

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
July 17, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, July 17, 2013, at the Eastern Academic Center, 14055 26 Mile Road, Albion, Michigan.

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

Chairman Jonathan Byrd	Trustee Matthew Davis - Absent
Trustee Jill Booth – arrived 6:50; quorum est.	Trustee Reba Harrington - Absent
Trustee Julie Camp Seifke	Trustee Brian Hice - Absent
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
Dr. Kay Keck, Vice President, Student Services
Ms. Jamie Kline, Executive Assistant to the President
Mr. Mark O'Connell, Vice President, Administration and Finance
Dr. Kevin Rabineau, Dean
Mr. Bob Reynolds, Chief Information Officer
Mr. Rick Scott, Chief Financial Officer
Ms. Ali Robertson, Human Resources Director
Ms. Terah Zaremba, Dean

Five individuals sat in the gallery. No media attended.

CONSIDERATION OF MINUTES

The minutes from the July meeting were corrected to accurately reflect the Bookstore budget of \$3,500,000 for the fiscal year 2013-2014. In a motion made by Trustee Booth and supported by Trustee Claywell, the Board approved the July minutes.

PRESIDENT'S REPORT

Eastern Academic Center Update: Dr. Kevin Rabineau and Dr. Colin McCaleb provided the Board with an overview of the EAC's activities and programming for 2013-14. Enrollment trends were highlighted. KCC's partnership with the Marshall Public Schools and the Opportunity School were explained and how the enrollment and programming at the EAC has been impacted.

State Legislative Update: Not much is going on in Lansing that directly affects KCC. It appears the Legislature has tied capital outlay projects to Medicaid reform. The discussion has stalled and will likely not resume until fall. At present, there will be no capital outlay for KCC. On a national level, the one year delay in the Affordable Care Act implementation will give the College time to fully understand the law's impact. Health care will be a major item for contract negotiations during this next year and a deeper understanding of the law will benefit KCC.

Enrollment Information: Summer semester enrollment is down slightly from summer 2012. Early numbers for fall 2013 are down 7-8%. There has been a delay in Legacy Scholar registrations that may affect the enrollment in a positive direction.

Renovation and Capital Improvement Update: Mr. Mark O’Connell shared with the Board an overview on current projects which are primarily still in the design phase. He provided a concept drawing regarding the Binda Theatre renovation and gave the Board an update on the Davidson and Miller buildings. Information on the 15-year plan that affects funding strategies for all remaining projects will be provided.

Academic Support, Testing Center and Lifelong Learning Project Update. Last month, the Board approved a not-to-exceed budget of \$200,000 to remodel the OITC for changes in programming and offices for these departments. This was done due to the tight time frame so these renovations could begin and be finished by the end of the summer. It is predicted the final expenditures may now exceed the \$200,000 approved by the Board last month. Furniture costs higher than anticipated and carpet replacement raised the budget. This is provided as an information item to notify the Board of higher costs prior to presenting the close-out. The College will use existing capital outlay money in the 2013-14 budget allocated for Student Services and the Instructional Division to cover additional costs.

Student and Community Services Personnel Changes: Dr. Bona reported that Ms. Terah Zaremba has been named Dean of Student Services and Dr. Keck’s title has changed from Vice President for Student Services to Vice President for Student and Community Services.

Kellogg Community College Foundation: Ms. Ginger Cutsinger provided an update of KCC Foundation activities. This included the annual Bruin Scholarship Open golf outing to be held on September 6 at Binder Park Golf Course. The outing received a \$5000 sponsorship from the IBEW. KCC’s annual Homecoming Picnic is August 23 and the Nursing Alumni Picnic will be Saturday, August 24. The Battle Creek Shopper will print a scholarship recipient recognition piece. This will highlight scholarship recipients from the KCC Foundation and the Battle Creek Community Foundation.

ACTION ITEMS ADDED

Two items from the *President’s Report* were moved to *Action Items*. Named for action is the *Paralegal Program* and *Worgess Insurance*.

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

General\$3,432,035

Scholarships and Grants: The Board approved scholarships for the month totaling \$47,900. This brings the total for the fiscal year-end to \$258,031.73 These scholarships are accepted with great appreciation on behalf of the students and the College.

