

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
July 16, 2009**

CALL TO ORDER

Chair Roy Spangler called the meeting to order at 7:05 p.m. with the Pledge of Allegiance.

ROLL CALL

Members Present: David Dougherty, MaryAnn Ferrigan, Richard Silverman, Roy Spangler, Patricia Webb
Denis Weiss, Roberta Werle

Members Absent: None

Others Present: Sandy Hull, Ed Koliba, Kathy Marsh, Jeff Patrus, Tom Quinn, Ilene Scherer, Tim
Scherer, Dale Shantz, Bernie Stankewicz, Scott Van Lente

WELCOME

Members and guests were welcomed by Chair Roy Spangler.

ORGANIZATION

Chair Spangler asked for discussion regarding election of officers for the board of trustees. Trustee Silverman stated that he thought the board had worked very well together during the past two years and suggested the officers remain the same for another year. Trustee Silverman made a motion to keep the officers of the Board the same as last year to include; Chairman, Roy Spangler, Vice Chair, Patricia Webb, and Secretary-Treasurer, Roberta Werle. Denis Weiss seconded the motion. Motion passed with a voice vote.

Representatives and alternates for the following organizations have been named as follows:

MCCA delegate – Richard Silverman
Alternate – MaryAnn Ferrigan

AACC delegate – Patricia Webb

M-TEC Governance Advisory Board - Denis Weiss
Alternate – MaryAnn Ferrigan

ACCT delegate – Roberta Werle

KCC Foundation Representative – Richard Silverman

Finance committee - Denis Weiss, Roberta Werle and David Daugherty

Personnel Committee – Denis Weiss, Roberta Werle and David Daugherty

By consensus, it was agreed that the Board of Trustee meetings will be held the third Thursday of each month at 7:00 p.m. at the Kirtland House. It was noted the Board of Trustee By-Laws need to be changed to indicate the meetings are held at the Kirtland House.

MINUTES

Minutes from the June 18, 2009 regular meeting were presented. The minutes were approved with the following corrections: page 3, agenda item; Resolution ~~to~~ authorizing administration to develop a contract with Professional Education Services Group. Page 3, the motion by Werle, seconded by Van Wert was changed to read; ~~to lay~~ the resolution ~~on the table~~ was *tabled* until another presentation can be arranged with PESG so all board members can hear the presentation. The minutes were approved after a motion from Trustee Silverman seconded by Trustee Ferrigan.

PUBLIC COMMENT

None

PRESIDENT'S REPORT

Personnel Update

1. Laurel Dankert has been offered the position of part-time Financial Aid Data Support Specialist.
2. Tim Hagen-Foley has been offered the position of Foundation Director and Grant Writer.
3. Patricia Blasius has been offered the position of part-time Office Support Specialist, M-TEC in Gaylord.

The following employee achievements, awards and honors were also presented: Stacey Barnes, Dean of Student Services, was named "Rotarian of the Year" for 2008/2009 by the Houghton Lake Rotary Club and Nick Baker, Director of Institutional Research, was elected to the position of Vice Chair of the Michigan Community College Collaboration for Accountability, Research and Effectiveness for a two year term.

The following resignations and retirements were also presented:

1. Stacey Barnes, Dean of Student Services, has submitted her acceptance of the college's early retirement incentive, effective 07/01/2010.
2. Don Duggar, part time faculty, has submitted his notice to retire.
3. Matt Kearis, Instructor of English, submitted his resignation and is moving to Pennsylvania.
4. Sue Nelson, Bookkeeper, Accounts Payable, has submitted her acceptance of the college's early retirement incentive, effective 06/01/2010.
5. Robert Wallace, Custodian, has submitted his resignation.

Tax Appeal by Forest Dunes Holding LLC and a request from South Branch Township

Tom Quinn explained that Kirtland Community College received a letter from South Branch Township requesting a financial contribution to help pay a portion of the cost of appraisal and legal services necessary to appeal to the Michigan Tax Tribunal in a case involving Forest Dunes. It was the consensus of the board not to become involved in the appeal at this time. A letter will be mailed to South Branch Township stating Kirtland Community College chooses not to become involved in this tax year.

