

KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
MINUTES
October 21, 2010
Kirtland House, College Drive

CALL TO ORDER

Chair Roy Spangler called the meeting to order at 7:19 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: Nick Baker, Jerry Boerema, Jason Broge, Dave Church, Mary Ann Frick, Tim Hagen-Foley, Kathy Koch, Josh Jurgess, Dennis Mansfield, Kathy Marsh, Kyle Morrison, Evelyn Schenk, Ilene Scherer, Tim Scherer, Dale Shantz, Katie Thornton, Sophie Tullier, Vickie VanDenBerg, Michelle Vyskocil

WELCOME

Chair Spangler welcomed everyone. He commented on the education session prior to the meeting in the simulation lab for nursing clinical.

Recognition of a visitor, Dave Church, a citizen from Roscommon led to his addressing the board with his reason for attending. He read about the Grayling arts and village initiative and a statement by Trustee Silverman that it is within the college's mission to participate in economic development. As he searched the college website, he questioned where it is stated that the college should be involved in economic development. He asked how much of the college's time and role in this project falls under the guise of economic development. Board members and the college president responded that a college education relates to jobs and jobs training. The board believes that is an important part of our mission to train and prepare people for jobs. Mr. Church's position was that the college's focus should be on education, not on economic development. Tom Quinn read from the college's mission statement that "Kirtland offers higher education in a student-focused environment, providing transfer and career technical programs, developmental studies; workforce development;" We tend to believe that workforce development encompasses economic development. Mr. Church agreed that ten percent of last year's college graduates do not have jobs. He said he appreciates the idea of training students for jobs that may become available. Trustee Weiss ended with "as the community prospers, so will the college."

Tom Quinn, President, introduced Michelle Vyskocil, the new dean of student services who was welcomed by all.

Chair Spangler changed the order of business to the audit report.

Audit Report

Vickie VanDenBerg, CPA and partner with Plante & Moran, PLLC and Associate Katie Thornton, CPA, presented an audit report for the year ended June 30, 2010. Trustee Roberta Werle moved to place the audit ending June 30, 2010 on file and accept the audit report as presented. The motion was seconded by Trustee David Dougherty. The motion was approved by voice vote.

APPROVAL OF MINUTES

Minutes from the September 16, 2010 regular board meeting were amended to include Trustee Dougherty in the roll call and clarify a board subcommittee under MEAP and 8th grade update. The minutes as amended were approved by voice vote after a motion from Trustee Roberta Werle seconded by Trustee David Dougherty.

PUBLIC COMMENT

VISTA volunteer, Sophie Tullier, invited everyone to the "Empty Bowls" event/auction November 1 through 9 when the bowls will be on display, culminating in the auction closing event on the 9th from 6 to 8 p.m. at Kirtland House.

Dennis Mansfield brought attention to the 2010-2011 Warbler calendar that he distributed to each board member.

PRESIDENT'S REPORT

Tom Quinn asked Dale Shantz, Director of Human Resources to present changes to the personnel report.

Updated personnel report

New KCC Hires: **Jeff Cherryhomes** has been hired as part-time custodian to fill one of two vacant positions. **Mark Truman** has been rehired as part-time custodian to in effect refill his vacated position. Mr. Truman had left briefly for full-time employment elsewhere.

Promotions and Transfers:

Luann Mabarak, Registrar, has been assigned responsibilities as college counselor and special populations coordinator, and will phase out the duties of registrar as the new dean of student services learns KCC registration operations. Ms. Mabarak recently completed her Masters in Counseling from Spring Arbor University.

Resignations and Retirements:

Brad Smith, Part-time Public Safety Officer, has resigned to accept a position nearer his home. **Tonya Clayton**, Admissions Specialist, has submitted her resignation. **Lynn Golinski**, Part-time Office Support Specialist, M-TEC, has submitted her resignation.

Average Class Size Report

Kathy Marsh, Dean of Instruction, reported that we are holding steady with 16.3 students per class at M-TEC and 19.3 for main campus which is the same as last reported.

Annual Crime Statistics report

Jerry Boerema, Associate Dean, provided as an information item, the crime statistics for the college for 2007, 2008 and 2009 as required by the Cleary Act. It contains only one incident in 2008 of illegal weapons possession.

Student Outcome Assessment

Kathy Marsh, Dean of Instruction, explained the model of Plan, Do, Study, Act (PDSA) cycle for student learning. Plan identifies what an employer expects a student to know. Do is the teaching and assessment. Study is analyzing the results of the assessment. Act is modification of teaching to improve student learning.

Children's Learning Center report

A report was provided in the board packets. Director Tim Hagen-Foley added that the roof is on and most of the shingling is complete. The project is on time with a new completion date of January 11 as opposed to 31st.

