

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
May 22, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 22, 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
Trustee Julie Camp Seifke	Trustee Brian Hice

Excused absence-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. Kay Keck, Vice President, Student Services
Mr. Mark O'Connell, Vice President, Administration and Finance
Mr. Bob Reynolds, Chief Information Officer
Ms. Ali Robertson, Director, Human Resources
Mr. Rick Scott, Chief Financial Officer

Twenty individuals sat in the gallery. No media attended.

CONSIDERATION OF MINUTES

The minutes from the April meeting were corrected to include the "year's total" under "Scholarships and Grants" and approved by the Board.

AGENDA ITEM ADDED: *Student and Community Services Division* was added to the agenda under the President's Report

PRESIDENT'S REPORT

EDGE Program: Ms. Sara Hubbard, Director Workforce Solutions, provided the Board with an overview of the EDGE program. This program has produced two student cohorts and is designed to equip low-income workers and place them in permanent positions. The program is funded through the W.K. Kellogg Foundation and features collaboration between KCC, Goodwill Industries, Battle Creek Unlimited, and Michigan Works.

Kellogg Community College Foundation Update: Ms. Ginger Cutsinger announced three new members to the KCC Foundation Board and named the Starfish Award honorees. It was also stated the Foundation had awarded nearly \$600,000 in scholarships for 2013-2014.

21st Century Project Update: Mr. Mark O'Connell updated the Board on the renovated Student Center. He also provided an overview of the preliminary planning for the Binda Theatre, Davidson and Miller Building renovations.

Cronin Foundation Gift: A recent grant from the Cronin Foundation will enable KCC to build an expansion this year on the Eastern Academic Center. This expansion will allow KCC to accommodate enrollment growth due to the partnership with the Marshall Opportunity School. In addition, it may serve the Albion high school students looking for options due to the closing of Albion High School.

Legislative Update: The Revenue Estimating Conference projected a surplus in the state budget of nearly \$500 million. Some of that money will be spent on education.

Summer Enrollment: Enrollment for the summer 2013 semester is down approximately 10% from last summer. This is primarily the result of an improving economic climate and changes in eligibility for financial aid.

MNJTP: KCC recently signed contracts under the Michigan New Jobs Training Program with two local employers. These contracts equate \$500,000 in training for new employees from these Battle Creek companies.

Student and Community Services: Student Services will become Student and Community Services. This restructuring will align KCC's community-related programs with services that are student-related. The Institute for Learning in Retirement will be moving from the RMTTC to the North Avenue campus. ILR classes will continue to be held at the RMTTC for the next two years until potentially moving into the Miller Building upon its renovation.

CITIZEN AND STAFF REQUESTS

Seven individuals addressed the Board regarding the potential relocation of the ILR to the North Avenue campus. Concern was expressed about accessibility and parking. Ms. Jan Drolen was identified as one of the speakers. Ms. Drolen presented Board members and Dr. Bona with a letter and petition signatures. Dr. Bona promised to address concerns as relocation plans are finalized.

Ms. Jackie Braman, KCC staff, also addressed the Board and thanked the administration for supporting the Support Staff outing, which had taken place that day in Grand Rapids.

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 approved the April financial statements as presented including the expenditures for the month:

General\$2,798,275

Scholarships and Grants: No scholarships were received this month. This year's total remains at \$208,410.33.

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

NEW HIRES

Jason Little	Director, Technology Infrastructure (effective July 1, 2013; Director 1, 2013-2014 annual salary \$67,900)
Teresa Peet	Coordinator, Binda Theatre (effective July 1, 2013; Professional 2, 2013-2014 annual salary \$37,250)
Scott Seppala	Attendant, Resource Room (effective date June 17, 2013; Support Staff, O&C II, Step 3, 2012-2013 hourly salary \$16.36)
Joseph Vitanza	Instructor, Office Information Technology – Open Entry

(effective August 15, 2013; Master's +60 Lane, Step 10, 2013-2014 annual salary \$78,012)

POSITION TRANSFER

Kathryn Jarvie

Manager, Media Design
(effective July 1, 2013; Manager 2, 2013-2014 annual salary \$50,592)

TITLE CHANGE

Jan Karazim

Dean, Workforce Development
(effective May 2, 2013; changed from Dean, Career and Occupational Education)

APPROACHING RETIREMENT

Nancy McDonald

Secretary, Math and Science (23 years)
(effective May 31, 2013)

RETIREMENT NOTICES

Mary Faggan

Faculty, English (25 years)
(effective December 31, 2013)

Susan Fuchs

Faculty, English (12 years)
(effective December 31, 2013)

John Wooten

Faculty, Accounting (41 years)
(effective December 31, 2013)

In a single motion by Trustee Davis and supported by Trustee Hice, the Board approved the 21st Century planning authorization and the resolution of Intent to Reimburse. The vote was 6-0.

21st Century Project Planning Authorization: The Board authorization KCC to proceed with the approved architects and engineers for the planning of the Eastern Academic Center addition, the Binda Performing Arts Center, the Davidson Building and the Miller Physical Education Building. This will allow development of planning documents and validate present cost estimates. A budget for the Eastern Academic Center addition will likely be presented to the Board in June. Also, an updated 15-year renovation plan including the above projects and a financing/bonding recommendation will be presented to the Board this summer.

Resolution of Statement of Intent to Reimburse: The College has begun planning for Phase II of the 21st Century Project. The Board approved the resolution for use of funds from the future millage, or related bonds, to pay for up-front costs. The College needs to have Board approval of this intent. The resolution was prepared by bond counsel. This resolution does not obligate the College to issue bonds or to perform any specific capital project.

Administrative Salary Increase: In a motion by Trustee Harrington, supported by Trustee Booth, the Board approved a 2% administrative salary increase including the implementation of the Hay process for administrative salaries. This is consistent with contractually obligated increases scheduled for the bargaining units at KCC. The vote was 6-0.

In a combined motion by Trustee Davis, supported by Trustee Hice, the Board approved in a 6-0 vote, the CCHS resolution to document the extension of the charter and the resolution to address the state's required changes.

Calhoun Community High School (CCHS) Resolution to Document Charter Extension: The Board approved the resolution to satisfy the Michigan Department of Education documenting KCC's Board action at the February 2011 meeting, extending the charter agreement from 2011 to 2013.

CCHS Resolution to Address State of Michigan Required Changes: The Board approved a second resolution that addressed multiple new requirements, primarily to the Charter Agreement, mandated by the Michigan Department of Education. CCHS approved its resolution to amend the

Articles of Incorporation, Bylaws and Charter Agreement on May 6, 2013. The resolution document and the amended items were provided for the Board.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 8:05 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair