

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
May 19, 2011**

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, Patricia Webb, Denis Weiss

Members Absent: Roberta Werle

Others Present: Lisa Balbach, Donald Barr, Kevin Baughn, Jerry Boerema, Vicki Borchers, Jason Broge, Tim Hagen-Foley, Chuck Hinman, Christin Horndt, Jack Kramer, Kathy Koch, Dennis Mansfield, Kathy Marsh, Kristi McGregor, Ty McGregor, Joe Meadows, Tom Quinn, Tom Ritter, John Rosczyk, Evelyn Schenk, Ilene Scherer, Tim Scherer, Bob Schneider, Dale Shantz, Deb Shumaker, Lynn Taylor, Michelle Vyskocil, Eric Young, Chris Zuiker, Krista Tacey, Kathryn Wallace, Dick Whaley, Linda Whaley

WELCOME

Members and guests were welcomed by Chair Roy Spangler. He introduced trustees-elect Jack Kramer, Kristi McGregor, and Kathryn Wallace. President Tom Quinn presented them each with a certificate of election. For recognition of service from the trustees whose terms expire June 30, 2011, Richard Silverman and Denis Weiss were presented with an engraved plaque. Trustee Werle was absent.

OPEN DISCUSSION

John Rosczyk, local attorney and board member of COOR-ISD, addressed the board saying that as decisions are approached in these extraordinary times, he urges the board to look at the ultimate effect cuts might have on total programs offered by the college, especially those that are important to the future operation of this college. He expressed optimism for improved economic conditions for the state saying that better days are ahead. These are times for a fund balance to be utilized for valid reasons although the temptation is not to touch it. It is a responsible thing to use it for operational funding. He recommends looking at what capital improvements could come out of the fund balance rather than using operational funds such as a conversion from fuel oil to propane.

MINUTES

Minutes from the April 21, 2010 regular board meeting were approved with a motion from Trustee MaryAnn Ferrigan, seconded by Trustee Dave Dougherty.

Chair Spangler commented that the student, Cari Talarico who addressed the board in April, contacted him looking for a response from the board about a college newspaper using Word Press, an Internet-based publishing forum. Trustee Silverman said he supports finding an affordable means for keeping the newspaper. Trustee Dougherty asked whether revenues could be generated through a full newspaper experience by selling advertising. Dennis Mansfield, Director of Public Relations, commented that finding student sales representatives is the biggest challenge to selling advertising. It can be done, and an advisor is needed because legal issues are involved. The subject of a college newspaper was referred to Tom Quinn for future direction.

PRESIDENT'S REPORT

President Tom Quinn asked Dale Shantz to present the personnel report.

Personnel Update

Promotions and Transfers: **Alan Mabarak** is the faculty chair for technology programs.

Resignations and Retirements: **Jacki Barnes** has resigned from the position of part-time financial aid support specialist. **Nannette Ferrigan** has resigned as part-time library tech.

Institutional Dashboard Update

An Institutional Data and Effectiveness Indicators Report updated May 9, 2011 was provided as an information item. Tom Quinn pointed out good news, that unemployment rates in March dropped in Crawford, Ogemaw, Oscoda and Roscommon counties.

He highlighted financial aid distributed. A total amount of 9.8 million dollars represents about 75 percent of our students. Looking forward, Michigan Works! funding is about five percent of what it used to be. We are looking for future projections from them and some questions have arisen about whether the agency will continue to exist.

Another highlight was that our retention rate is climbing at about 51 percent which is above national averages.

BOARD MEMBER REPORTS/OPEN DISCUSSION

None

NEW BUSINESS/BOARD ACTION

1. New program proposal: Web Design & Internet Development

A proposal for an Associate in Applied Science degree, Web Design and Internet Development was presented by Kathy Marsh, Dean of Instruction and Lisa Balbach, Instructor, Computers. This program is designed to provide specialized instruction necessary for job entry and success in the web development, graphic design and internet sales/marketing industries. A discussion arose about the amount of general education courses that load the programs above the 60 credits for a transfer degree.

Denis Weiss moved to approve this program, seconded by Richard Silverman. The motion was approved by voice vote with Roy Spangler's nay vote, based on the number of general education credits required.

Denis Weiss commented that he disagrees with the conversation about the number of general education classes because as a college, we must be concerned with the quality of education which resides within general education courses. Dean of Instruction Kathy Marsh commented that both sides of the story are valid. Faculty feel students need the information. She said it is not just a general education issue, but a question of what will the students not have if the credits are cut back to 60. It would have to come from the skills area which does not properly prepare them for employment.

2. Second reading: Approval of 2011-2012 budget

Tom Quinn noted that a resolution was not provided in lieu of a simple motion. To begin discussions, Trustee Patricia Webb moved to approve the budget, seconded by Denis Weiss.

Discussion: Trustee Silverman said he has a new, modified athletic budget he and Trustee Dougherty are proposing. First, however, he had some general budget questions. He asked what the M-TEC expenditures for administration consist of. The response was staffing with fringe benefits, advertising, some equipment for offices, furniture, eServices support and software. Under total facilities of \$250,000, what does that include? It includes one maintenance staff person, contracted services (some shared with the University Center), utilities, maintenance and repair for facilities such as plumbing, heating, lighting, etc. Silverman said he realizes some of those costs, if M-TEC is brought to main campus, would not be eliminated, but some of them would. His point is that strategically it is worth a discussion about our ultimate strategy for M-TEC at Gaylord. It has evolved from industrial-based to health-based, but the fact is, we have subsidized that operation. Roy Spangler responded that if we closed M-TEC, we would lose a lot of students from the north. The annexation question should be pushed sooner than later. Denis Weiss agreed that the discussion should take place with a plan a, b, c, and d, to range from annexing to an exit strategy. We need to explore and exploit whatever opportunities there might be. Tom Quinn added that our contract with Otsego County expires in 2020. In the meantime, we are positioning ourselves for the future by 2016 to 2018. Nineteen percent of our student population currently comes from M-TEC. How much of that would be lost if we closed it? Spangler commented that the numbers are significant.

Kathryn Wallace, trustee elect, spoke of a super-center being considered for Camp Grayling which could increase our opportunities there. We need to look at actively expanding versus closing. She asked whether bringing M-TEC into our district was an option.

Trustee Ferrigan pointed out page six of the budget document with reductions highlighted. Her concern was that with a focus on saving athletics, have we weighed that against the ten positions being eliminated. How is that affecting the total picture for a quality education:? She said people are losing their jobs and we are worrying about sports programs. Tom Quinn responded that restructuring in counseling and tutoring will still serve students and that nothing in the way of service is being eliminated. Forty-three percent of positions have been restructured in some fashion. We are trying to keep as many people as we possibly can, and it has been a complicated, stressful accomplishment for resizing and restructuring the college while keeping the quality and integrity of the institution. We are not reducing functions, but shifting things around for better efficiency. The only exception is the athletics program, which is being cut for a period of time pending economic conditions.

Trustee Silverman asked to give his presentation on a revised athletics program and budget. The mission of the athletics program is to connect students to the community. The college is getting \$60,000 worth of free marketing from athletics. Diversity is something this campus needs and athletics has provided that to the college. We are providing a program where student athletes build character and get a college education. At first

our attrition rate with athletes was extremely low. Now we are competitive with larger colleges plus we are sending players on to play at four year schools. Last month, Silverman presented a proposal paring down costs significantly. He has a new proposal that pares it even more. It includes fund raising, no salaries for assistant coaches, free use of the McGregor Athletic Center, and brings costs to \$55,000, down from \$181,000. He is requesting to run the program based on this budget proposal to for one year to get the athletic budget on good ground. He is confident it can be done and is asking to amend the budget to include an athletic program with draconian cuts. Even the biggest skeptic will see that we have the power of a whole community committed to making it go. If we don't hit the mark or improve on it, we can have this discussion next year.

Spangler proposed amending the budget by adding in women's cross-country, men's cross-country and golf with no athletic director. Silverman said he has another option other than the three sport alternative, so Spangler withdrew his motion. Option B was to pay the athletic director one dollar, men's basketball coach one dollar, women's basketball coach one dollar and reduce the net for the year to minus \$35,000.

BREAK declared at 8:50 p.m.

The meeting reconvened at 9:07 p.m.