Presentation and Discussion Regarding a Contract with Professional Education Services Group (PESG) for Employment of Part-Time Faculty

Tom Quinn gave a short presentation explaining the services of PESG. Two representatives of PESG were in attendance and participated in the discussion. Tom advised there have been two meetings with faculty and staff explaining PESG. He also pointed out a draft contract with PESG and procedures document was included in the board packets. Dale Shantz will work with PESG in addressing concerns expressed by the members of the Board and the college's legal counsel. Once the contract has been revised, it will be brought back to the Board for approval.

BOARD MEMBER REPORTS/OPEN DISCUSSION

Chair Spangler welcomed David Dougherty as a new trustee.

NEW BUSINESS BOARD ACTION

Resolution to write off delinquent tuition accounts

The following preamble and resolution were offered by Trustee Werle, seconded by Trustee Weiss.

WHEREAS

1. Kirtland Community College Board of Trustees Policy 2.110 states that all accounts uncollected at the end of the second fiscal year from the date of delinquency shall be presented to the Board of Trustees as uncollectible for write-off. Said policy also states that, after write-off, records shall continue to be kept of all delinquent student accounts; readmission to college and providing of transcripts are contingent upon payment in full of delinquent account or at the discretion of the chief financial officer, and
2. Policy 2.100 states that accounts previously written off but maintained, with balances due less than \$500, which are uncollected at the end of the tenth fiscal year from the date of delinquency, shall no longer be maintained.

NOW, THEREFORE, BE IT RESOLVED THAT

1. The Board of Trustees approve that the following student accounts be written off with continued maintenance of accounts:

FA06, WI07, SU07	86 accounts	\$50,094.59
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2. The records of the following student accounts no longer be maintained:

FA98, WI99, SU99	39 accounts	\$4,450.38
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The resolution was passed with a voice vote.

Resolution to establish bank depositories for 2009-10

The following resolution was offered by Trustee Werle and seconded by Trustee Dougherty:

BE IT RESOLVED THAT

1. The Board of Trustees authorizes the Chief Financial Officer to be designated by the Secretary/Treasurer to invest the idle funds of the college in accordance with the Act, and
2. The following institutions and/or securities dealers be designated as official depositories of Kirtland Community College as of July 1, 2009 for the 2009-2010 fiscal year: Chase Bank, Citizens Bank, Chemical Bank, National City Bank, North Central Area Credit Union, PNC Financial Services Group, Multi-Bank Securities, Independent Bank, Comerica Bank, First Bank, Fifth Third Bank, Northland Federal Credit Union, and Edward D. Jones.
3. In the event of a consideration of additional depositories throughout the fiscal year, it will be brought to the board for approval.

The resolution was passed with a voice vote, with Trustee Werle abstaining from voting on PNC Financial Services Group and Trustee Dougherty abstaining from voting on Chase Bank.

Resolution to establish policy regarding board member attendance at meetings via video conferencing (First reading of a proposed change in Board policy)

Resolution to change the Bylaws of the Board of Trustees to allow participation in meetings via video conferencing technologies

First Reading, July 16, 2009.

Whereas; members of the Board of Trustees may choose to attend Board meetings using video conferencing technologies when they are unable to be physically present,

Whereas; the members of the Board of Trustees desire to have written policy guiding member participation at meetings using video conferencing technologies,

Let it be resolved that; the following underlined section 2 be added to Article VI of the policies of the Board of Trustees of Kirtland Community College and that the complete article be written as found below.

ARTICLE VI-QUORUM

Section 1.

At all meetings of the board of trustees, whether regular or special, a majority of the entire membership of the board shall constitute a quorum to do business. A majority of the board of trustees is a quorum, but no act is valid unless voted at a meeting of the board by majority vote of the members elected to the board and a proper record made of the same. The trustees shall keep a written or printed record of every regular or special meeting of the board and which record shall be open to public inspection.

Section 2.

Individual board trustees may participate in meetings by conference call or video conference if the trustee is unable to be physically present at the meeting due to out-of-town travel or disability and electronic communication has been pre-arranged. A majority of the board must be physically present at the meeting site. If a majority of the board is not present at the site the meeting will be cancelled for lack of a quorum. The

absent board member must be able to hear all discussions/presentations; have access to all documents and materials; and be able to pose questions and participate fully in the discussions. Persons at the meeting site should be able to see and or hear the absent member. Video conferencing will not be used for executive or closed door sessions of the Board.

The individual Board member will be responsible for arranging the technology at their location. The college will provide necessary video conferencing equipment when requested. The college will pay usual and customary internet costs at the member's off-site location.

Motion by Trustee Werle, seconded by Trustee Silverman, to move the resolution to a second reading.

The motion was passed with a voice vote.

Approval of a student housing committee report

Tom Quinn reviewed the revised housing committee report, explaining that the recommendations will be implemented in three phases when funding is available through the budgeting process. Most of the recommendations will not require funding. It was pointed out the date of the report should be changed from July 8, 2009 to July 16, 2009. Trustee Silverman moved to accept this report and that the college administration implement the committee recommendations, seconded by Trustee Weiss.

The motion was passed with a voice vote.

Cash payments to employees not accepting health benefits

Dale Shantz explained the college pays an incentive of \$1,600 to college staff that choose to opt out of accepting college health benefits because they have health insurance coverage through their spouse's employer. The faculty bargaining unit contract was recently negotiated to increase the incentive to \$2,000. It has been the college's practice to treat all employees the same. Information was presented indicating that \$1,600 is below average compared to other colleges and school districts. Trustee Weiss made a motion to raise the health benefits incentive from \$1,600 to \$2,000. Seconded by Trustee Webb.

The motion was passed with a voice vote.

Resolution to amend a contract with M-33 Access for internet services

Tim Scherer presented a proposal to amend the college's contract with M-33 Access, the college's internet provider, and extend it for three more years for a total of four years. With this extension, Kirtland Community College would receive a 5% discount for internet services. For this consideration, M-33 Access would utilize the forward payment to install equipment enabling more citizens of Roscommon County to receive high speed internet services. There was considerable discussion about the risk of prepaying this amount considering the economic times.

Trustee Weiss moved to approve the extended contract between Kirtland Community College and M-33 Access with the provision that administration investigate the possibilities of an insurance plan that would reduce the risks. Seconded by Trustee Webb.

The resolution was passed with a voice vote.

Motion to use fund balance for new program start-up costs

Ed Koliba provided information explaining the funding for the rental site in West Branch and the start up costs for the new surgery technology program to be located there. The college administration recommended that \$35,000 be taken from the college fund balance, reserved for new programs, to supplement general funds for this venture. Ed explained that approximately \$300,000 still remains in the fund after this expenditure.

Trustee Webb moved to approve the request that \$35,000 be taken from the new program start-up fund and be used to start the new surgery technology program and to rent the site at West Branch. Seconded by Trustee Ferrigan.

The motion was passed with a voice vote.

ANNOUNCEMENTS

1. July 16 & 18 Fall Registration

2. July 20, 9 a.m. - noon Pandemic Flu meeting with the Health Dept. - Kirtland House
3. Thurs.-Fri. July 23-24, 2009 MCCA Conference, Traverse City
4. Aug 8 KCPA – Saturday night stand up w/Dave Coulier & Pete Holms w/Family Fun Night Picnic
5. Aug 11, Foundation Meeting
6. Aug 13, New Student Orientation
7. Aug 17-21 Regular Fall Registration
8. Aug 20 new Student Orientation
9. Next Board Meeting: Thurs. August 20, 2009
10. Aug 22 – Fall Classes Start

INFORMATIONAL ITEMS

Tom Quinn notified the board the air conditioner “chiller” for the Administration Building needed replacing. With classes starting in approximately six weeks and considering the time needed to purchase and install a new unit, this was declared an emergency and funds were requisitioned without Board Approval. The cost to replace the chiller is approximately \$36,000.

Dennis Mansfield reported Kirtland Community College is sponsoring the time trials at the AuSable Canoe Marathon in Grayling at Penrods. There will be a Kirtland Community College banner displayed.

ADJOURNMENT

With no further business to come before the board, the meeting was declared adjourned at 9:42 p.m. by Chair Roy Spangler.

Respectfully submitted,
Sandra Hull
Recording Secretary