

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

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, February 20, 2013, in the Roll Building Board Room, 450 North Avenue, Battle Creek, MI.

Chairman Byrd called the meeting to order at 6:30 pm. The roll reflected the following trustees present:

Chairman Jonathan Byrd	Trustee Matthew Davis (telephonically)
Trustee Jill Booth	Trustee Reba Harrington
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
Ms. Jan Karazim, Dean Career and Occupational Education
Dr. Kay Keck, Vice President, Student Services
Ms. Jamie Kline, Executive Assistant to the President
Mr. Mark O'Connell, Vice President, Administration and Finance
Mr. Bob Reynolds, Chief Information Officer
Mr. Rick Scott, Chief Financial Officer

Sixteen individuals sat in the gallery including Mr. Justin Hinckley, Battle Creek Enquirer reporter.

CONSIDERATION OF MINUTES

The minutes from the January meeting were amended and approved in a motion by Trustee Hice and supported by Trustee Harrington.

PRESIDENT'S REPORT

Calhoun Community High School Board Member: Mr. Max Hunter, new member to the Calhoun Community High School Board, was introduced to the Board along with Mr. Tim Allard, Director.

Mid-Year Budget Update: Ms. Vicki VandenBerg, Plante Moran, provided the Board with a mid-year budget report highlighting where the college stands fiscally relative to projected revenues and expenditures. It was stated KCC will experience a tight but balanced budget. The Board's Audit and Finance Committee met with the auditors prior to the Board meeting. In a motion by Trustee Hice and supported by Trustee Claywell, the Board accepted the mid-year budget amendment.

New Industrial Technology Program: Ms. Laura McGuire, Director, Regional Manufacturing Technology Center, and Mr. Bob Griffin, instructor, presented information on the newly developed Industrial Technology program. This program has been designed to meet the emerging demand for multi-skilled trade's people who can install, maintain, and repair complex automated electrical mechanical systems. KCC will offer an Industrial Technology certificate (30 credit hours) and an associate degree (64 credit hours) in Applied Science in Industrial Technology. The Board will be asked to approve both during the "Action Item" part of the agenda.

Legislative Update: The Governor has released the budget proposal for community college funding for the 2014 fiscal year. A 2% increase is proposed in base funding, some additional help to offset MPSERS, and an outcomes-based incentive. Another proposal competitively appropriates \$50 million

worth of grants to community colleges for skilled trades' infrastructure improvements. The Governor's budget is likely to be supported by both branches of the legislature.

21st Century Update: Mr. Mark O'Connell updated the Board on the status of the Student Center renovation. The project is on schedule and projected to be slightly under budget. Staff will move into the upper level of the Student Center during the last week of February. An update on the current status of the planning for phase II of the 21st Century Initiative was also addressed. Mr. O'Connell shared information on an upgrade in the Circle Drive. This upgrade will be tied into the Historical Marker dedication. The programming phase for the Binda Theater renovation is also in progress.

Educators Task Force and Charter School Update: Dr. Bona shared the Educators Task Force is in the process of restructuring. Dr. Bona will serve as the chair. Discussions are being held regarding the state of the Calhoun Community High School. There is also an educational initiative proposed in Barry County related to the establishment of a charter school in that area.

Tuition Information: Mr. Rick Scott presented information regarding the need for a tuition increase for 2013-14. With property tax revenue in decline, state funding less than inflation and enrollment trends downward, a tuition increase must be addressed. The increase considered will be \$2 per credit hour for the next three semesters. The recommended tuition increase will be brought to the Board at the March meeting.

Kellogg Community College Foundation Report: Ms. Ginger Cutsinger shared the Foundation will award 15 Gold Key scholarships. The Foundation also approved its by-laws at the most recent Foundation Board meeting.

Undocumented Student Tuition Rate: Several letters received by the College were shared with the Board endorsing the change in tuition rates for undocumented students.

