

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
September 17, 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: David Dougherty, MaryAnn Ferrigan, Richard Silverman, Roy Spangler, Denis Weiss , Roberta Werle

Members Absent: Patricia Webb

Others Present: Jo Ann Comerford, Tim Hagen-Foley, Amy Hesse, Gordon Hesse, Kathy Koch, Ed Koliba, Dennis Mansfield, Kathy Marsh, Jeff Patrus, Ilene Scherer, Tim Scherer, Dale Shantz, Tom Quinn

WELCOME

Members and guests were welcomed by Chair Roy Spangler.

MINUTES

Minutes from the August 20, 2009 regular meeting were approved as presented with a motion from Trustee Richard Silverman, supported by Trustee Denis Weiss.

PUBLIC COMMENT

None

PRESIDENT'S REPORT

President Tom Quinn requested the addition of two items to the agenda under President's Report: Financial report for year ending June 30, 2009 and an update on the child care center.

Personal Update

New Hires: Mark Truman was hired for part-time custodian.

Employee achievements, awards and honors:

1. Nick Baker, Director of Institutional Research, has been reappointed by the Department of Energy, Labor and Economic Growth, Community College Services Unit to serve on the Michigan Community College Data and Evaluation Committee (MCCDEC) for another two-year term (July 1, 2009 to July 1, 2011).
2. Roberta Eveleth, part-time business office support specialist, has been appointed co-advisor for Phi Theta Kappa Honor Society.
3. Kristy Gipson, part-time faculty and science paraprofessional, has earned her Master's in Arts in Education from Spring Arbor University.
4. Clay Horton, digital photography instructor, received an honorable mention citation in the recent Gahagan Nature Photo Contest.
5. Luann Mabarak, Registrar, has received her Master of Arts in Counseling from Spring Arbor University.
6. Evelyn Schenk, Facilities Assistant, has completed her Master of Science in Career-Technical Education - Instructor Option, with concentrations in Information Systems Management & Instructional Design.

Resignations and Retirements: There were no resignations or retirements to report since the last board meeting.

Student Outcomes Assessment

Kathy Marsh, Dean of Instruction, provided a report for 2008-2009 on Assessment of General Education Core Competencies. It reinforces the college's commitment to continuous quality improvement. She also provided a student outcome assessment plan.

Summer Enrollment Student Profile

The Summer 2009 end of semester student profile was provided with comparison to summer 2008. Tom Quinn highlighted the following four areas from a strategic perspective: 1) The gender make-up of our student population is 45 percent male and 55 percent female with the change in male students up by 18 percent over the previous summer; 2) age distribution shows the highest percent of students in the 25 to 39 age range at 37 percent and increases in the 60 and over age range up 91 percent from the previous summer; 3) First Time In Any College (FTIAC) versus returning students shows an increase in returning students at 75 percent of the total students enrolled for summer, with the comment that our next significant student population trend will be returning students; and 4) County of residence, "other" makes up 44.5 percent of the total which is an increase of 15 percent over the previous summer; it shows that we are attracting more students from outside our service area.

Fall 2009 Faculty List

The Fall faculty list as of September 8, 2009 was provided as an information item.

Year-end Financial Report

Ed Koliba, Chief Business and Finance Officer, provided a financial report for year ending June 30, 2009. Trustee Denis Weiss commented that the KCPA auxiliary fund is over budget more than any other fund. He would like an explanation for this while confirming that we are committed

to supporting performing arts, but the rising costs need to be analyzed and addressed.

Update on child care center

Jo Ann Comerford, Director of Facilities, reported on the issue of moisture in the child care building. Testing was done and mold was found. The mold has been removed, the areas retested with the addition of new tests in the infant and attic areas. Those results show that all areas are clear for air quality except the attic. The results of the test in the attic will be investigated in the coming week. During the time of remedy, the child care center has temporarily moved to the game room in the student center.

BOARD MEMBER REPORTS/OPEN DISCUSSION

Continuing Discussion: Creating a Vision for the Future

Tom Quinn provided a list of questions to the board of Trustees for the purpose of creating conversations and articulating a collective vision session for the college. Trustee Richard Silverman said that the board needs to continue the discussion, whether at board meetings or at special meetings devoted to this particular subject. It affects decision-making, such as the future of student housing, so it is an important issue. It was agreed that at the next board meeting, a block of time will be allocated to this discussion. further discussion of student housing.

NEW BUSINESS/BOARD ACTION

1. Second reading: Revision to POL 2.10 Budget Preparation and Administration

Trustee Roberta Werle made a motion to approve the revision to POL 2.10, seconded by Trustee MaryAnn Ferrigan. The motion was approved by a voice vote.

2. First reading: Proposed revision to POL 2.035 Travel and Expense Reporting and Reimbursement

Trustee Denis Weiss made a motion to move the first reading of revisions to POL 2.035 to a second reading at the next regularly scheduled meeting of the board of trustees, seconded by Trustee MaryAnn Ferrigan.

Discussion: Trustee Werle recommended that the phrase “generally expected” and like phrases be removed from the policy, as they are not specific. It was also recommended that the positive case be used.

The motion was approved, with suggested changes, by a voice vote.

3. First reading: Proposed revision to POL 2.140 Tobacco-free Facilities

Trustee Roberta Werle made a motion to move the first reading of revision to POL 2.140 Tobacco-free Facilities to a second reading at the next regularly scheduled meeting of the board of trustees, seconded by Trustee MaryAnn Ferrigan.

Discussion: Trustee Werle recommended language changes using the positive case. Trustee Ferrigan recommended that smoking should not be allowed at all.

The motion was approved, with language changes, by a voice vote.

4. First reading: Proposed revision to POL 2.200 Emergency Procedures

Trustee Denis Weiss made a motion to move the first reading of revision to POL 2.200 Emergency Procedures to a second reading at the next regularly schedule meeting of the board of trustees, seconded by Trustee MaryAnn Ferrigan.

Discussion: The policy should state that it would be reviewed annually. The warning will be issued through the most “efficacious” means available; this would read better with the use of “efficent” or “effective” as a more familiar a term. Take out “as appropriate.”

The motion was approved, with language changes, by a voice vote.

5. First reading: Proposed revision to POL 5.125 Emergency Closings

Trustee Roberta Werle made a motion to move the first reading of revision to POL 5.125 Emergency Closings to a second reading at the next regularly scheduled meeting of the board of trustees, seconded by Trustee Richard Silverman

Discussion: Language changes were recommended such as, strike “double time” for hours worked.

The motion was approved, with changes suggested, by a voice vote.

6. First reading: Proposed re-write of POL 5.345 Definition of Employee Categories

Trustee Denis Weiss made a motion to move the re-write of POL 5.345 Definition of Employee Categories to a second reading at the next regularly scheduled meeting of the board of trustees, seconded by Trustee MaryAnn Ferrigan.

Discussion: Roberta Werle pointed out a conflict between contract renewal at discretion of president; at top; later defined as just cause. The discretion of president is “at will.” Take out comma after probation and then it would be acceptable.

The motion was approved, with the suggested change, by a voice vote.

7. **First reading: Proposed new POL 2.275 Freedom of Information Act Requests**

Trustee Richard Silverman made a motion to move the proposed new POL 2.275 Freedom of Information Act Requests to a second reading at the next regularly scheduled meeting of the board of trustees, seconded by Trustee MaryAnn Ferrigan.

Discussion: Chair Spangler commented that since the President represents the trustees, should the policy state that the President is made aware of it. The response from Mr. Shantz responded that the majority of requests are for basic information. The designated officer is the human resources director. It was agreed to accept the policy revision with no change.

The motion was approved by a voice vote.

ANNOUNCEMENTS

A calendar of upcoming events was provided as an informational item. Tom Quinn encouraged the trustees to attend as many of the events as possible. Tim Hagen-Foley, Director of the Kirtland Community College Foundation announced a new event, hoping for board member participation, of a new scholarship launch for The Patricia Hill Nursing Scholarship, on September 24 at Kirtland House at 11:30 a.m.

OTHER

Richard Silverman attended the Welcome Week as a representative from the Gahagan Nature Preserve. He commented how impressed he was with the number of the organizations that came out to make students aware of services available to them in the community, and that it was a well organized event.

ADJOURNMENT

With no further business to come before the board, the meeting was declared adjourned at 8:50 p.m. By Chair Roy Spangler.

Respectfully submitted,
Kathy Koch, Recording Secretary