

**KIRTLAND COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING OF THE
BOARD OF TRUSTEES
December 10, 2009
Kirtland House**

CALL TO ORDER

Chair Roy Spangler called the meeting to order at 7:04 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: Virginia Fox, Tim Hagen-Foley, Kathy Koch, Jackie Liddle, Dennis Mansfield, Kathy Marsh, Kyle Morrison, Tom Quinn, Marcell Romancky, Ilene Scherer, Tim Scherer, Dale Shantz,, John Thiel, Chris Young

WELCOME

Members and guests were welcomed by Chair Roy Spangler. He introduced Virginia Fox, Interim Chief Financial Officer.

Adjustments to the Agenda

Chair Spangler was asked to add two items to the agenda; a resolution approving authorized signatories for financial accounts, (because of the change in the CFO position) and authorization of a grant proposal for a child care center. Tom Quinn asked that the Mutual Police Assistance Agreement proposal be removed from the agenda with the intention of considering the item at the next regular board meeting. This was approved by consensus.

MINUTES

Minutes from the November 19, 2009 regular board meeting were approved with a motion from Trustee Richard Silverman, seconded by Trustee MaryAnn Ferrigan.

PUBLIC COMMENT

None

PRESIDENT'S REPORT

Personal Update

Dale Shantz, Human Resources Director gave the following report:

New Hire(s), Virginia Fox, Chief Finance Officer (Interim)

Recent achievements awards and honors

Dale commended staff volunteers and project organizer Kathleen Wray, Assistant Registrar, for a successful Red Cross Blood Drive, with 37 units collected.

Kate Jacobson, Director of Kirtland's Tutor Training Program and Tutoring Center has reported that the Center has been recertified, by the College Reading & Learning Association (CRLA), for a period of five years, to include all three levels of certification including master level. The Association has requested permission to use Kirtland's Center as a training model for other institutions.

Nick Holton, Math Instructor and Kirtland's Service Learning Coordinator, reports that Monica Martinez of Kirtland's Service Learning program and VISTA volunteer is again featured, at the state level, by Michigan Campus Compact , for her work with River House Shelter. This information can be found at [RLINK"http://www.micampuscompact.org/VISTAfeature.asp"](http://www.micampuscompact.org/VISTAfeature.asp)<http://www.micampuscompact.org/VISTAfeature.asp> and in the Battle Creek Inquirer.

Helen Scheer, Math Tutor, reported over \$1,200 was raised for River House Shelter through the "white elephant" auction at the faculty Christmas party.

Leaving employment

Betty Ehinger, Director of Special Populations, has announced her intent to retire in April 2010. Samara Sabin has resigned as Women's Cross Country Coach.

Dual enrollment/credit report

John Thiel, History Instructor, Chris Young, Teacher at Roscommon High School and Marcell Romancky, Math Instructor provided the board information on dual credit and direct credit classes being offered at Roscommon High School. They compared the success of students in these courses with that of comparable courses taught on main campus. They deemed the program successful and a rewarding experience for all.

BOARD MEMBER REPORTS/OPEN DISCUSSION

Chair Roy Spangler reported on the trip he took with Tom Quinn to Kentucky to study an artisan center and at Kentucky Community College that is beginning to teach associate programs in the arts and crafts. The college is studying these two organizations and considering replicating some of their work and programs.

Trustee Richard Silverman, board representative to the Kirtland Community College Foundation, gave a report of the foundation's December 8, 2009 meeting. He reported that fall grant proposals were approved as recommended by the grant screening committee. In addition, an operating budget for the foundation was approved.

NEW BUSINESS/BOARD ACTION

1. **Roscommon County Mutual Police Assistance Agreement**

This item was removed from the agenda and deferred to the next board meeting.

2. **Second reading: New POL 2.280 Title IX, Grievance Policy**

A revision to POL 2.280 was presented as a second reading by Dale Shantz. A motion was made by Trustee Roberta Werle to approve this new policy. The motion was seconded by Trustee Denis Weiss and approved by a voice vote.

3. **Proposed academic calendars for 2010-2011 and ~~2011-2012~~**

Kathy Marsh, Dean of Instruction, presented two proposed academic calendars for board approval. Because of a keyboarding error, Kathy asked that the 2011-2012 calendar be removed for consideration at this meeting. A motion to approve the 2010-2011 academic calendar was made by Trustee MaryAnn Ferrigan and seconded by Trustee Roberta Werle. The motion was approved by a voice vote.

Roberta Werle moved to table indefinitely the Professional Employee Services Group (PESG) proposal that was deferred at the last board meeting and also withdrawn from this meeting agenda. The intent of this motion was to postpone consideration of this item until a letter could be sent to all part time employees inviting them to listen to debate about this proposal during a regular board meeting. The motion was seconded by Denis Weiss and approved by a voice vote.

4. **Winter recess 2010**

By tradition, all employees take two days of vacation and the Board of Trustees provides two days of additional vacation between December 25 and January 1 and the college is closed for that week. A motion by Denis Weiss to approved winter recess for 2010 was seconded by MaryAnn Ferrigan. The motion was approved by a voice vote.

5. **Authorized signatories resolution policy revision, POL 2.095 Authorized Signatories - College Funds**

The college president presented a resolution to add his name to the list of signatories for financial matters and to remove that of Ed Koliba. Roberta Werle, Secretary-Treasurer of the Board would remain a co-signer. A motion to approve this request was made by Roberta Werle and, after discussion, withdrawn for procedural reasons. Richard Silverman moved to approve the revision as a first reading and move it to a second reading at this meeting. David Dougherty seconded the motion which was approved by a voice vote. Richard Silverman moved to approve the policy revision as a second reading. The motion was seconded by Denis Weiss and approved by a voice vote.

7. **Authorize grant application for a new child care facility**

The college president informed the board that a grant application to secure \$50,000 for a new Children's Learning Center had been prepared and was waiting submission. The provisions of the grant require the college to commit a minimum of \$275,000 of college funds to complete the construction. The president asked the board if they could agree to using college funds to complete construction if the grant were to be approved. A motion

was made by Richard Silverman to approve the grant application for a new child care facility, seconded by MaryAnn Ferrigan. The motion was approved with a voice vote.

ANNOUNCEMENTS

A calendar of upcoming events was provided as an informational item. The next regular board meeting will be January 21, 2010 at 7 p.m. at Kirtland House on College Drive of Kirtland Community College campus.

ADJOURNMENT

With no further business to come before the board, the meeting was declared adjourned at 8:17 p.m. by Chair Roy Spangler.

Respectfully submitted,
Kathy Koch
Recording Secretary