

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
February 18, 2015

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 18, 2015, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:33 pm. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Julie Camp Seifke
Trustee Jill Booth	Trustee Jonathan Byrd
Trustee Reba Harrington (telephonically)	Trustee Patrick O'Donnell
Trustee Matt Davis	

Attendance from President's Council included:

Dr. Dennis Bona, President
Ms. Teresa Durham, 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
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zaremba, Dean, Student Services

Eight individuals sat in the gallery, including tenure eligible faculty members, Mr. Shane Bresson and Ms. Mindi Snyder, and the Director of Allied Health, Ms. Chris VandenBerg.

SWEARING IN OF BOARD MEMBER

In an unprecedented move, Chairman Claywell and Dr. Bona swore in re-elected trustee Ms. Reba Harrington at her home just prior to the meeting. Trustee Harrington has been unable to attend board meetings due to health issues but has been taking part in them telephonically. Trustee Harrington's term will expire December 31, 2020.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held January 21, 2015, were approved as written in a motion by Trustee Booth and supported by Trustee Byrd.

PRESIDENT'S REPORT

Mid-Year Budget Update: Ms. Vicki VandenBerg, Plante Moran, presented the Board with a mid-year budget report highlighting where the college stands fiscally relative to the original budget. The Board's Audit and Finance Committee met to review the report prior to the board meeting. Trustee Claywell stated how much the committee appreciated the thorough report and their questions being answered regarding the tight, but balanced, budget. The amended budget was approved by the Board in a motion by Trustee Byrd, supported by Trustee Davis.

21st Century Project: Mr. Mark O'Connell updated the Board regarding the current projects at KCC. Plaques honoring Dr. Elizabeth and Guido Binda have been set inside the Binda Theater and the punch list is almost complete. It is estimated that final closeout figures will be available to the Board in March. Work on the Davidson Building is progressing really well. Miller Building programming

continues to be refined and the project will be brought before the Board once cost estimating is complete.

Legislative Update: The budget proposed by Governor Snyder for the 2016 fiscal year recommends a 1.4 percent increase in funding. Although the proposal also places more money into the retirement pension fund, the increase in funding is still less than anticipated. The allocation for Local Strategic Value has been eliminated and that portion of the formula is added to degree completion. While the formula used may not hold up throughout the legislative budget process, it is indicative of the future use of an outcomes-based funding formula focused on the Completion Agenda. The College has already begun preparations for strategic planning to begin this summer with an emphasis on the Completion Agenda.

Employee Recognition: Ms. Terah Zeremba, Dean of Student Services, is being honored by Phi Theta Kappa with the Distinguished College Administrator Award. Ms. Zarembo was nominated by KCC student, and PTK Chapter President, Mitchell Tortelli, for this National Award. Both individuals will be traveling to Texas in April for the PTK Annual Convention, NerdNation 2015, where Zarembo will receive her award.

Early College Agreement: Dr. Bona reported to the Board that he has signed an agreement with Marshall Schools Superintendent, Randy Davis, making KCC a community college partner in the school's application to the State for an Early College. The agreement is basically a commitment to offer dual enrollment to the high school. KCC signed an agreement with Gull Lake Schools a few years ago and has seen an increase in enrollment from that partnership.

Informational Items:

- The KCC Foundation director's report from Ms. Teresa Durham was made available in the portal for the Board to review.
- Scholarships and grants received for the month totaled \$12,200.

BOARD REPORTS AND REQUESTS

Strategic Governance Planning: Prior to the board meeting, the Strategic Governance Planning Committee met to develop a timeline and goals for the governance project. Chairman Claywell and Ms. Teresa Durham presented information from that meeting outlining the purpose, methodology, and projected timeline necessary to complete the process by June.

The purpose for engaging in strategic governance planning is to learn, discuss, deliberate and develop principles of effective governance that, when diligently practiced, leads to effective trusteeship. The method will have the Board engaged in small group, as well as full Board, discussions utilizing the book "Trusteeship in Community Colleges: a Guide for Effective Governance" by Cindra Smith as a learning tool. The "living" document to be created will serve as the Board's policies and processes to be implemented and monitored.

Chairman Claywell provided each member of the Board with a short survey regarding board duties in preparation for the governance planning workshop to be held on February 25. He also stated that anyone who wished to attend is more than welcome and will be put to work.

2015 ACCT Community College Legislative Summit: Trustee Jonathan Byrd shared materials he received at the conference in Washington he thought would be useful, drawing particular attention to an article entitled "Using Board Retreats and Workshops as Effective Tools".

