

Kellogg Community College  
Minutes of the Regular Meeting of the Board of Trustees  
October 15, 2014

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 15, 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 Jonathan Byrd
Trustee Jill Booth	
Trustee Brian Hice	Trustee Reba Harrington - Absent
Trustee Julie Camp Seifke	Trustee Matt Davis - Absent

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. 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, Human Resources Director  
Mr. Rick Scott, Chief Financial Officer

Ten individuals sat in the gallery including invited guests.

### **CONSIDERATION OF MINUTES**

Minutes of the September 17, 2014, regular meeting were approved as written in a motion by Trustee Hice and supported by Trustee Booth.

### **PRESIDENT'S REPORT**

**Introductions:** Mr. Tim Allard, Director of Calhoun Community High School, introduced Mr. Gilbert Ortiz to the Board. Mr. Ortiz was approved by the Board at the July meeting as a member of the CCHS Board along with Mr. Jeff Jones who was unable to attend. Kellogg Community College holds the charter for the Calhoun Community High School.

**Drive Through Flu Clinic:** Dr. Bona commented about the recognition received by Mr. John Di Pierro and Mr. Harold West from the Calhoun County Public Health Department regarding their hard work and support during the drive through flu clinic held on campus. The clinic was considered a big success and also provided our KCC nursing students with some good hands-on experience.

**Emergency Medical Services Recognition:** Dr. Chet Dalski, Director of EMS Education, provided the Board with an update on the EMS program which recently received a five year national accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This makes KCC's program one of only 6 in the State to obtain the designation. The EMS department, along with criminal justice, also received an award from the Boy Scouts for participation in the Fall Camporee. Dr. Dalski spoke highly of the program and thanked the Board, Dr. Bona, and Mr. Charles Parker, former Dean of Career and Occupational Education, for their support in the construction of a simulation lab that is now considered second to none. Also at the meeting were EMS faculty members Mr. Larry Wagner and Mr. Clark Imus, and EMS secretary, Ms. Jackie Braman.

**Top 10 Programs:** Trustees Hice and Camp Seifke previously asked Dr. Bona to identify the top 10 programs at KCC and share how they perform with respect to measures such as graduation rates and job placement. Identifying the top programs is difficult due to the various ways the programs can be measured. However, using Perkins data, Dr. Bona was able to provide the Board with various schedules showing the top programs based on enrollment, completion rate, job placement, and cost efficiency.

**Calhoun Community High School Update:** Work continues to support the removal of KCC from the list of schools at risk of losing their charter authorizing privileges from the State Board of Education. With the assistance of legal counsel, the College has updated the charter with CCHS to include elements that will keep KCC in compliance with state requirements. Ms. Catherine Hendler provided information regarding the new agreement which is more comprehensive and bases renewal on student academic performance above anything else.

**State Legislative Update:** Put forth in an effort to help participating companies affected by the increase in minimum wage, the MNJTP bill has been passed by the Senate and is waiting for the House to take action. There is not a lot coming out of Lansing due to the upcoming election.

**21<sup>st</sup> Century Project Update:** Completion of Binda Theater is expected by the end of October and projected to come in under budget. Davidson Building bid recommendations are finished and included as an action item later in the agenda. Due to corrosion similar to that with the Severin Building, fascia from the Miller Building has been removed above the door for safety concerns. Temporary panels will be put in place until after discussion with the engineers for a more permanent solution. The 2016 ask for Capital Outlay will focus on the RMT. Nearing its 25<sup>th</sup> anniversary, the building has been assessed and is in need of major renovation. An estimated cost of \$4.3 million, with the State sharing half, will cover systems that need to be replaced and an addition.

**Kellogg Community College Foundation:** Ms. Teresa Durham thanked the Trustees and staff for their attendance at the annual scholarship dinner held October 9. Donors and scholarship recipients enjoyed a wonderful evening of conversation along with great food and jazz music. Three scholarship recipients and alumnus Trustee Byrd provided insight to the guests on how much KCC and the scholarship they received meant to them.

**Renewal of Wellness Contract:** Beginning November 1, 2014, the College will renew its contract with Holtyn and Associates of Kalamazoo. The program provides one-to-one worksite wellness coaching to employees who desire to participate and has had a significant impact on reducing heart disease risk factors for those individuals. Annual cost of the program is \$37,356.

**Dual Enrollment Tuition Rate:** Dr. Bona discussed the concept of charging K-12's a nonstandard tuition rate for dual enrolled students. Due to increased competition, pressure from K-12's regarding our non-resident rate and possible legislative action, we may bring a recommendation to the Board regarding the establishment of a dual enrollment tuition rate at some time in the future. KCC serves approximately 1200 students through dual enrollment.

**Scholarships and Grants:** This month the College received \$22,450.00 in scholarships. This brings the total for the year to \$226,294.75. These contributions are accepted with appreciation and great gratitude on behalf of the students and the College.

<b>Donor Name</b>	<b>Check Amount</b>
Branch Intermediate School District	1,000.00
Century Bank & Trust (Malovey Scholarship)	2,000.00
Century Bank & Trust (Taylor Scholarship)	6,000.00
Comerica Wealth & Institutional Management	1,850.00
Maple Valley Memorial Scholarship Foundation	650.00
Nottawaseppi Huron Band of the Potawatomi	7,350.00

Quincy United Methodist Church	100.00
Scholarship America	1,000.00
Southern Michigan Bank & Trust (Juhl Trust)	2,000.00
Union City Alumni Scholarship Foundation	500.00

## BOARD REPORTS AND REQUESTS

The Board's Strategic Planning Committee, consisting of Trustees Claywell, Hice, and Davis, recently met to review the book "Trusteeship in Community Colleges: A Guide for Effective Governance" by Cindra J. Smith. The book emphasizes the importance of the board's role in setting policy and providing vision for the future. It is the recommendation of the committee for the Board to spend time studying the chapters and then meet for in depth discussion. Trustee Claywell will work with the Board to set up a meeting schedule.

Trustee Hice asked about an open fabrication lab. Designed to be used for creativity, a typical fabrication lab will allow the public to have access to equipment for their own use. A group from KCC vetted the opportunity a few years ago by visiting a lab at Lake Michigan College with a goal of getting youth engaged in the trades. The fabrication lab was not very feasible but, in response to the goal, the current Bruin Bots program was created.

## CITIZEN AND STAFF REQUESTS

Ms. Jackie Braman, support staff unit chairperson, asked for the title of the book the Trustees would be using for the strategic planning sessions. Ms. Becky Gallimore will email her the information.

Ms. Becky Gallimore thanked the Board and President's Council for their show of support during Breast Cancer Awareness Month by donning their 'pink' for the board meeting and donating \$5 each to the cause. All money raised was donated by the bookstore to the Susan G. Komen Fund.

## ACTION ITEMS

**Financial Statements:** With a motion by Trustee Byrd, supported by Trustee Booth, the Board approved the September financial statements as presented, including expenditures for the month.

**Personnel Items:** The following personnel items were approved by the Board with a motion from Trustee Byrd and supported by Trustee Hice:

### NEW HIRES

Jazmine Arms	Clerk, Academic Testing (effective September 23, 2014; Support Staff, O&C II, Step 3, 2014-2015 hourly salary \$16.77)
Andrea Grant-Friedman	Instructor, Social Science (Temporary) (effective January 7, 2015; Master Lane +60, Step 8, 2014-2015 annual salary \$72,023-prorated from January 7, 2015 through May 14, 2015)
Jennifer Ridge	Clerk, Business Office (effective October 6, 2014; Support Staff, O&C II, Step 1, 2014-2015 hourly salary \$14.99)
Roy Tooke	Career Coach, Workforce Solutions (Temporary) (effective September 22, 2014; Professional 1, 2014-2015 annual salary \$42,000-prorated from September 22, 2014 through December 31, 2014)

### TENURE AWARDS

Marcus Anderson	Professor, Math and Science (effective December 17, 2014)
-----------------	--

Brad Poer Professor, Theater  
(effective December 17, 2014)

Jennifer Smith Professor, Math and Science  
(effective December 17, 2014)

LANE CHANGE

Karen Kulhanek

Professor, Nursing  
(effective August 19, 2014; Masters Degree to Masters Degree +30)

**House Bill 5372 Resolution of Best Practices for Local Strategic Value:** With a motion presented by Trustee Byrd and supported by Trustee Booth, the Board approved the resolution stating the College has met the Local Strategic Value requirements of the community colleges appropriations bill. In meeting requirements for this bill, the College will be eligible to receive an additional \$40,000 in state funding.

**Health Insurance Bids:** The Board approved, with a motion by Trustee Byrd and supported by Trustee Hice, renewal of the current self-insured plan through Blue Cross Blue Shield for medical and prescriptions and renewal of the vision and dental plans through Meritain for administration, support staff, and maintenance.

**Approval of the Five-Year Capital Outlay Plan:** Trustee Camp Seifke supported the motion by Trustee Booth for approval of the Five-Year Capital Outlay Plan. The Board approved the plan making KCC eligible to receive funding if appropriation of capital project monies should occur. The plan includes the 2016 capital outlay request for renovation and an addition to the RMTC.

**Bids for Davidson Renovation:** The Board approved the bid recommendations provided by Mr. Mark O'Connell, Vice President for Administration and Finance, for renovation of the Davidson Visual & Performing Arts Center. The motion was made by Trustee Byrd, supported by Trustee Hice, and carried unanimously by the Board for approval of the bids totaling \$4,275,185.

**Calhoun Community High School Charter Resolution:** In a motion by Trustee Byrd, supported by Trustee Camp Seifke, the Board approved the resolution accepting the restated Charter Agreement with Calhoun Community High School. The new agreement will remain in effect through June 30, 2015.

**Veterans Month Resolution:** By motion of Trustee Byrd, supported by Trustee Hice, the Board approved the resolution naming November 2014 as Military Veterans Awareness Month at KCC.

**PA 152 of 2011 Election:** With the new contract year, all staff are subject to PA 152 of 2011, which limits the amount the College can pay for health insurance. The limit is the state-defined cap or a maximum of 80 percent of the cost of the plan if that option is elected by the Board. In a motion by Trustee Booth, supported by Trustee Hice, the Board approved continuation of the election of the 80/20 cost share for insurance as it continues to provide the greatest savings to employees.

**CITIZEN AND STAFF COMMENTS**

None.

**CLOSED SESSION**

In a motion by Trustee Byrd, supported by Trustee Camp Seifke, and unanimously approved by roll call vote, the Board moved into closed session at 8:40 pm for the purpose of discussing a personnel issue and pending litigation.

**PUBLIC SESSION**

The Board returned to public session at 9:53 pm.

**ADJOURNMENT**

Chairman Claywell adjourned the Board meeting at 9:56 pm.

Reba Harrington, Secretary

Steven Claywell, Chair