

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
October 15, 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 , Patricia Webb, Roberta Werle

Members Absent: None

Others Present: Nick Baker, Tim Hagen-Foley, Kathy Koch, Ed Koliba, Dennis Mansfield, Kathy Marsh, Monica Martinez, Kyle Morrison, Jeff Patrus, Ilene Scherer, Tim Scherer, Dale Shantz, Tom Quinn, Katie Thornton, Vickie VanDenBerg

WELCOME

Members and guests were welcomed by Chair Roy Spangler. He noted that the agenda would be rearranged to accommodate the audit presentation for earlier in the meeting.

MINUTES

The September 17, 2009 regular board meeting minutes were deferred for clarification on the section pertaining to the Summer Enrollment Profile.

PUBLIC COMMENT

Monica Martinez was asked to speak about her AmeriCorps Vista Volunteer position at Kirtland Community College. She is working with service learning, trying to strengthen collaborations in the community. The Empty Bowls project is a fund raiser, in cooperation with the art department sculpture class, which will provide bowls to be filled with soup and sold in a silent auction. The funds raised will go to Riverhouse Shelter in Grayling. She invited everyone to this event which will take place on October 28 from 6 to 8 p.m. at Kirtland House.

PRESIDENT'S REPORT

Personal Update

New Hire: Michael Anderson, part-time PC Technician with eServices.

Employee achievements, awards and honors: An excellent review was received by the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission.

Resignations and Retirements: Deb Near, Administrative Support Specialist for the Health Occupation Programs, has submitted her intent to take advantage of the early retirement option.

Average Class Size Reports

Kathy Marsh, Dean of Instruction, provided reports of average class size for central campus and M-TEC as of September 9, 2009. Central campus average class size for the Winter 2009 semester is 17.7, up .5 from Winter 2008. The average class size at M-TEC was 15.1, up 1 from the previous winter semester.

Academic Program Review

Kathy Marsh provided a report on the program review plan with the comment that this is the second year Kirtland has used this plan. Some changes were made to the plan after receiving feedback from department heads. No recommendation to suspend programs is being brought to the board this year.

Student Housing

Tom Quinn, President, sent the board members a memorandum asking for direction on student housing. Denis Weiss said this is not the time to pursue new student housing due to a strategic plan direction of bringing the college to the people. Richard Silverman agreed. The consensus was to defer the subject of student housing to an annual review.

BOARD MEMBER REPORTS/OPEN DISCUSSION

None

NEW BUSINESS/BOARD ACTION

1. Audit Report

Vicki VanDenBerg, CPA and partner with Plante Moran, PLLC, presented the audit report for year ended June 30, 2009. A financial highlight contained in the audit report stated that "the college's financial position for fiscal year 2009 remained stable compared to fiscal year 2008." A report on internal control over financial reporting stated "We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, ..."

A motion to accept the audit report was made by Trustee Roberta Werle, seconded by Trustee Denis Weiss. The motion was approved by a voice vote.

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

Trustee Richard Silverman moved to approve revisions to POL 2.035, Travel and Expense Reporting and Reimbursement, seconded by Trustee Roberta Werle. The motion was approved by a voice vote.

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

Trustee Denis Weiss made a motion to approve 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 David Dougherty.

Discussion: Roberta Werle recommended changing the wording in the fifth sentence/paragraph to “The sale of tobacco products “is” (not “will be”) prohibited on campus. MaryAnn Ferrigan expressed opposition to the policy, she said that the entire campus should be smoke free. Denis Weiss said it is something that should be done gradually. It was noted that other smoke-free campuses have reported it as a major enforcement issue.

The motion was approved as amended by a voice vote.

4. **Second reading: Proposed revision to POL 2.200 Emergency Procedures**

Trustee Roberta Werle moved to approve revision to POL 2.200 Emergency Procedures, seconded by Trustee David Daugherty. The motion was approved by a voice vote.

5. **Second reading: Proposed revision to POL 5.125 Emergency Closings**

Trustee Richard Silverman made a motion to approve revision to POL 5.125 Emergency Closings, seconded by Trustee Denis Weiss.

Discussion: MaryAnn Ferrigan asked whether we have unclassified employees, as opposed to classified employees. Dale Shantz responded that classified are support staff, both hourly and salaried. Union employees are not classified because they are governed by their contracts.

The motion was approved by a voice vote.

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

Chair Spangler asked for discussion to approve or defer this item. He said there were lingering questions on the definition of employee categories. Roberta Werle moved to table this item, seconded by Dave Dougherty.

The motion to defer this item to the next regular meeting was approved by a voice vote.

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

Trustee Richard Silverman made a motion to approve the proposed new POL 2.275 Freedom of Information Act Requests, seconded by Trustee MaryAnn Ferrigan. The motion was approved by a voice vote.

ANNOUNCEMENTS

A calendar of upcoming events was provided as an informational item. The next regular board meeting will be November 19, 2009 at the West Branch site, 836 S. M-33, West Branch, MI 48661 next to Ogemaw Heights High School. Richard Silverman announced that the college's basketball season opens November 2.

ADJOURNMENT

With no further business to come before the board, the meeting was declared adjourned at 8:35 p.m. by Chair Roy Spangler.

Respectfully submitted,
Kathy Koch
Recording Secretary