CITIZEN AND STAFF REQUESTS

Dr. Bona reported that he recently completed Appreciative Inquiry Facilitator Certification training. To fulfill course requirements and complete his certification, Dr. Bona will use the method to facilitate a session with President's Council and representatives from the Board as a pre-cursor to the strategic

planning tentatively scheduled for August that will focus on the Completion Agenda. The appreciative inquiry approach provides for a positive outlook focusing on strengths and what is good rather than the bad.

ACTION ITEMS

Consent Agenda: With a motion by Trustee Davis, supported by Trustee Byrd, the Board approved the following in consent agenda

1. The January 2015 financial statements as presented
2. An amendment to the Board bylaws moving the Board's organizational meeting from July to January following an election
3. The personnel items listed below

New Hires

Lisa Larson	Program Coordinator, Trade Adjustment Assistance Community College and Career Training (TAACCCT) (effective February 23, 2015; Professional 1, 2014-2015 annual salary \$48,522-prorated for the remainder of the 2014-2015 fiscal year)
Donna Malaski	Manager, Academic Advising (effective March 23, 2015; Manager 2, 2014-2015 annual salary \$52,684,-prorated for the remainder of the 2014-2015 fiscal year)

Retirement Notice

Laura Saye	Professor, Dental Hygiene (29 years) (effective August 9, 2015)
Ed Williams	Paraprofessional, Davidson Building (12.75 years) (effective July 1, 2015)

Administrative Contract Renewals: The Board approved renewal of the administrative contracts for eligible staff with a motion by Trustee Davis, supported by Trustee O'Donnell.

Faculty Tenure: In a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the tenure recommendations for:

Mr. Shane Bresson, Industrial Trades
Ms. Renee Mielke, Nursing
Ms. Mindi Snyder, Radiography

Dual Enrollment Tuition Rate: The Board approved, for a trial period of one year, a discount in tuition and fees for all dual enrolled students sponsored by a K-12 district starting with the Fall 2015 semester. The discount will be applied as follows: 5% until gross tuition and fees are equal to \$25,000; 10% thereafter, until gross tuition and fees are equal to \$50,000; and 15% thereafter. Trustee Davis supported the motion made by Trustee Byrd. Tuition rates are not affected and will still be based on residency.

Approval of Policies: Adoption of the following policies was recommended after a recent monitoring visit associated with the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant. The Board approved all three items with a motion by Trustee Byrd, supported by Trustee Davis.

1. **Segregation of Duties:** This policy, already incorporated by KCC in its process, provides for internal control regarding financial transactions to reduce the risk of both erroneous and inappropriate actions that could result in loss.
2. **Process for Implementing the Department of Labor Priority of Service Regulations:** In Department of Labor funded programs, this process provides for a veteran or eligible spouse to be granted admittance priority over other training applicants if all candidates are equally qualified and have met program eligibility requirements.
3. **Equipment Control Policy-Federally Funded Equipment:** This policy ensures adequate safeguards to prevent loss, damage or theft of federally funded equipment while also ensuring proper maintenance of the equipment. Additionally the policy addresses the fact that the equipment must be used for the project it was purchased for.

CITIZEN/STAFF COMMENTS

Trustee Davis shared that he was approached by a member of the community that sees a need for bi-lingual training for nurses due to the difficulty of privacy laws and the necessity of having an interpreter present. After some discussion, gallery attendant, Ms. Karel Asbury, provided that bi-lingual training used to be provided through Lifelong Learning.

Ms. Ali Robertson reported with great sadness the loss of KCC employee Ms. Marsha Grafft. Ms. Grafft transferred from Michigan Works to the Academic Support department and worked for the College for several years.

Trustee O'Donnell added that he has been walking around campus trying to get acclimated to the area and making himself available. He appreciated the tour of the Miller Building provided by Mr. Tom Shaw and the information shared by Mr. Mark O'Connell regarding the renovations taking place.

CLOSED SESSION

In a motion by Trustee Byrd, supported by Trustee Davis, and unanimously approved by roll call vote, the Board moved into closed session at 7:35 pm for the purpose of discussing a personnel matter. No action was anticipated.

PUBLIC SESSION

The Board returned to public session at 8:46 pm.

ADJOURNMENT

After a very brief overview of upcoming events by Dr. Bona, Chairman Claywell adjourned the Board meeting at 8:47 pm.

Reba Harrington, Secretary

Steven Claywell, Chair