Sunset Drive property update

Jason Broge, Chief Financial Officer, reported that we received a deed to the property as of October 4. He introduced himself to the residents he was able to reach and spoke to them about vacating their occupancy. Of the seven houses and duplexes, three are vacant. He is working with four residents/occupants to help them vacate. Cleanup of the site is expected by year-end.

CCSSE & CCFSSSE survey results

Nick Baker, Director of Institutional Research, presented a summary of results of the Community College Survey of Student Engagement and the Community College Faculty Survey of Student Engagement administered in 2010 and in 2007.

Tom Quinn reported that the "Meet the Candidates" night recently held on campus went well and was a collaborative effort with COOR-ISD.

A \$260,000 Rural Business Opportunity grant applied for was denied. There were 430 applications. The good news is now we have more information to improve on a future application.

We did officially receive the Title III grant for \$2 million over a five year period.. It includes five major components: expand adoption of e-learning technology, improve faculty and staff professional development, upgrade classroom technology to support effective pedagogy, develop comprehensive online support services and information to support all learners, and increase resource development capacities.

Tom Quinn asked for a date in November to schedule a board retreat. Thursday, November 4 from 9 a.m. to noon was agreed on. The topic will be strategic planning issues and Quinn's thoughts on challenges the college faces.

BOARD MEMBER REPORT

None

NEW BUSINESS/BOARD ACTION

1. **Audit Report**
Moved to follow the Welcome section of the agenda.
2. **Sabbatical Request, Eugene Frazier**
Kathy Marsh presented a request for Sabbatical Leave by Gene Frazier, Instructor, Computers. Trustee Silverman requested more detail from Mr. Frazier on how this will improve his teaching. Board action on this request was deferred to the next regular board meeting.
3. **Approval of architect for Sand River Gallery preliminary drawings**
Tom Quinn explained that in order to seek grants and venture capital, preliminary plans are needed. The cost is covered by the \$50,000 grant the college received for development of the concept. He has the support of two senators and one congressman. Trustee MaryAnn Ferrigan moved to approve architect Todd Seidell to produce preliminary drawings for the Sand River Gallery concept, seconded by Roberta Werle. The motion was approved by voice vote.
4. **First reading: POL 2.000, Purchasing Policy for Items and Goods**
Trustee Roberta Werle made a motion to move this to a second reading at the next regular board meeting, supported by Denis Weiss. The motion approved by voice vote.
5. **First reading: POL 2.120, Repair, Renovations, and Alterations of Buildings and Grounds**
Trustee Denis Weiss made a motion to move this to a second reading at the next regular board meeting, seconded by Trustee David Dougherty. Discussion: MaryAnn Ferrigan commented that it seems like a lot of money, \$25,000, that can be spent without board approval. A level of control was clarified with accountability residing with the President. The motion was approved by voice vote.
6. **First reading: POL 2.125, New Construction**
Trustee Ferrigan made a motion to move this to a second reading at the next regular board meeting, seconded by Denis Weiss. The motion was approved by voice vote.
7. **Approval to purchase digital sign**
Jason Broge explained that bids were received for a digital sign for the main entrance of the college. The lowest bid of \$39,830 is recommended by college administration. The quality of the sign was researched and he is satisfied with the low bid from Johnson Outdoor. Trustee Dougherty made a motion to approve purchase of a digital sign from Johnson Outdoor of Paris, Michigan in the amount of \$39,830, seconded by Trustee Weiss. The motion was approved by voice vote.
8. **Forced Main Replacement for the waste water treatment plant**
Jason Broge and Evelyn Schenk, interim facilities director reported that a leak in the forced main was discovered and bids are being sought for replacement. Estimated cost of the repair is \$37,000. Approval for the expenditure is sought by college administration. A motion to approve an expenditure in excess of \$25,000 for the force main replacement to the waste water treatment plant was made by Trustee Weiss, seconded by Trustee Dougherty. The motion was approved by voice vote. Board members questioned why it took this long to come to the board.

ANNOUNCEMENTS

A listing of college events until the next board meeting on November 18, 2010 was provided on the meeting agenda. An additional item was announced by Trustee Silverman that on November 1 the men's basketball team versus Mid Michigan Community College is preceded by a women's basketball game at 5:30 p.m. at the McGregor Athletic Center in Mio.

The November 4 board retreat was added to the list of events along with the October 29 & 30 Kirtland Players dinner theatre at Forest Dunes Golf Club and November 6 at the Houghton Lake Playhouse sponsored by Rotary of Houghton Lake.

ADJOURNMENT

With no further business to come before the board, the meeting was declared adjourned at 9:25 p.m.

Respectfully submitted,
Kathy Koch, Recording Secretary