

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES**

June 17, 2010

BUDGET HEARING

Chair Roy Spangler called the budget hearing to order at 6:45 p.m. A handout was provided by Virginia Fox, Chief Financial Officer with budget summary and millage information. No one from the public appeared. The hearing was adjourned with the chair announcing that if anyone appeared from the public during the subsequent regular board meeting, they would be recognized and allowed to speak.

REGULAR BOARD OF TRUSTEES MEETING

CALL TO ORDER

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

Chair Spangler thanked the maintenance crew and all who helped clean up the rain water damage on campus which required this meeting to be moved from Kirtland House to the college board room in the administration building.

ROLL CALL

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

Members Absent: None

Others Present: Jerry Boerema, Jo Ann Comerford, Virginia Fox, Tim Hagen-Foley, Amy Hesse, Gordon Hesse, Kathy Koch, Jackie Liddle, Dennis Mansfield, Kathy Marsh, Tom Quinn, Ilene Scherer, Tim Scherer, Todd Seidell, Dale Shantz, Ron Sharpe, Wini Sharpe, Lynn Taylor

WELCOME

Members and guests were welcomed by Chair Roy Spangler.

MINUTES

Minutes from the May 20, 2010 regular board meeting were corrected and approved by voice vote after a motion from Trustee David Dougherty, seconded by Trustee Patricia Webb.

PUBLIC COMMENT

None

PRESIDENT'S REPORT

Information items

President Tom Quinn introduced Lynn Taylor, Support Specialist for the Development, Foundation and Marketing departments, and Todd Seidell, architect and member of the M-TEC Governing Advisory Board.

Dale Shantz, Director of Human Resources, announced a new personnel change since the board packets were mailed which is the hiring of Jason Broge for Chief Financial Officer beginning July 1.

Awards and recognitions reported were "Under the instruction of Kirtland's Art Department, two area high school students, Roscommon senior Shelbie Sudzinski and Grayling senior Marlo Russell, tied for third place in the High School Senior Competition at Kendall College of Art and Design in Grand Rapids. Both won a \$14,000 scholarship for the competition based on three of their works created in the studios at Kirtland. Also Shelbie, along with Shauna Kappers, a Grayling senior, each received a \$8,000 merit scholarship based on their Kirtland portfolios to attend Kendall in the fall semester. At the same time, the following KCC Art program students earned scholarships to attend the College of Creative Studies in Detroit, based on their Kirtland Portfolios: Scott Sullivan of Houghton Lake, \$28,000, Keri Frankline of West Branch, \$27,000, and Henry Lane of Grayling, \$40,000."

Wendy Hillman and Nancy Pavelek presented at the Institute of Medicine "Quality and Safety Education in Nursing" (QSEN) National Forum on June 2-4, 2010.

Resignations and retirements: Gary McPhilimy, Jackie Liddle and Jo Ann Comerford declared their intent to retire effective September 1, 2010. Donald Dyer declared his intent to retire effective September 1, 2011.

The Summer faculty list and the Institutional Data and Effectiveness Indicators Report dated May 24, 2010 were presented as information items. Tom Quinn spoke about the decrease in population along with high unemployment rates within the college service area and noted that the college is beginning to project declines in enrollment due to those indicators. The percentage of high school graduates coming to Kirtland is increasing and the percent of prospects that enrolled is a good portion, so our recruiting efforts have been effective.

A Children's Learning Center (CLC) update was given by Tom Quinn pointing out the need for continued board involvement in the project such as approval of a construction manager, bonding agency, and construction bids, as well as participation in ground-breaking and ribbon-cutting ceremonies.

The ad hoc committee of MaryAnn Ferrigan and Patricia Webb to handle approval of the architect was asked to report on their findings. MaryAnn Ferrigan said that the fee is seven percent which they found to be reasonable, so per board authorization, the committee approved Todd Seidell as the architect for the CLC construction project.

Tim Hagen-Foley presented information on the interviews for construction manager. A construction committee met with all of the bidders and heard their presentations. The committee recommends low bidder, Integrity Construction of Gaylord. Todd Seidell was on the committee and provided additional information on the process, and explained the duties and role of a construction manager.

MaryAnn Ferrigan moved to approve Integrity Construction Services for construction manager for the CLC construction project. Trustee Denis Weiss seconded the motion.

Roll call vote:

Trustee Silverman, aye

Trustee Ferrigan, aye

Trustee Weiss, aye

Vice Chair Webb, aye

Chair Spangler, aye

Trustee Dougherty, aye

Secretary/Treasurer Werle, aye

The motion was declared approved.

Tom Quinn explained that a solicitation for bids has gone out for bonding the CLC project with a deadline of June 30. We may need to hold a special board meeting July 1 to approve the bonding agency. The finance committee was suggested to participate in the bid opening process and provide a recommendation to the board.

Tom Quinn reported that a grant has been awarded to the college in the amount of \$40,000 which will cover a feasibility study and preliminary drawings for Sand River Gallery, a destination place to promote products of local artists as an economic development undertaking. MaryAnn Ferrigan spoke about the activities in Grayling toward creating an art village theme to complement the Sand River Gallery project and enhance economic development efforts in the community. A five-year business plan is being developed.

Good news items: Verizon is currently coming onto our cellphone tower. The portable buildings are gone from campus. Progress is being made with a new cooling system in the server room in the Library building. Energy savings are anticipated from this improvement. New carpet has been installed in the Instruction building, new light fixtures and doors are in process for energy savings.

Quinn noted that we have an engagement letter from Plante Moran for auditing services for another year. He asked for direction on retaining or re-bidding for the annual audit. It was noted that it is one of the board's responsibilities to approve the college's auditor and the bidding process should take place every three to five years. This will be the third year of the three-year contract with Plante Moran. The finance committee was charged with bringing a recommendation to the board.

BOARD MEMBER REPORTS/OPEN DISCUSSION

None

NEW BUSINESS/BOARD ACTION

1. Second reading: POL 5.355 Pay Procedures revision

A motion was made by Trustee Richard Silverman, seconded by Vice Chair Patricia Webb, to approved the revised policy. The motion was approved by voice vote.

2. First reading: POL 4.095 Human Subject Research at Kirtland Community College

Dale Shantz presented a new policy modeled on that of other colleges and universities for ensuring protection of human subjects through surveys and research. It establishes an Institutional Review Board. Richard Silverman made a motion to move this item to a second reading, seconded by MaryAnn Ferrigan. The motion was approved by voice vote.

3. Resolution to establish depositories

Trustee Roberta Werle declared that she would abstain from approving PNC because she is a shareholder of that bank.

The following preamble and resolution were offered by Trustee MaryAnn Ferrigan and supported by Trustee Denis Weiss:

WHEREAS

- 1. Section 7 of Article XII of the Bylaws of the Board of Trustees requires the establishment of official depositories of the college on an annual basis, and
- 2. Section 142 of Act 331 of the Michigan Public Acts of 1966 as amended (the Act) authorizes the Secretary/Treasurer of the community college or his/her designee to invest the idle funds of the college.

NOW, THEREFORE, 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, 2010 for the 2010-2011 fiscal year

Chase Bank	Independent Bank
Citizens Bank	Comerica Bank
Chemical Bank	First Bank
PNC (formerly National City Bank)	Fifth Third Bank
North Central Area Credit Union	Northland Federal Credit Union
Edward D. Jones	Multi-Bank Securities
- 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 approved by voice vote, with Trustee Werle abstaining from approval of PNC.

4. Resolution to approve 2010-2011 Budget with Property Tax Levy

The following preamble and resolution were offered by Trustee Werle and supported by Trustee Webb:

WHEREAS

- 1. The Kirtland Community College Board of Trustees has been presented the 2010-2011 Budget, and
- 2. The allowable 2010 tax levy for operating purposes is set at 2.1093 mills

NOW, THEREFORE, BE IT RESOLVED THAT

The 2010-2011 budget is approved, including the authorization to levy taxes of 2.1093 mills for operating purposes and .11 mills for debt.

The resolution was approved by voice vote and it was noted for the record that although the original millage was 2.5 we can only levy 2.1093 due to state legislation

5. Approval of facility projects over \$10,000

Asphalt replacement at two entrances to the college on F-97 is ready to begin upon board approval of the \$43,375 project. A motion to approve this facility project was made by Trustee Weiss, seconded by Trustee Silverman. The motion was approved by voice vote.

6. Resolution to include statement of compliance on all relevant KCC publications

Dale Shantz explained that the review by the Office of Civil Right requested the college to make a number of changes and the revised statement of compliance is one of them requiring board approval.

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

Be it resolved that:

Per request of the Michigan Office of Civil Rights, to fully comply with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Age Discrimination Act, the Americans with Disabilities Act, the Elliot-Larson Civil Rights Act, and other applicable federal and state statutes, the following Statement of Compliance in “readable format” (at least 8 font, depending on font type and background) is to be included on all general Kirtland Community College publications, both paper and electronic, provided to the public and students. This wording shall be standardized on syllabi, but it is not then necessary to include such on other in-class communications. Documents for internal use by employees only, and communications such as letters and memos conveying information to specific individuals are not required to carry this statement.

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.

The resolution was approved by voice vote.

7. POL 2.280 Title IX Grievance Procedure revision

Trustee Silverman made a motion to move this policy revision to a second reading. The motion was seconded by Trustee Weiss. The motion was approved by voice vote.

ANNOUNCEMENTS

A calendar of upcoming events was provided as an informational item. The next regular board meeting will be July 15, 2010. The Michigan Community College Association (MCCA) Summer Workshop is July 22-23 in Traverse City. Tim Hagen-Foley announced that invitations have gone out for the first Foundation sponsored donor appreciation event on July 16 at 5:30 p.m. in the Student Center.

EXECUTIVE SESSION

Trustee Silverman made a motion to move into executive session to discuss Target Specific Bargaining, seconded by Trustee Patricia Webb. The motion was approved by a voice vote at 8:45 p.m.

REGULAR MEETING RECONVENED

The regular session was reconvened at 9:54 p.m. by Chair Roy Spangler.

ADJOURNMENT

With no further business to come before the board, the meeting was declared adjourned at 9:54 p.m. by Chair Roy Spangler.

Respectfully submitted,
Kathy Koch
Recording Secretary