Private Scholarships (Restricted Funds)

Century Bank & Trust (Taylor Scholarship Trust)	2,000.00
Coldwater Noon Exchange Club	1,500.00
Duncan Karen K. Aviation Scholarship	1,000.00
EAB Fabrication	500.00
Grand Chapter Order of Eastern Star of MI	1,000.00
Homer Lions Club	1,500.00
Marshall Community Foundation	1,250.00
Mystic Lodge	1,500.00
Oaklawn Hospital Auxiliary	500.00
Republic Services, Inc.	3,500.00
Southern MI Bank & Trust (Juhl Trust)	2,000.00
Southern MI Bank & Trust (Hensley Charitable Trust)	2,000.00
Sturgis Area Community Foundation	2,000.00

Athens Masonic Lodge #220	1,000.00
Athens Youth Council	500.00
Barry Community Foundation	1,250.00
Battle Creek School District	1,250.00
Bellevue Lioness	1,000.00
Berrien Community Foundation	3,000.00
Branch County 4-H Foundation Scholarship	100.00
Branch County Community Foundation	1,750.00
Calhoun Intermediate School District	16,300.00
Century Bank & Trust (Malovey Education Scholarship)	1,500.00

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

NEW HIRES

Joanne Colyn	Paraprofessional, Bridge (effective July 1, 2013; Support Staff, Paraprofessional, Step 3, 2013-2014 hourly salary \$18.22)
Ann Iseda	Director, Academic Support (effective July 23, 2013; Director 1, 2013-2014 annual salary \$65,392)
NaTosha Murry	Education Specialist, Upward Bound (effective July 29, 2013; Professional 1, 2013-2014 annual salary \$42,600)
Amy Shreve	Manager, Student Success Strategies (effective July 29, 2013; Manager 2, 2013-2014 annual salary \$57,441)

POSITION/TITLE CHANGES

Kimberlee Andrews-Bingham	Training Coordinator, Workforce Solutions (effective July 1, 2013; changed from Program Coordinator, Lifelong Learning)
Linda Iriel	Secretary, Early Childhood Education (effective July 29, 2013; 75% employee changed to full time employee due to realignment of Early Childhood Education and Social Science)
Kay Keck	Vice President, Student and Community Services (effective July 1, 2013; changed from Vice Present, Student Services)
Dawn Larsen	Chair, Social Science and Education (effective July 1, 2013; changed from Director, Early Childhood and Teacher Education)
Terah Zaremba	Dean, Student Services (effective July 1, 2013; changed from Director, Academic Advising and Student Life)

Calhoun Community High School: The 2013-14 budget from the Calhoun Community High School/Battle Creek Area Learning Center requires KCC's Board approval. In discussion relevant to the budget, KCC was asked to assume the high school's support person as a college employee. This would be at no cost to the College as the Calhoun Community High School will fund the salary from their budget. Currently the CCHS staff falls under staffing for Lakeview High School. This arrangement would allow Calhoun High School to maintain the key support person in their operation. KCC will act as the fiscal agent for this one year temporary unclassified position. Several questions were raised and addressed as the Board discussed the subject. In a motion by Trustee Booth, supported by Trustee

Camp Seifke, the Board approved the budget for the Calhoun Community High School for the 2013-2014 year. The vote was 4-0.

Historical Marker Project Close Out: In a motion by Trustee Booth, supported by Chairman Byrd, the Board approved the final close out figures for the Historical Marker project. The project closed out at a cost of \$79,009. This was \$12,180 under the original budget of \$91,189.

Paralegal Program: The Board was briefed on the current status of the Paralegal Program. The ensuing discussion centered on discontinuing the program. The program has experienced declining enrollment for the last several years. In addition, students graduating from the program have had difficulty finding employment in the area. Also, the American Bar Association now has accreditation standards that require substantial costs to sustain the accreditation status. It was stated the program coordinator, Ms. Susan McCabe, would remain employed at the College and transfer to the business department and teach legal courses. Students currently enrolled in the program will have 18 months to complete their degree. After lengthy discussion, the Board approved discontinuing the Paralegal Program effective fall semester 2014. Professor McCabe was commended by the Board for her work in the program and her courage.

Worgess Insurance Extension: In a motion by Trustee Claywell, supported by Trustee Booth, the Board approved renewing the contract with Worgess Insurance for \$121,140. The contract provides general insurance and property coverage for the year 2013-2014. The contract is for one year.

Executive Session

In a motion by Trustee Camp Seifke, supported by Trustee Claywell, the Board agreed to enter into Executive Session at 7:55 pm. The purpose was to discuss a personnel matter. No action was anticipated.

Public Session

The Board returned to Public Session in a motion by Trustee Booth, supported by Trustee Camp Seifke.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 9:10 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair