

**Kirtland Community College  
Board of Trustees Minutes  
April 16, 2009**

**CALL TO ORDER**

Chair Roy Spangler called the meeting to order at 7 p.m. with the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** Richard Silverman, Roy Spangler, Debrorah Van Wert, Patricia Webb, Denis Weiss

**Members Absent:** MaryAnn Ferrigan, Roberta Werle

**Others Present:** Matt Biermann, Mary Ann Frick, Sandra Hull, Ed Koliba, Kathy Marsh, Kyle Morrison, Ilene Scherer, Tim Scherer, Dale Shantz, Bruce Smith, Jackie Smith, Tom Quinn

**WELCOME**

Members and guests were welcomed by Chair Roy Spangler.

**MINUTES**

Minutes from the March 19, 2009 regular meeting were presented, amended and approved after a motion from Trustee Deb Van Wert supported by Trustee Richard Silverman.

**PUBLIC COMMENT**

None

**PRESIDENT'S REPORT**

**Personnel Update**

Dale Shantz, Director of Human Resources, provided the following information since the last board meeting:

There were no new hires, transfers or promotions.

**Nicholas Holton**, Instructor of Mathematics, had an article published in the Journal of Diversity Management, entitled *Managing Diversity In The Midst Of Homogeneity: Lessons Learned In Rural Service Learning*. Trustees have requested copies of the publication and will be included in the next board packets.

**Nicholas Holton** has been invited to present at the 34<sup>th</sup> Annual Improving University Teaching Conference July 14-17 in Vancouver, BC.

**Kathleen Wray**, Assistant Registrar, along with numerous other Kirtland employees, is to be commended for another successful recent Blood Drive.

**Kathleen Wray** also baked another decorated cake to be raffled for the Student Leader Scholarship Fund.

**Valerie Weber**, Part-time Office Support Specialist at the M-TEC, resigned her position effective March 26, 2009.

**Mission Statements**

College President, Tom Quinn collected one mission statement from the board of trustees. He reminded trustees to continue to work on mission statements.

**Draft outline for board policy on video conferencing**

Tom Quinn, noted that the board packets contained a draft policy regarding board members attending board meetings using video conferencing technologies. The discussion pointed out that a quorum needs to be present at the meetings and caution should be used so that all members cannot use video conferencing at the same time. It was requested that trustees call the president's office if they cannot attend the board meeting. If a quorum is not met, the meeting will be cancelled. Trustees attending board meetings by video conferencing technologies would be allowed to vote. Chair Spangler requested to strike out the sentence, "When multiple requests are received to attend using technology, a decision will be made based on the date of the request." Tom Quinn was directed to have the draft put into a resolution and presented as a first reading for the next board meeting.

**Questions for discussion on use of fund balance**

Ed Koliba, Chief Business and Financial Officer, presented a draft, The College Fund Balance and Budget Planning, which lists the limitations and guidelines for use of the college fund balance. The board of trustees asked Mr. Koliba to research whether other

colleges have set percentages to maintain fund balance a fund balance amount. It was agreed that all transfers need approval by the board. It was also agreed to move forward with this policy as a first reading at the next board meeting.

**Trustee Denis Weiss moved to bring this policy to the next board meeting as a first reading with a minimum fund balance percentages and all transfers require approval by the board. The motion was supported by Trustee Richard Silverman.**

Vote: Ayes, five Nays, zero Abstain, zero Absent, two The motion was approved.

**Other**

Tom Quinn, presented a copy of the strategic plan. He reported that more revisions will be made and the board will have a final copy by the next meeting.

Tom Quinn announced that he, has some V.I.P. buttons for any board members wishing to attend the Kirtland's Warbler Wildlife Festival on Saturday, May 16, 2009.

**BOARD MEMBER REPORTS/OPEN DISCUSSION**

None.

**NEW BUSINESS/BOARD ACTION**

**Second reading Resolution to approve revision of POL 2.100 Budget Preparation and Administration**

Resolution to approve policy 2.100 Budget Preparation and Administration Revision were offered by Denis Weiss and supported by Trustee Richard Silverman.

**WHEREAS**

The Kirtland Community College Board of Trustees has been presented the proposed revision to POLICY 2.100 BUDGET PREPARATION AND ADMINISTRATION as a second reading at this meeting.

**NOW, THEREFORE, BE IT RESOLVED THAT**

The proposed POLICY 2.100 BUDGET PREPARATION AND ADMINISTRATION be approved.

Vote: Ayes, five Nays, zero Abstain, zero Absent, two

Resolution declared adopted April 16, 2009.

**Resolution to approve a plan to upgrade network and phone system**

1. The following preamble and resolution were offered by Trustee Denis Weiss and supported by Trustee Patricia Webb:

**WHEREAS**

1. The Kirtland Community College Board of Trustees has been presented the proposed revision to POLICY 2.100 BUDGET PREPARATION AND ADMINISTRATION as a second reading at this meeting,

**NOW, THEREFORE, BE IT RESOLVED THAT**

This proposed POLICY 2.100 BUDGET PREPARATION AND ADMINISTRATION be approved.

Vote: Ayes, five Nays, zero Abstain, zero Absent, two The resolution was approved.

2. **Resolution to approve a plan to upgrade network and phone system**

The following preamble and resolution were offered by Trustee Denis Weiss and supported by Trustee Patricia Webb:

**WHEREAS**

1. Kirtland's existing telephone system is becoming obsolete and it is necessary to upgrade or replace the telephone switch equipment in the near future. A funding and upgrade plan has been developed that involves a two phase upgrade to a Voice over Internet Protocol system (VoIP). The first phase of this plan includes upgrading critical portions of Kirtland's data network infrastructure.
2. In accordance with POL 2.000, Purchasing Policy, Kirtland posted a request for network equipment bids in area newspapers the last week of February 2009. Kirtland received 3 bids on February 27, 2009 and selected AmeriNet of Ann Arbor, MI as the successful bidder. The total bid for equipment and services is \$124,987.37.
3. Sufficient funds are available for the purchase through a combination of funds in an account for internet activities, and funds designated for technology equipment in the 2008/2009 budget. This equipment will serve both the Roscommon and Gaylord campuses. Further, in accordance with the purchasing policy this request to purchase network switching equipment and services has been referred to the board for action.

**NOW, THEREFORE, BE IT RESOLVED THAT**

1. The board of Trustees approves the purchase of network switching equipment and services from AmeriNet as described in the above bid submitted on 2/27/2009.
2. The college administration be authorized to use other existing fund balance of up to \$120,000 to purchase other equipment to totally upgrade the college telephone system.

Vote: Ayes, five Nays, zero Abstain, zero Absent, two The resolution was approved.

### 3. RESOLUTION TO BESTOW EMERITUS STATUS, Jacquelyn Smith

The following preamble and resolution were offered by Trustee Patricia Webb and supported by Trustee Richard Silverman:

#### WHEREAS:

1. **Jacquelyn Smith** has dedicated 25 years of service as an Instructor at Kirtland Community College;
2. She developed the Associate Degree Program at Kirtland Community College for courses in Medical Surgical Nursing, Physical Assessment, and Leadership;
3. She ably served as the chair of the Health Occupation Programs during 1991-92;
4. She has ably served her profession by her active roles in the American Nurses Association, the Michigan Certified Nurse Practitioners, and the American Nurse Practitioners Association, and Sigma Theta Tau, Nursing's Honor Society;
5. She has further served this college and her profession by her scholarly activities and presentations, including Learning Needs assessment and Program Planning for Registered Nurses for Kirtland, NCLEX-RN Item Writer for the National Council of States Board of Nursing, Textbook reviewer for Pathophysiology, Family Nurse Practitioner, and Pharmacology texts, "Nursing Diagnosis in the AND Curriculum" presented to Trends, and "Multidimensional Program Assessment of Associate Degree Performance" presented to the National Associate Degree Educator's Conference;
6. She ably served her colleagues as a member of the faculty negotiating team from 1997-2006;
7. She ably served this college through various committees and positions, including Curriculum and Instruction (CIC), Instructional Council (IC), Trends Planning Committee, the professional development committee, the sabbatical committee since its inception, numerous hiring selection committees, and on the Michigan State University Community/University Health Partnerships Nursing Curriculum task force;
8. She has continually demonstrated her concern and dedication for the students she has served;
9. Her concern, dedication and knowledge of her subject will be greatly missed by her students, colleagues, and this board;

#### NOW, THEREFORE, BE IT RESOLVED THAT

The board of trustees, in public recognition and appreciation of these years of service, does hereby bestow Emeritus Status on **Jacquelyn Smith**, with all the honors and privileges such status entails.

Vote: Ayes, five Nays, zero Abstain, zero Absent, two The resolution was approved.

### 4. RESOLUTION TO BESTOW EMERITUS STATUS, Ginna Wenger

The following preamble and resolution were offered by Trustee Deborah Van Wert and supported by Trustee Patricia Webb:

#### WHEREAS:

1. **Dr. Ginna Wenger** has dedicated 24 years of service as an Instructor at Kirtland Community College;
2. She ably coordinated and directed Kirtland's Tutoring Program from 1985 – 1990;
3. She developed curriculum for and taught or supervised the teaching of all levels of developmental (DEV) reading and writing, as well as teaching English Composition, and Writing Lab;
4. She coordinated and led the English DEV Program, organized and conducted regular meetings of DEV faculty, and collaborated effectively with tutoring, special populations, counseling, and the testing center;
5. She ably served this college through various committees and positions; including Curriculum and Instruction (CIC), Instructional Council (IC), Academic Amnesty, AQIP Student Retention (Chair), the Student Success Team (Chair), and hiring selection committees;
6. She has ably served her profession by her active roles in the College Reading and Learning Association, the Michigan Developmental Educational Consortium, and the National Association for Developmental Education, winning awards for instructional excellence from the National Institute for Staff and Organizational Development, and as Outstanding Developmental Educator of Michigan for her work with at-risk students;
7. She ably served her community as a member and president of the Skeels Christian School Board of Education, as an elder and lay leader for the Markey Community Church, and as a volunteer for the Association to Rescue Kitters (ARK) wildlife and rehabilitation center;
8. She has continually demonstrated her concern and dedication for the students she has served;
9. Her concern, dedication, and knowledge of her subject will be greatly missed by her students, colleagues, and this board;

#### NOW, THEREFORE, BE IT RESOLVED THAT

The board of trustees, in public recognition and appreciation of these years of service, does hereby bestow Emeritus Status on **Dr. Ginna Wenger**, with all the honors and privileges such status entails.

Vote: Ayes, five Nays, zero Abstain, zero Absent, two The resolution was adopted.

### 5. RESOLUTION TO AUTHORIZE ONE-TIME LIMITED RETIREMENT INCENTIVE

The following preamble and resolution were offered by Trustee Patricia Webb and supported by Trustee Richard Silverman:

#### WHEREAS

1. The College Administrative Team seeks to better manage personnel expenditures over the next several years, and;

2. To further this goal, recommends a one-time limited retirement incentive for eligible employees not under temporary contract, or contract containing a retirement incentive, to effect their retirement during the fiscal year beginning July 1, 2009, and ending June 30, 2010, and;
3. Applicants for the incentive must meet the following criteria: 1) current classified, parapro, administrative, or steelworker with a minimum of 5 consecutive years of employment at Kirtland, 2) eligible for deferred, early reduced, or regular retirement by June 30, 2010 subject to MPSERS guidelines, and 3) must submit a written irrevocable notice of intent to retire three months, prior to the date of retirement, but no later than March 30, 2010, with an effective retirement date during the 2009 – 2010 fiscal year, and no later than June 30, 2010 and;
4. The college will offer the following incentives to eligible applicants: 1) for staff who are eligible for early or regular retirement on or before July 1, 2010, the college will offer a payout equal to 45% of their 2009-10 base salary, and;
5. The college will pay unused sick leave at 50% of the employee's current daily rate of pay with the computation based upon 260 days divided into the annual salary.

For staff eligible for longevity payout who elect to retire under the provisions of this one-time limited retirement incentive after July 1, 2009, but before June 30, 2010, the college will in this instance make a pro-rated longevity payout at the conclusion of their actual period of service.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Board of Trustees approves the one-time limited retirement incentive offer for eligible employees.

**Vote:** Ayes, five            Nays, zero            Abstain, zero            Absent, two            The resolution was approved.

**ANNOUNCEMENTS**

Tom Quinn, requested the next board meeting be moved to May 14, 2009 which was approved.

Joint Board of Trustees meeting and Foundation Board meeting will be held May 18, 2009 12:00 noon, with lunch at the Kirtland House.

A special board meeting for the 2009-10 Budget was scheduled for May 28, 2009 at 7 p.m. at the Kirtland House. The budget document will be mailed to board members the first of May.

Upcoming events between now and the next board meeting on May 14, 2009 were listed as information items.

**EXECUTIVE SESSION to discuss Target Specific Bargaining (TSB) for Kirtland Federation of Teachers**

Deborah Van Wert moved to go into executive session supported by Patricia Webb.

**Vote:** Ayes, five            Nays, zero            Abstain, zero            Absent, two            The motion was approved.

**RETURN TO OPEN MEETING**

The open meeting was called to order at 8:25 p.m.

Additional board action: A motion to approve the Kirtland Community College Federation of Teachers contract for July 1, 2009 through June 30, 2011 was made by Patricia Webb and supported by Denis Weiss.

**Vote:** Ayes, five            Nays, zero            Abstain, zero            Absent, two            The motion was approved.

**ADJOURNMENT**

With no further business to come before the board, the meeting was declared adjourned at 8:29 p.m. by Chair Roy Spangler.

Respectfully submitted,  
Sandra Hull  
Recording Secretary