

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
August 21, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, August 21, 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	

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

Fourteen individuals sat in the gallery. No media attended.

CONSIDERATION OF MINUTES

The minutes from the July meeting were accepted in a motion made by Trustee Camp Seifke and supported by Trustee Booth.

PRESIDENT'S REPORT

MCCA Award: President Bona presented Trustee Brian Hice with a gift from MCCA honoring him for his years of service as a trustee. Trustee Hice has completed three terms of office which represents 18 years of service to KCC. Congratulations were extended to Trustee Hice.

6-Step Process: Ms. Meredith Stravers, Director of Admissions, presented information to the Board on the 6-step process implemented for students seeking enrollment at KCC. Attending with Ms. Stravers was Ms. Nicole Jewell, Director Financial Aid, Ms. Colleen Wright, Registrar, Ms. Gwyn James, Assistant to the Vice President for Student and Community Services, and Ms. Bobbie Brawley, Manger, Business Office.

21st Century Project Update: Mr. Mark O'Connell provided the Board with an update on plans to renovate the Binda Theatre, Lane Thomas, and the Miller Building. He also shared information on the 15 year plan with respect to the remaining major renovation projects and maintenance requirements of KCC facilities. Work is not yet completes on the 15 year plan. The goal is to make sure the resources are allocated appropriately and sufficiently.

Financing of Upcoming Construction Projects: A draft of the Bond Authorizing Resolution was provided to the Board for informational and review purposes. This item will come to the Board for approval at the September meeting. Prior to the September meeting, a meeting will be scheduled with the Audit and Finance Committee to review and discuss the financing plan in more detail. The impact of the Detroit bankruptcy on the municipal bond markets will also be addressed with KCC's bond counsel and financial advisor.

Opening of the Semester Activities: Ms. Catherine Hendler, Vice President for Instruction, highlighted the activities prior to the beginning of the semester.

Fall Enrollment: Fall enrollment is down 5-6 percent approximately percent. The College budgeted for a decrease in enrollment of approximately 3 percent.

Kellogg Community College's United Way Campaign: Ms. Tammy Douglas, Director of Learning Technologies, and Mr. Eric Greene, Director of Public Information and Marketing, will co-chair KCC's United Way campaign this year.

Kellogg Community College Foundation Update: Ms. Ginger Cutsinger provided information on the upcoming Bruin Scholarship Open. Sponsors were recognized. All team spots have been filled.

Program Updates: The Early Childhood Education program was re-accredited by the NAEYC, with zero findings. KCC has also secured \$500,000 for a second round of MNJTP funding with Denso and TRMI as the company recipients. KCC was also awarded \$420,000 in Perkins Funding for the 2013-2014 year. In addition, the College was approached by the Employment Group to begin a paid internship program for students as well as the possibility of an endowed scholarship.

Website Update: Mr. Eric Greene, Director Public of Information and Marketing, shared information regarding an add-on to KCC's website re-design. This feature will inform area employers of workforce development resources in the region. The cost of the project is \$16,000 and work will be provided by Newhall Klein Inc. While KCC will oversee the work, the expense for the project will be covered by Battle Creek Unlimited.

ACTION ITEMS ADDED

One item was added to the Action Items. This was the *Acceptance of Bids* for the addition at the Eastern Academic Center

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 July financial statements as presented including the expenditures for the month:

General\$3,482,258

Scholarships and Grants: The scholarship information for the month of July was not available at the time of the Board meeting.

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

NEW HIRES

Teresa Brayton

Secretary, Grahl Center (AM)
(effective August 12, 2013; Support Staff, O&C II, Step 4, 2013-2014 hourly salary \$17.57)

Beverly Griggs Secretary, Grahl Center (PM)
(effective August 26, 2013; Support Staff, O&C II, Step 3, 2013-2014 hourly salary \$16.69)

Melissa Metzger Administrative Assistant, Calhoun County High School (Temporary)
(effective August 5, 2013; Unclassified, 2013-2014 annual salary \$33,257-Prorated for the remainder of the year)

Rachel Roelof Staff Assistant, Media Design
(effective September 23, 2013; Support Staff, Staff Assistant, Step 5, 2013-2014 hourly salary \$21.37)

POSITION TRANSFER

David Johnson Instructor, Transitional Studies - English
(effective August 15, 2013; Faculty, Master's +30, Step 7, 2013-2014 annual salary \$66,619)

POSITION CHANGE

Karolyn Roberts Secretary, Grahl Center
(effective July 1, 2013; 50% employee changed to 75% employee assuming the hours recently vacated by Connie McKnight)

RESIGNATION

Douglas Borton Faculty, Graphic Design
(effective July 27, 2013)

Eastern Academic Center Bids: In a motion by Trustee Davis, supported by Trustee Claywell, the Board accepted the bid from Walbridge for sub-contractors for the addition to the Eastern Academic Center. The awarded bid was \$763,931. This bid was under the budgeted amount of \$820,100. All bids were received from pre-qualified contractors by both Walbridge and KCC. Mr. John Heikka, Walbridge representative, was present at the meeting.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 7:40 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair