

**KIRTLAND COMMUNITY COLLEGE**  
**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 20, 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, Denis Weiss

Members Absent: Patricia Webb, Roberta Werle

Others Present: Nick Baker, Jo Ann Comerford, Tim Hagen-Foley, Mary Ann Frick, Chuck Hinman, Sandy Hull, Ed Koliba, Kathy Marsh, Kyle Morrison, Jeff Patrus, Tom Quinn, Tim Scherer, Dale Shantz

**WELCOME**

Members and guests were welcomed by Chair Roy Spangler. It was determined that a quorum was present. Tim Hagen-Foley was introduced as the new Kirtland Community College Foundation Director.

**APPROVAL OF MINUTES**

Minutes from the July 16, 2009 regular meeting were presented. The minutes were approved with the following addition: page 1, under Organization, the following sentence was added: *Trustee Roy Spangler and new Trustee, David Dougherty, were sworn in with the oath of office by Roberta Werle.* The minutes were approved with a motion from Trustee Silverman seconded by Trustee Weiss. Motion passed with a voice vote.

**PUBLIC COMMENT**

None.

**PRESIDENT'S REPORT**

**Personnel Update**

1. Mitcha Stevens has been promoted from Part-time Custodian to Full-time Custodian.
2. Kurt Loll has been hired as Part-time Food Service Assistant.
3. Patricia Mathews was hired as a one year Full-time English Faculty.

The following employee achievements, awards and honors were also presented: Mark McCully, Director of the M-TEC and Workforce Development, has been certified by the American Welding Society (AWS) as meeting the requirements of the AWS QC5 Standard for Welding Instructors; Tony Ott, Part-time Psychology Instructor, has passed his national Counseling Exam (NCE); Ilene Scherer, Director of Accounting, has been elected Treasurer of MCCBOA (Michigan Community College Business Officer's Association); Don Wray, Director of the Kirtland Center for Performing Arts, has been elected for a three year term as the Vice President of the Michigan Non-Profit Presenters Association.

The following resignations and retirements were also presented:

1. Stacey Barnes, Dean of Student Services, has advanced the effective date of her acceptance of the college's early retirement incentive to 01/01/2010.
2. Patricia Blasius, recently named Part-time Office Support, M-TEC, has resigned to accept a full-time position. She will continue with Kirtland M-TEC on an on-call basis.
3. Sandra Hull, Part-time President's Office Support Specialist, has submitted her acceptance of the college's early retirement incentive, effective 02/25/2010.
4. Jared Socia, Part-time PC Support Technician, resigned to accept a full-time position with the Houghton Lake School District.
5. Katherine Girard, Nursing Instructor, has resigned to accept a position at Ferris State University.

## **Progress Report on Major Projects or Purchases**

### **M-TEC Roof Repair**

Jo Ann Comerford stated that repairs of the M-TEC roof will cost an estimated \$30,000. Bid requests for this project should be released soon. The roof is approximately nine years old. The knuckles at the eaves of the roof have been damaged by ice.

### **Roscommon Campus Parking Lots**

Jo Ann Comerford stated that Parking Lot C needs resurfacing. Last year's estimate for repairs was around \$100,000. Because oil prices are down, she is hoping the bid will be lower this year.

### **Roscommon Campus Water/Well Improvements**

Jo Ann Comerford explained that Kirtland will be accepting bids for three test water wells. If water is found and is of good quality, the test wells will be used as new water wells. This is a necessary part of the water distribution project funded by a state appropriation.

### **Network and Telephone Upgrade**

Tim Scherer explained that Kirtland will be upgrading the computer network server room. The cost is estimated to be less than \$25,000.

Tim stated that Centennial, a cell phone company, will be providing services on the cell phone tower. A representative of the company will provide information to students and employees during student welcome week activities. Plans are being made to invite the community for a ribbon cutting ceremony and community block party.

Tim Scherer advised that M-33 Access, the college internet provider, has applied for a USDA telecommunications grant. Also, M-33 has ordered the equipment necessary to provide high speed internet access to citizens of Roscommon and Prudenville.

### **Higher Learning Commission, Quality Check-Up**

Kathy Marsh alerted the board there will be two representatives from the Higher Learning Commission conducting a review of the college on September 30, through October 2, 2009.

Kirtland is required to publicize the review and ask the public to provide comments about the services the college provides. Comments are forwarded directly to the Commission. This notification has occurred in local newspapers. Kathy presented a summary sheet explaining the purpose of the review.

### **Nursing Faculty Salary Schedule Study**

Tom Quinn advised that Mary Ann Frick and Dale Shantz are conducting research to determine if Kirtland's salaries for the part-time faculty are competitive. A report will be given to the Board at a later date.

### **Update on Pandemic Flu Contingency**

Tom Quinn advised that a table top test of our pandemic flu plan was conducted by the Roscommon County Health Department. Mary Ann Frick, Jerry Boerema, and other employees were recognized for their work on this plan. The Health Department is expecting an increase in the number of swine flu cases and advised the college that it may have to close for an extended period of time. Kirtland is preparing to offer as many courses as it can online, and students are being advised of this possibility. Kirtland will be administering the regular flu vaccine on campus this fall.

## **BOARD MEMBER REPORTS/OPEN DISCUSSION**

### **Open Discussion, Creating a Vision for the Future**

Tom Quinn directed the board members to a list of futuristic questions in the board packet. The members of the board discussed some of the questions. Major items of discussion centered around: the role of the college in supporting K-12 education, supporting technology instruction in the high school, the value of satellite locations, increasing student access to college programs and services, infusing entrepreneurship and critical

thinking across the curriculum, teaching digitally native students, the role of the college in workforce development, preparing students for jobs in a new economy, reacting to diverse students with different learning styles, new programs for the future, seeking grant funds, re-engineering facilities for new programs, and new methods of delivering instruction.

### **NEW BUSINESS/BOARD ACTION**

#### **Policy Revision-Attending Board meetings Via Video Conferencing – 2<sup>nd</sup> Reading**

Trustee Weiss made a motion to approve the revision of a policy for attending board meetings via video conferencing. Seconded by Trustee Ferrigan. The motion was approved by a voice vote.

Tim Scherer advised the board that the college has purchased two pieces of video conferencing equipment that can be checked out to board members. He and Ilene Scherer gave a demonstration on how the equipment works.

#### **Policy Revision- Minimum Fund Balance**

Ed Koliba presented a revision to POL 2.100 on budget preparation and administration. The revision provides direction for the use of fund reserves/fund balance. Trustee Silverman made a motion to move this change to a second reading, seconded by Trustee Ferrigan. The motion was approved by a voice vote.

#### **Resolution to Bestow Honoraire Status**

Dale Shantz presented a resolution to bestow honoraire status to Donna Noreyko. Trustee Ferrigan made a motion to grant honoraire status to Donna Noreyko seconded by Trustee Weiss. The motion was approved by a voice vote.

### **INFORMATIONAL ITEMS**

Trustee Spangler commented he liked the registration signs he saw at major intersections. He stated that even if people are not registering for classes, “they see we’re still out here.” “It’s a great idea!”

Tom Quinn asked if the board would like to hold the September Board of Trustees meeting at the new West Branch site. The board agreed and Tom stated he would make arrangements.

Chuck Hinman was introduced as the new Faculty Federation Representative.

### **ADJOURNMENT**

With no further business to come before the board, the meeting was declared adjourned at 9:05 p.m. by Chair Roy Spangler.

Respectfully submitted,  
Sandra Hull  
Recording Secretary