

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
January 15, 2014

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, January 15, 2014, 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 Julie Camp Seifke	Trustee Reba Harrington
Trustee Steve Claywell	Trustee Brian Hice

Trustee Jill Booth was absent, but excused.

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

Eleven individuals sat in the gallery including invited guests.

## CONSIDERATION OF MINUTES

The minutes from the December Board of Trustees meeting were approved in a motion by Trustee Hice and supported by Trustee Davis.

## PRESIDENT'S REPORT

**Employee Recognition:** Dr. Bona introduced staff receiving the G. Edward Haring Employee of the Semester Award. This included Ms. Rebecca Gallimore, Staff Assistant RMTC, Ms. Tammy Douglas, Director, Learning Technologies, and Ms. Penny Rose, Graphic Design faculty. Mr. John Younglove, Maintenance Utility II, also received this award, but was unable to be in attendance. The G. Edward Haring award is given twice a year to nominated individuals who have performed in exemplary fashion beyond their normal duties. Dr. Bona also called attention to two employees, Dr. Kay Keck, Vice President for Student and Community Services and Ms. Faith Vrugink, science faculty. Each received recognition for 35 years of service to the College.

**TAACCCT Grant:** Ms. Laura McGuire, Director of the RMTC, provided the Board with an overview of the \$2.7 million Trade Adjustment Assistance Community College and Career Training grant. This grant runs from October 2013 through September 2017. The grant is the result of a collaborative effort that includes eight community colleges. It is for the explicit purpose of industrial trades training and job placement.

**Ombudsman Update:** Information was shared with the Board on the possible implementation of a program using a neutral third-party for conflict resolution. Dr. Bona and Trustee Harrington discussed the concept of KCC and the Federal Center developing a pilot program on conflict resolution. First steps

would include a joint meeting with representation from KCC, the Federal Center, and the bargaining units. This plan would not usurp the authority of the Board.

**Enrollment Report:** Current enrollment for the week shows contact hours down approximately 8% and headcount down 5%. Enrollment is down statewide at the community colleges.

**State Legislative Update:** The State awaits the Governor's 2014-15 budget proposal. KCC remains hopeful as State is projecting a budget surplus.

**Interim Report:** The Interim theme was the "state of the College." Dr. Bona displayed collected data to show trends in tuition, funding, enrollment, and completion rates.

**Kellogg Community College Foundation:** Ms. Ginger Cutsinger, Executive Director KCC Foundation, stated due to inclement weather and the College closing, the Foundation did not hold the Build a Brighter Future raffle this year. The live auction was held and KCC raised \$6,000. Mr. Rod Price, professor, donated three fishing trips which brought in \$1200.

**State of the College:** Dr. Bona presented an abbreviated version of the "State of the College" presentation that was shared with staff at Interim Session. He emphasized the performance data of KCC students over the past five years.

**21<sup>st</sup> Century Phase II:** Mr. Mark O'Connell provided the Board with an update on the renovation projects of the Binda Theatre and the Eastern Academic Center.

## BOARD REPORTS AND REQUESTS

Ms. Terry Doty, KCC retiree, asked the status of the Miller Building renovation as it relates to Lifelong Learning and the Institute for Learning in Retirement. She also shared thoughts on Compass testing for traditional high school students.

## ACTION ITEMS

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

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

General .....\$3,993,604

**Scholarships and Grants:** The Board approved scholarships this month totaling \$4,600.00. This brings the year's total to \$185,034.05. These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

Branch Intermediate School District	250.00
Comerica Wealth & Institutional Mgmt. -Trust Dept.	550.00
Duncan Aviation	1,000.00
Nottawaseppi Huron Band of the Potawatomi	2,100.00
Scholarship AMERICA	700.00

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

POSITION TRANSFER

Julia Faist

Staff Assistant, Industrial Trades  
(effective January 13, 2014; Support Staff, Staff Assistant, Step 4,  
2013-2014 hourly salary \$20.46)

RESIGNATION NOTICE

Jayne McHale

Scholarship Technician, KCC Foundation (5.5 years)  
(effective January 17, 2014)

**Bids for Binda Theatre Addition/Renovation:** In a motion by Trustee Davis, supported by Trustee Claywell, the Board approved the bid package with a contractor's construction cost budget totaling \$3,518,063 for the renovation and addition to the Binda Theatre. The painting category will be rebid. This will not delay the project.

**EXECUTIVE SESSION**

The Board agreed to enter into Executive Session. The motion was made by Trustee Hice and supported by Trustee Davis. The purpose of the Executive Session was to discuss a personnel matter. No action was expected.

**PUBLIC SESSION**

The Board returned to public session in a motion by Trustee Camp Seifke and supported by Trustee Davis.

**ADJOURNMENT**

Chairman Byrd adjourned the Board meeting at 8:30 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair