

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

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

Chairman Claywell called the meeting to order at 6:31 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 Matthew Davis	

Attendance from President's Council included:

Ms. Jackie Braman, Secretary, EMS and SSA Unit Chairperson
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. Kevin Rabineau, Chair, Regional Education and Director, Fehsenfeld Center
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer
Ms. Terah Zaremba, Dean, Student Services

Ten individuals sat in the gallery including Mr. John Hogan, reporter from The Bruin, and Ms. Jennifer Bowman, reporter from the Battle Creek Enquirer.

CONSIDERATION OF MINUTES

Minutes from the regular meeting held February 18, 2015, were approved as written in a motion by Trustee Davis and supported by Trustee Booth.

Minutes from the special meeting (Governance Workshop) held February 25, 2015, were approved as written in a motion by Trustee Booth and supported by Trustee Davis.

PRESIDENT'S REPORT

Note: The President's Report was provided by Mr. Mark O'Connell due to the absence of Dr. Bona.

ACS Data: The latest ACS Data was provided for the Board's review. The report, once again, shows KCC looking especially good in several areas, including percentage of budget that is allocated directly to instruction and supporting instruction, low expenditures related to administration and facilities, and efficiencies related to energy costs. Also provided was a nine-year, statewide enrollment history showing the enrollment bubble and recent downward trend.

21st Century Project: Mr. Mark O'Connell updated the Board on the Davidson Building construction and provided information regarding the two proposed options for the Miller Building. Both options include the addition of a basketball court but the size of the court and available bleacher seating will depend upon which plan is approved. The Miller Building is the last of three buildings to be renovated through the 21st Century Project.

Legislative Update: The Governor's proposed budget is still working its way through the legislature. Of particular interest is the proposed MNJTP funding and the proposal for MPSERS which will funnel funding through the schools and back to the State to offset the deficit in the MPSERS fund.

Completion Data: Ms. Catherine Hendler shared the college's draft response to the Higher Learning Commission's criteria on completion (criteria 4C), as well as a document highlighting the primary completion-related compliance reporting done by the college.

2015 All-Michigan Academic Team Awards: KCC students, Mr. Mitchell Tortelli and Ms. Taylor Lingbeek, will be recognized and named to the All-Michigan Academic Team in Lansing on March 24, 2015. Dr. Bona, Trustee O'Donnell, Dr. Keck, Ms. Catherine Hendler and Ms. Terah Zaremba will be in attendance for the awards.

Medical Laboratory Technician (MLT) Program: Information regarding the recommended closure of the MLT program was provided in the portal for the Board following a March 16, 2015, meeting of the MLT Advisory Board. Trustee Byrd made a motion to add the closure of the MLT program as an action item to the agenda. The motion was supported by Trustee Davis and approved by the Board.

Informational Items:

- The KCC Bruin Bots 2014-15 Mid-year Report showing utilization of the grant funding from United Way was available for the Board to review.
- The KCC Foundation director's report from Ms. Teresa Durham was also made available for review.
- Scholarships and grants received for the month totaled \$5,160.80.

BOARD REPORTS AND REQUESTS

MCCA Board of Directors Meeting: Trustee Byrd reported on highlights from the quarterly meeting of the MCCA Board of Directors held on March 13, 2015, at Oakland Community College in Farmington Hills MI. Mr. Byrd stated that while most of the focus was on state government, the MCCA also provided their annual report and talked about a few of the legislative issues they may become involved with.

Strategic Governance Planning: Trustee Davis and Ms. Teresa Durham provided information regarding a conference call held earlier in the day by the Strategic Governance Planning Committee. Notes from the February 25, 2015, workshop, and an updated survey based on responses from all Trustees, were provided to the Board. Chairman Claywell thanked those in attendance at the last workshop and appreciated the 100% participation. He also encouraged everyone to attend the next workshop scheduled for Wednesday, April 22, 2015, at 6:00 pm in the board room.

CITIZEN AND STAFF REQUESTS

None

CLOSED SESSION

Trustee Byrd supported the motion made by Trustee Davis to enter into closed session for the purpose of discussing a personnel issue and negotiations. The closed session was approved by unanimous roll call vote and began at 7:01 pm.

PUBLIC SESSION

The Board returned to public session at 8:39 pm. At that time Dr. Dennis Bona was included in the meeting telephonically. Trustee Byrd made a motion to add items G, the President's retirement letter, and H, the appointment of an Interim President, to the action items. The motion was supported by Trustee Booth and approved by the Board.

ACTION ITEMS

President's Retirement Letter: Trustee Byrd made a motion to move to action item G, the President's Retirement Letter. Chairman Claywell then stated he was asked on behalf of Dr. Bona to read the following:

"March 16, 2015

Board of Trustees,

It is with great pride and sense of accomplishment that I am providing the Board of Trustees for Kellogg Community College with notice of my retirement after 34 years of service effective June 30, 2015. It has been both an honor and privilege to serve as Kellogg Community College's fourth president and I trust that the institution will continue to prosper in my absence. The College has provided me with extremely rich and rewarding career opportunities and has surrounded me with talented staff who have supported my every initiative enabling our mutual success. I am especially appreciative for the opportunities that I have had to serve the great community we live in and particularly the thousands of students whose lives were impacted by KCC during my tenure. I hope that KCC will stay the course in elevating the needs of the students and our community as is the number one priority.

*With sincere gratitude,
Dennis Bona, Ed.D,
President, Kellogg Community College"*

Following the letter from Dr. Bona, Chairman Claywell read the following on behalf of the Board of Trustees:

"On Behalf of the Board, we would like to first congratulate Dr. Bona on his new opportunity. He has served 34 years in many capacities at Kellogg Community College and we are appreciative for of all of his efforts. He has been a very dedicated and committed asset to the college. We wish him the best in his future. We would like to assure the staff, administration, citizens and students that the Board will work diligently and responsibly to fill this vacancy. Kellogg Community College has outstanding professionals at all levels that will assist us in our efforts. Because of them, we will continue to make KCC the best choice for continued education excellence. The board will be discussing a President Search that will be timely and transparent. We will be appointing an interim President tonight.

*Sincerely,
The Board of Trustees
Kellogg Community College"*

Trustee Byrd made a motion to accept the retirement of Dr. Dennis Bona as President of Kellogg Community College per the letter dated March 16, 2015. Trustee Davis supported the motion. When asked for discussion by Chairman Claywell, Dr. Bona asked to make a comment for the benefit of the Board, the community and the staff in the room. He continued with the following:

"I would like to say publicly that I am appreciative that the Board of Trustees made a good faith effort to try to keep me at Kellogg Community College and extend my presidency but I do want to express that the opportunity that has been provided me in Minnesota is one that is simply too good for me to pass up. It's the right time for me and where I'm at in my career and I believe it is the right time for the good folks that will be served through Northland Community and Technical College in Minnesota. So I am looking forward to this and looking forward to a very smooth transition and I wish the Board and all of the folks at KCC and the Battle Creek Community well."

With no further discussion, the Board accepted the retirement of Dr. Dennis Bona.

Interim President: Trustee Byrd moved to appoint Mr. Mark O'Connell as Interim President effective Thursday, March 19, 2015. The motion was supported by Trustee Davis. Trustee Davis added that the Board wished to see the transition as a win, win for everybody and they felt the best way to accomplish that was to start the transition as soon as possible. The Board expects Dr. Bona to continue to be a person the Board and the administration can rely on in the interim period and see it as a positive so Dr. Bona can focus on his pending transition and the Board can move KCC forward. Dr. Bona is expected to be at commencement to finish out the academic year with the graduates and will remain under contract until the end of June 2015. The day to day operations will be taken over immediately by Mr. O'Connell.

Trustee Harrington added that she wished to thank Chairman Claywell, as well as Dr. Bona, for the thoughtful manner in which all of this has taken place and the consideration given to the community. She also wished to for everyone to keep in mind the very, very positive programs that Dr. Bona has brought to the institution.

With no further discussion, the Board approved the appointment of Mr. Mark O'Connell as Interim President of Kellogg Community College effective March 19, 2015.

Dr. Bona then excused himself from the meeting.

Financial Statements: With a motion by Trustee Byrd, supported by Trustee Davis, the Board accepted the February 2015 financial statements as presented.

Personnel: The Board approved the following personnel items with a motion by Trustee Byrd, supported by Trustee Camp Seifke:

New Hires

Tha Par	Program Assistant, KCC Center for Diversity and Innovation (effective March 2, 2015; Professional 1, 2014-2015 annual salary \$43,670-prorated for the remainder of the 2014-2015 fiscal year)
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Roy Tooke	Career Coach, Workforce Solutions (effective March 9, 2015; Professional 1, 2014-2015 annual salary \$45,959-prorated for the remainder of the 2014-2015 fiscal year)
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Dual Enrollment Tuition Rate: With a motion by Trustee Byrd and supported by Trustee Davis, the Board approved the following dual enrollment tuition discount: 5% if a district spends less than \$25,000 annually, 10% if a district spends from \$25,000 up to \$50,000 annually, at which time anything \$50,000 or more would be discounted 15%. This was meant to simplify the terms compared to the original discount approved at the February meeting which called for a slightly different graduated scale.

Compliance with Community College Act of 1966, Sec. 389.141 Board of Trustees; Annual Budget, Estimate: After a brief explanation by Mr. Richard Scott, the Board approved a resolution estimating the amount of property taxes necessary for the 2016 fiscal year. The resolution was based on the assumption that it will be necessary for the Board to levy the full, voted millage next year. Trustee Booth supported the motion made by Trustee Byrd.

OMNI Facilities Contract Extension: Trustee Davis supported the motion by Trustee Byrd for a 5 year contract extension of the janitorial cleaning services provided by GDI OMNI. The motion was approved by the Board with the following yearly cost per location: North Avenue campus (13 buildings) \$472,518; Grahl Center \$25,412; Eastern Academic Center \$27,392; RMTC \$43,717; and Fehsenfeld Center \$24,668.

Medical Laboratory Technician (MLT) Program: Trustee Byrd moved to adopt the MLT Advisory Committee recommendation from Dr. Jan Karazim for closure of the MLT program. The motion was supported by Trustee Davis and approved by the Board after a brief discussion. The difficult decision to close the program was based upon the inability to hire an instructor/coordinator according to the qualifications of the program's accrediting body, the National Committee for Clinical Laboratory Standards (NCCLS), and an inability to secure clinical education experiences for the students.

CITIZEN/STAFF COMMENTS

None

ADJOURNMENT

After a very brief overview of upcoming events from Mr. O'Connell, Chairman Claywell adjourned the board meeting at 8:57 pm.

Reba Harrington, Secretary

Steven Claywell, Chair