BOARD REPORTS AND REQUESTS

President's Mid-Year Evaluation: Dr. Bona provided the Board via email with a mid-year update on his goals for 2012-13. The Board was asked to respond to the president's progress and the need to add or revise goals for the remainder of the contract year.

National Legislative Conference: Chairman Byrd attended the National Legislative Conference in Washington DC and shared highlights from the conference. Chairman Byrd also had the opportunity to meet with several legislators and discuss issues of importance to KCC.

ACTION ITEMS

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

Financial Statements: The Board approved the January financial statements as presented including the expenditures for the month:

General\$2,695,583

Scholarships and Grants: The Board approved scholarships this month totaling \$19,419.43. This brings the year's total to \$202,610.56. These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

Private Scholarships (Restricted Funds)

Karen K. Duncan Aviation	3,000.00
American Funds	5,628.85
Century Bank & Trust (Ed Malovey Scholarship)	2,500.00
Branch Intermediate School District	250.00
Michigan Dental Foundation	1,000.00
Blackmer	350.00
Nottawaseppi Huron Band of the Potawatomi	2,550.00
Community Foundation Alliance of Calhoun County	750.00
Pokagon Band of Potawatomi Indians	1,800.00
Galesburg Augusta Community Schools	300.00
Comerica Wealth & Institutional Management	500.00
BHK Child Development Board, Inc.	790.58

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

POSITION ELIMINATIONS

Aaron Harp	Assistant Director, Institutional Research (effective July 1, 2013)
Rene Johnson	Manager, Resource Development (effective July 1, 2013)

RESIGNATION NOTICE

Rebecca Ropp	Faculty, Office Information Technology-Open Entry (2.5 years) (effective August 16, 2013)
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RETIREMENT NOTICE

Vicki Hillborg	Faculty, Nursing (25 years) (effective August 19, 2013)
Byron Vorce	Faculty, Industrial Trades (10.5 years) (effective April 1, 2013)

Administrative Contract Renewals: The Board approved the administrative contracts for those eligible staff. (see attached)

Faculty Tenure: In a motion by Trustee Booth, supported by Trustee Harrington, the Board unanimously approved the tenure recommendations for:

Ms. Elizabeth Fluty, nursing faculty
Ms. Liia Thatcher, nursing faculty
Ms. Kelly Frost, librarian
Ms. Kassie Dunham, librarian
Ms. Natala (TJ) Mohl, counselor

Circular Drive Improvements: In a motion by Trustee Harrington, supported by Trustee Hice, the Board approved a needed safety improvement on the west side of the Circular Drive, the area near flagpole. The improvements will take place in conjunction with the Historical Marker dedication in April. The cost of the project is \$91,680.

Industrial Technology Certificate and Degree: The Board unanimously approved two new programs: Industrial Technology certificate and Associates in Applied Science in Industrial Technology. The new programs are designed to meet the demand for multi-skilled trades' people who can install, maintain and repair complex, automated, electrical mechanical systems. The certificate is

a 30-credit hour program and the associate degree program is 62 credit hours. The motion was made by Trustee Harrington and supported by Trustee Hice.

Miller College Agreement: Miller College and KCC have reviewed and revised the current Facility Use and Services Agreement. This year, we are operating under the first of two-year extended terms. Much has changed in regards to usage and support services. Mr. Mark O'Connell and Mr. Rick Scott have worked with Counsel DeGraw on the proposed agreement. In a motion by Trustee Hice, supported by Trustee Booth, the Board unanimously approved the agreement.

21st Century Phase II Professional Services Contracts: The Board approved the following companies for services as the College moves forward with planning for the second phase of the 21st Century initiative:

- TowerPinstar – architectural, electrical and mechanical design services
- Walbridge – construction estimation and construction management services
- WorkSquared – furniture
- Signs Now – signage
- Weatherproofing Technologies – roofing

The last time KCC completed a full review of these services was in 2000. The motion was made by Trustee Claywell and supported by Trustee Hice.

ADJOURNMENT

The Board meeting was adjourned by Trustee Davis at 8:07 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair