

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
June 19, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, June 19, 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
Trustee Jill Booth	Trustee Reba Harrington—telephonic attendance during “Action Items”
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
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

Four individuals sat in the gallery. No media attended.

Public Hearing on 2013-2014 Budgets and Tax Levy

Motion to Open the Public Hearing: In a motion by Trustee Matt Davis, supported by Trustee Jill Booth, the Board opened the Public Hearing for the budget.

Call for Public Comment: No public comments were heard.

Motion to Close the Public Hearing: In a motion by Trustee Jill Booth and supported by Trustee Brian Hice, the Board closed the Public Hearing.

Approval of Budgets and Tax Request for 2013-2014: In a motion by Trustee Hice, supported by Trustee Davis, the Board approved the budgets for the 2013-2014 year: the College budget was approved in the amount of \$37,475,000; the Bookstore budget \$809,000; Co-curricular budget \$360,300. The vote was 6-0.

In a separate motion by Trustee Davis, supported by Trustee Booth, the Board approved the tax levy in the amount of 3.6136 mills. The vote was 6-0.

CONSIDERATION OF MINUTES

The minutes from the May meeting were approved by the Board. The motion was made by Trustee Hice and supported by Trustee Claywell.

PRESIDENT'S REPORT

Renewable Energy Program: Ms. Laura McGuire, Director RMTC, and Mr. Kevin Barnes, RMTC professor, presented highlights of the proposed Renewable Energy Certificate Program. The Board will be asked to approve the program later in the meeting.

21st Century Project: Mr. Mark O'Connell presented the proposed plan for additional floor space at the Eastern Academic Center. The project budget and the work schedule were also presented for the Board's consideration. The Board will be asked to take action on this information later in the meeting. Also presented were programming renovations to the Ohm Building. This renovation will require Board approval due to the estimated cost.

Eastern Academic Center/Crowell School: KCC will renew the lease with Albion Public Schools for two classrooms and office space in the former Crowell School. This space allows KCC to provide local instruction to area residents while accommodating the overflow needs at the EAC while work occurs on the proposed building addition. This action will help accommodate the Eastern Academic Center and the Marshall Opportunity School with flexibility in assisting Albion high school students desiring to participate in the Opportunity School programming at the EAC.

Legislative Update: There is not much news coming out of Lansing now that the budget is tied up

Enrollment: I will distribute the latest enrollment numbers for both summer and fall semesters. The summer remains substantially down from 2012 but we have good news on the early registration for the fall semester. It's way too early to feel optimistic, but it's better to be reacting to positive early numbers than the alternative!

Staff Recognition: Dr. Bona announced that Dr. Kay Keck has been named President-elect of the Michigan Community College Student Services Association, Mr. Rick Scott will be named the President of the Michigan Community College Business Officers Association this summer, and Dr. Jan Karazim received her doctorate degree in Community College Leadership from Ferris State University.

Phi Theta Kappa Named "5 Star Chapter": KCC's PTK chapter received special commendation during the Michigan Regional Convention for meeting the requirements to be named a "5 Star Chapter". The chapter was also recognized at the Society's recent Annual Convention. Congratulations were extended to Ms. TaNisha Parker, PTK advisor and Student Life Manager, and the PTK members for achieving this status.

Cereal City Festival Participation: KCC was represented at the 2013 Cereal City Parade and Festival. Staff members and mascot Blaze walked in the parade and gave away promotional items. Kudos were extended to Mr. Eric Greene, Director, Public Information and Marketing, for organizing KCC's participation in the Cereal City Festival.

KCC Foundation Update: Ms. Ginger Cutsinger shared that planning is underway for the annual golf outing scheduled for September 6, 2013.

BOARD REPORTS AND REQUESTS

Trustee Davis shared he recently visited the EMS simulation lab. He stated he was very impressed with the demonstration as well as the program.

ACTION ITEMS

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

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

General\$2,798,275

Scholarships and Grants: The Board approved scholarships for the month totaling \$1,721.40. This brings the total for the fiscal year to \$210,131.73. The scholarships are accepted with great appreciation on behalf of the students and the College.

Private Scholarships (Restricted Funds)

Oaklawn Hospital	1,121.40
Athens Youth Council (13/14)	500.00
Branch County 4-H Foundation (913/14)	100.00

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

NEW HIRE

Gordon Dunn	Manager, Systems (effective July 1, 2013; Manager 1, 2013-2014 annual salary \$55,405)
Jennifer Rodriguez	Faculty, Nursing (effective August 15, 2013; Master's Lane, Step 5, 2013-2014 annual salary \$58,634)

POSITION TRANSFER

Carole Davis	Chair, Math and Science (effective July 1, 2013; Chair/Director, 2013-2014 annual salary \$71,806)
--------------	---

RETIREMENT NOTICE

Doris Lewis	Director, Institutional Research (13 years) (effective December 1, 2013)
-------------	---

Eastern Academic Center Addition: The Board approved the budget in the amount of \$1,286,733 for the addition to the EAC and will follow the policy as it relates to a project labor agreement. A project labor agreement will be adopted for this project. The motion was made by Trustee Claywell and supported by Trustee Davis.

Academic Support Center and Testing and Assessment Center: In a motion by Trustee Hice, supported by Trustee Camp Seifke, the Board authorized up to \$200,000 to start and complete renovations this summer in the Ohm Building to meet programming needs. Rooms included in this renovation are 107, 108, 206 and 207. Final expenditures will come back to the Board for approval and close-out. The funds will come out of the College's Maintenance and Replacement fund.

Renewable Energy Certificate Program: The Board approved the 16-credit hour Renewable Energy Certificate Program. The program focuses on training industrial electricians to install, monitor, and maintain small scale wind and solar energy systems in industrial facilities. The motion was made by Trustee Camp Seifke and supported by Trustee Booth.

Calhoun Community High School Services Contract: The Board, as the chartering agent for the Battle Creek Area Learning Center, approved the services contract between the Battle Creek Area Learning Center and the Lakeview School District. Motion was made by Trustee Davis and supported by Trustee Hice.

Calhoun Community High School Board Member Renewals: In a motion by Trustee Camp Seifke, supported by Trustee Hice, the Board approved the renewal of seven CCHS board members. Board members include James Baldwin, Jason Kopp, Robin Kerr, Becky Squires, Annette Chapman, Max

Hunter, and Rhonda Ostrander-Cook. The current terms expire June 30, 2013, and the renewal is for a three-year term.

KCC Board Appointments: In a single motion by Trustee Davis, supported by Trustee Booth, the Board approved the following appointments:

- Calhoun Area School Board Members Association (CASBMA) representative and alternate for the 2013-14 school year. Trustee Camp Seifke was appointed as the representative and Trustee Claywell as the alternate.
- The MCCA Board of Directors representative and an alternate for the 2013-14 year. Chairman Byrd was approved as the representative and Trustee Hice will serve as the alternate.

EXECUTIVE SESSION

In a motion by Trustee Davis, supported by Trustee Booth, the Board agreed to enter into Executive Session at 7:15 pm for the purpose of discussing President Bona's contract. Action was anticipated following the Executive Session

OPEN SESSION

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

PRESIDENT'S CONTRACT

In a two part motion by Trustee Davis, supported by Trustee Booth, the Board renewed Dr. Bona's contract and extended the contract by one year through the fiscal year 2014/2015. The Board also approved a salary of \$170,948 for Dr. Bona for 2013/14. This salary increase for the president is consistent with the approved increase for administrative staff for the 2013/14 year.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 8:55 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair