

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
November 19, 2014

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, November 19, 2014, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:32 pm. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Brian Hice
Trustee Jill Booth (arrived at 6:36pm)	Trustee Julie Camp Seifke
Trustee Reba Harrington (telephonically)	Trustee Jonathan Byrd
Trustee Matt Davis	

Attendance from President's Council included:

Dr. Dennis Bona, President
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
Dr. 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 Zarembo, Dean, Student Services

Six individuals sat in the gallery including guests.

CONSIDERATION OF MINUTES

Minutes of the October 15, 2014, regular meeting were approved as written in a motion by Trustee Davis and supported by Trustee Hice.

PRESIDENT'S REPORT

Annual Audit: Ms. Vicki VanDenBerg from Plante Moran provided the Board with an overview of the annual audit. The College's audit report received a "clean, unmodified opinion". Ms. VanDenBerg complimented the College for keeping expenses down in 2013-14 as it was again a very tight year fiscally. With a motion by Trustee Davis and supported by Trustee Hice, the audit was formally accepted by the Board.

21st Century Project Update: Mr. Mark O'Connell provided a short picture presentation showing the difference in the size of the Binda Theater lobby 'back then' and the size of it now. The difference is remarkable. The Binda has recently opened with a 'soft start'. Water main work on the Davidson Building has begun in preparation for the January start of construction. Due to lack of State funding, renovation of the Miller Building will likely progress as a self-funded project.

Dual Enrollment Tuition Rate: Dr. Bona shared details from discussions with both President's Council and the Board's Audit & Finance Committee regarding the possibility of reducing dual enrollment tuition rates due to increased competition and legislative concerns. Options are being considered but implementation of any potential changes will not occur until the Fall of 2015.

Informational Items: To allow for time to focus on Strategic Governance Planning, the Board asked Dr. Bona to reduce the length of time of the President's Report. Future meetings will now include an

Informational Items section. Materials are provided to the Board via the Board Book and open for questions or discussion from Trustees at the meeting. Informational items included:

- KCC Foundation report and audit for year ending May 31, 2014
- United Way campaign exceeded goal by 36%
- KCC won inaugural Educators United Co-ed Basketball Tournament
- Six NCMPR awards received by Public Information & Marketing
- Diversity magazine article featured KCC's Center for Diversity and Innovation
- The Beautiful Battle Creek Award
- Firekeepers Local Revenue Sharing Board scholarship fund award of \$10,000
- Approval received as a GED testing site
- KCC advertising page done by fourth grader for Battle Creek Enquirer Kidvertising
- Early enrollment numbers for Spring show contact hours down 9% and headcount down 11.8%
- Battle Creek Area Learning Center (CCHS) received "clean" audit
- Battle Creek Area Learning Center (CCHS) contract approved by the Department of Education

Trustee Camp Seifke questioned the low enrollment numbers. Dr. Bona explained that it is still early within the registration period and numbers are expected to improve as the semester draws near.

Trustee Camp Seifke also asked how many other GED testing sites there are within the region. Currently there is one other testing site but they cannot handle the volume of individuals needing the service. KCC's testing center will fill the void and provide an opportunity for the College to help guide the educational path of the testers.

Scholarships and Grants: This month the College received \$3,600 in scholarships bringing the total for the year to \$229,894.75. These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

Donor Name	Check Amount
Citizen Potawatomi Nation	750.00
Coldwater Township Sunrise Rotary	1,000.00
Nottawaseppi Huron Band of the Potawatomi	1,350.00
High School STEM Internship (Bronson BC)	500.00

BOARD REPORTS AND REQUESTS

The Audit & Finance Committee met. The annual audit and dual enrollment were covered earlier in the meeting and there was not anything additional to report. Trustee Davis commented on how much he will miss the historical perspective, expertise and ideas from Trustee Hice on the committee. Due to the loss of his bid for re-election, Trustee Hice's nineteen and a half years of service to KCC will end in December of 2014.

Clarity was provided by the Board regarding the title and purpose of the Strategic Governance Planning Committee. Emphasis was placed on the fact that it is not a strategic planning committee for the College but is, in fact, a governance planning committee for the Board. Monthly workshops will be set up enabling the Board to focus on the book "Trusteeship in Community Colleges: A Guide for Effective Governance" by Cindra J. Smith. The first workshop is scheduled for December 12 and will include KCC's newly elected trustee, Mr. Patrick O'Donnell.

CITIZEN AND STAFF REQUESTS

Newly elected Trustee, Mr. Patrick O'Donnell, was in attendance and took a moment to thank the voters and also expressed how much he is looking forward to being part of the Board. Mr. O'Donnell's term begins in January of 2015.

ACTION ITEMS

Financial Statements: With a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the October financial statements as presented, including expenditures for the month.

Personnel Items: After discussion regarding the status of open positions, the following personnel items were approved by the Board with a motion from Trustee Byrd and supported by Trustee Booth:

POSITION TRANSFER

Jacqueline Hallahan Technician, Scholarships, Kellogg Community College Foundation
(effective November 17, 2014; Support Staff, Technician, Step 6,
2014-2015 hourly salary \$22.16)

Battle Creek Area Learning Center (CCHS) Services Contract: With a motion presented by Trustee Byrd and supported by Trustee Davis, the Board approved renewal of the contract between BCALC and KCC for employment of the administrative assistant for BCALC. The contract expires July 31, 2015.

CITIZEN AND STAFF COMMENTS

None.

CLOSED SESSION

In a motion by Trustee Davis, supported by Trustee Byrd, and unanimously approved by roll call vote, the Board moved into closed session at 7:36 pm for the purpose of engaging in attorney/client privileged discussion. No action was expected.

PUBLIC SESSION

The Board returned to public session at 8:47 pm.

CLOSED SESSION

With a motion by Trustee Hice and approved unanimously by roll call vote, the Board moved back into closed session at 8:49 pm for the purpose of discussing negotiations, collective bargaining and personnel issues.

PUBLIC SESSION

The Board returned to public session at 9:03 pm.

ADJOURNMENT

Chairman Claywell adjourned the Board meeting at 9:04 pm.

Reba Harrington, Secretary

Steven Claywell, Chair