)	

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 Zaremba, Dean Student Services

Eleven individuals sat in the gallery. Mr. Justin Hinkley, Battle Creek Enquirer reporter, was also present.

CONSIDERATION OF MINUTES

The minutes from the August meeting were accepted in a motion made by Trustee Hice and supported by Trustee Davis.

PRESIDENT'S REPORT

Dr. Bona requested the consent of the Board to alter the agenda. The Board was in agreement.

Dr. Bona informed the Board of the death of Earl Douglas, KCC professor. A moment of silence was observed.

Employees of the Semester: The G. Edward Haring Employee of the Semester Award is presented at the beginning of the fall and springs semester. This fall, the fall General Session, the recipients were Ms. Kathy Barney, academic advisor, Ms. Kathryn Jarvie, media design, Mr. Tim Lewis, facilities, and Professor Sue Stetler. The awardees are invited to dine with the Board, receive a designated parking space and a gift card. Dr. Bona introduced Ms. Sue Stetler and Ms. Kathryn Jarvie whom were in attendance at the Board meeting.

Beacon Community: Mr. William Burton provided the Board with an overview of the Beacon Community initiative. This initiative is being facilitated by the United Way and KCC has been identified as one of the core organizations. Mr. Burton will also serve as the facilitator for a Board workshop on

October 7, 2013. He will be employing one of the techniques utilized in the Beacon Initiative to assist the Board in strategic planning.

European Travel: Professor Michelle Wright shared slides of a recent international travel course to Europe.

Upward Bound Grant: Upward Bound received a grant from AT&T in the amount of \$25,000. This award will support the Upward Bound Program to focus on STEM-related activities. The grant was written by Ms. Grindl Williams, director of the program.

Campus Crime Statistics: The federal government requires KCC to report campus crime statistics each year. In 2012, KCC reported no criminal activity in any of the required categories.

Enrollment Update: The most recent enrollment numbers continue to reflect a decline in enrollment of between 5 percent and 6 percent compared to fall of 2012. This will impact the 2013-14 budget due to the higher dependence on tuition as part of the revenue and will likely cause adjustments in spending.

State Legislative Update: The federal appeals court has upheld the Michigan law that restricts the use of project labor agreements. The impact on KCC is that the college can no longer require PLA's to be a part of the bidding process for capital projects. In addition, the House Joint Resolution M if passed would require KCC to charge in-district rates to all veterans regardless of their residency. MCCA is opposed to this legislation unless the state comes up with a way to make up the lost revenue. KCC has initially projected a loss to the college of at least \$50,000. Lastly, Senator Stabenow has introduced legislation on the federal level that would double the amount of money available for MNJTP projects.

Five Year Plan: KCC is required to submit a Five Year Capital Outlay Plan each year to the State of Michigan. This requirement must be met for the College to be eligible to receive any funding for capital projects. The updates for the 2013 submittal have been completed by Ms. Michelle Wilson, Executive Assistant, to Mr. O'Connell. The Five Year Plan has been posted in the Board portal for review and comments. The Five Year Plan will be brought to the Board as an action item at the October meeting. The plan is due to the state by November 1, 2013. In addition, as part of the reporting requirements, the plan is also posted on the website (<http://www.kellogg.edu/about/fiveyear.html>).

Renovation and Capital Improvements Update: Mr. Mark O'Connell provided the Board with an update on the grand opening of the Student Services Building, the addition to the Eastern Academic Center, and planning for the upcoming Binda Theatre renovation. Also, the 15 Year Campus Improvement Master Plan Summary has been placed in the portal.

Kellogg Community College Foundation Update: Ms. Ginger Cutsinger shared the Bruin Scholarship Open raised \$90,000 in scholarships. A list of sponsors was provided for the Board. It was also stated this year's scholarship dinner will be held at the Battle Creek Country Club, Thursday, October 10.

ACTION ITEMS

In a motion by Trustee Camp Seifke, 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 approved the August financial statements as presented including the expenditures for the month:

General\$2,703,750

Both Dr. Bona and Chairman Byrd stated the Board meeting is a public meeting governed by the open meetings act and staff is always encouraged and welcomed to attend. It was also determined the Bruin Memo would extend an invitation from the Board to staff to attend all Board meetings. Ms. Doty also stated with the recent move of the Institute for Learning in Retirement to main campus, members were not always able to receive the support necessary for class registration. Dr. Bona responded that front line staff would become acclimated to supporting the ILRA. Another concern expressed was the withholding of a paycheck for support staff and maintenance due to the implementation of new software. Dr. Bona again responded that webtime entry, which will require a change in the payroll schedule, will not be implemented until voted on by the bargaining units.

Executive Session

In a motion by Trustee Davis, supported by Trustee Harrington, the Board agreed to enter into Executive Session at 7:40 pm. The purpose was to discuss personnel matters and a bargaining issue. No action was anticipated.

Public Session

The Board returned to Public Session in a motion by Trustee Hice, supported by Trustee Davis.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 9:03 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair