

Kellogg Community College
Minutes of the Regular Meeting of the Board of Trustees
October 16, 2013

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, October 16, 2013, in the Board Room, Roll Building, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017

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 Steve Claywell	Absent: Trustee Brian Hice

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 and Community Services
Ms. Jamie Kline, Executive Assistant to the President
Mr. Mark O'Connell, Vice President, Administration and Finance
Dr. Kevin Rabineau, Dean Arts, Sciences and Regional Education
Mr. Bob Reynolds, Chief Information Officer
Mr. Rick Scott, Chief Financial Officer
Ms. Ali Robertson, Human Resources Director
Ms. Terah Zaremba, Dean Student Services

Fourteen individuals sat in the gallery. Mr. Justin Hinkley, Battle Creek Enquirer reporter, was also present.

CONSIDERATION OF MINUTES

The minutes from the September Board of Trustees meeting were accepted in a motion made by Trustee Booth and supported by Trustee Davis.

Dr. Bona requested the Board address two actions items at the beginning of the meeting .

ACTION ITEMS

Calhoun Community High School Board Member: Mr. Sam Gray was introduced to the Board as the new CCHS board member. In a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved the appointment of Mr. Gray. Chairman Byrd and Trustees Claywell and Harrington. personally endorsed Mr. Gray.

Health Insurance Bids: A representative from Ballard Benefits shared information on health insurance options for KCC. The benefit of KCC self-funding its health insurance plan was presented. In a self-funded plan, the employer assumes the risk. However, this also often serves as a cost saving measure for the employer. Employees are not affected by a self-funded plan. Blue Cross/Blue Shield would continue to be the administrator for employee health insurance at KCC. The Board approved KCC to self-fund health insurance in a 6-0 vote. The motion was made by Trustee Davis and supported by Trustee Booth.

PRESIDENT’S REPORT

Web-Time Entry: The maintenance and support staff bargaining units have both signed a Letter of Understanding that will allow the College to move forward with the implementation of web-time entry. The implementation will occur in November.

Calhoun Community High School Update: Dr. Bona and some area superintendents met to explore a new structural model for the operation of the Calhoun Community High School. Currently, Lakeview Public Schools underwrites the CCHS. At this time, no decisions have been made.

State Legislative Update: There was no report on legislative issues that could impact Kellogg Community College. The Federal government shutdown has not had no effect on the operation of KCC.

21st Century Project Update: Mr. Mark O’Connell shared that the addition at the Eastern Academic Center is progressing according to schedule. Programming work continues in regards to the Binda renovation. It is anticipated the formal budget will be provided to the Board in January with construction beginning in February.

Kellogg Community College Foundation: The Foundation hosted the annual scholarship dinner on Thursday, October 10. Donors had the opportunity to meet their scholarship recipients. All trustees were in attendance.

BOARD REPORTS AND REQUESTS

Board Room Reconfiguration: The Board engaged in discussion on an alternative location and layout for the monthly Board meeting. The Board was not in favor of making any changes at this time.

United Way Liaison: Mr. Dave Pulowski, liaison for the United Way, was introduced by Chairman Byrd. Mr. Pulowski shared his appreciation of KCC’s support of the United Way.

CITIZEN AND STAFF REQUESTS

Ms. Terry Doty, past KCC employee, stated her concerns on KCC’s morale, leadership, and the upcoming negotiation process.

Ms. Jackie Braman asked for Board documents to be more readily available for staff.

ACTION ITEMS

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

Financial Statements: The Board accepted the September financial statements as presented including the expenditures for the month:

General\$

Scholarships and Grants: The College received scholarships totaling \$136,756.00. This is the beginning amount for the fiscal year 2013-14. These contributions are accepted with appreciation and great gratitude on behalf of the Board, the College, and the students.

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

NEW HIRES

Paul Aivars	Training Coordinator, Workforce Solutions (effective October 1, 2013; Professional 1, 2013-2014 annual salary \$45,867 - prorated for the remainder of 2013-2014)
Marilyn Hogan	Secretary, Eastern Academic Center (effective November 4, 2013; Support Staff, O&C II, Step 6, 2013-2014 hourly salary \$19.34)

POSITION TRANSFER

Marcia Campbell	Executive Assistant to the Vice President for Instruction (effective October 7, 2013; Professional 1, 2013-2014 annual salary \$48,281 – prorated for the remainder of 2013-2014)
April Shelton	Staff Assistant, Accounting (effective date October 21, 2013; Support Staff, Staff Assistant, Step 6, 2013-2014 hourly salary \$22.28)

RESIGNATION

Valerie Sloan	Secretary, Library Services (3 years) (effective October 24, 2013)
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Position Elimination: In a roll call vote, the Board did not approve the proposed elimination of the Staff Assistant position in the Registrar's office. This is support staff position. The vote results were as follows: Trustee Harrington-no, Trustee Davis-yes, Trustee Claywell-no, Trustee Camp Seifke-yes, Trustee Booth-no, Chairman Byrd-no.

Public Act 60 of 2013 Resolution Certifying Qualification for Local Strategic Value Funding: In a motion by Trustee Davis, supported by Trustee Claywell, the Board approved a resolution stating the College has met the Local Strategic Value requirements of the appropriations bill. The resolution was prepared by legal counsel and updated for the current year. The resolution entitles the College to an additional appropriation of approximately \$30,000 after a certified copy of the resolution is presented to the State Budget Director.

Senate Bill Compliance: The Board approved the 80/20 option in SB 7 which requires employees to collectively pay at least 20% of their portion of the College's health care insurance costs. This annual election is required of the College and is consistent with the election made last year. The motion was made by Trustee Booth and supported by Trustee Claywell.

Approval of the Five-Year Plan: The Five-Year Capital Outlay Plan was approved by the Board and will be sent to the State. The College must submit this document by November 1 so it is eligible to receive state funding for capital projects. An expression of thanks was extended to Ms. Michelle Wilson, Executive Assistant to the Vice President for Administration and Finance, for her work in preparing this document.

ADJOURNMENT

The Board meeting was adjourned by Chairman Byrd at 7:32 pm.

Reba Harrington, Secretary

Jonathan Byrd, Chair