Trustee Denis Weiss moved to accept the revised proposal at \$55,000 with the first option and approve the budget with two conditions. 1. Since we do not have \$55,000 it will be borrowed, on a loan basis, from the equity fund with a pay-back program. He acknowledged that by board policy, the equity fund is not to be used for operations but for programs and noted that we may have to change our board policy to do this. 2. There must be a way to monitor expenditures. For example, the performing arts program with a \$150,000 budget has gone over that budget for years. This will allow one year for the program to get on its feet or go away. Trustee Ferrigan seconded the motion.

Discussion: Can athletics be moved to an auxiliary fund for monitoring and evaluation purposes? In the past, it could not be evaluated until the end of the year. Weiss said that sticking to the proposed budget is important; close is good; down is good; but up is not. Spangler said that we employ the president to make this college happen and to prepare a budget. As a board we can amend the budget, and this would be a board initiative, not administrative. His hope is that doing so will keep relations healthy. There is a public relations value to the program and the motion includes evaluation for next year

Point of order: Bob Schneider pointed out Roberts Rules of Order with the first motion still being on the floor. The board should deal with that motion before proceeding. The first motion was rescinded by Trustees Webb and Weiss.

The motion to approve the revised proposal of \$55,000, first option for athletics, added to the proposed 2011-2012 budget with conditions that the \$55,000 is borrowed from the equity fund with a pay-back program and for it to be monitored, the athletics program will be moved to an auxiliary fund. This motion was approved by voice vote and declared approved as amended.

3. First reading: Proposed revision of POL 6.115A, Standards of Satisfactory Academic Progress for Financial Aid Eligibility

Michelle Vyskocil, Dean of Student Services and Christin Horndt, Director of Financial Aid presented a revised policy which is mandated by new federal regulation. Christin explained that the new policy is modeled after University of Michigan's policy which passed through their legal counsel.

A motion was made by Trustee Webb to move this proposed revision of POL 6.115A, Standards of Satisfactory Academic Progress for Financial Aid Eligibility to a second reading at the next regular board meeting. The motion was seconded by Trustee Weiss.

When Chair Spangler called for a vote, Trustee Ferrigan announced a nay and recommended postponing the revision for further review due to grammatical errors, stating that there are also areas where it does not read well. Tom Quinn recommended allowing it move to a second reading at which time recommended corrections will be presented. The motion was declared approved.

4. Approval of capital projects exceeding \$25,000

- a. Parking lot A paving
- b. Library carpeting

Director of Facilities Evelyn Schenk and Chief Financial Officer Jason Broge explained that the projects are part of routine maintenance. Re-paving parking lot A is funded partially out of the general fund and partially out of

the maintenance reserve fund. The cost of this project is \$68,000. The Library carpeting covers 7,800 square feet for a cost of \$34,000.

Trustee Weiss moved to approved the two projects exceeding \$25,000, seconded by Trustee Ferrigan. Trustee Dougherty requested that the projects be voted on separately.

Trustee Weiss amended his motion to cover the paving project, agreed to by Trustee Ferrigan. The project was approved by voice vote.

A motion was made by Trustee Ferrigan, seconded by Trustee Silverman to approve the Library carpeting project. The motion was approved by voice vote.

OTHER

MaryAnn Ferrigan asked whether the college has a shortage of parking on campus. She has a report from a student who researched and produced a report for a class project about a shortage of parking on campus. It was clarified that we do not have a shortage of parking, but a shortage of locations. There are times when Lots A and B are full, but additional parking is available in lots C and D which are located farther away from the Instruction and Administration buildings. There is also parking in Lots F and G near the facilities and art buildings.

Roy Spangler commended the facilities department for resolution of an electrical connection dispute concerning the water well system. This action saved the college a significant amount of money. The ownership of the main switch gear was at issue with Consumers Energy. The college stood firm with a result that Consumers will retain responsibility for it, not the college. He thanked Evelyn Schenk and her crew for their effort.

ANNOUNCEMENTS

The Kirtland's Warbler and Wildlife Festival is this weekend. Tom Quinn invited everyone to view the fine art show on display in Kirtland House. It was noted that the Jeff Daniels performance listed as June 4 has been moved to August.

Tom Quinn said that the June regular board meeting could be canceled, depending on number of action items to consider. With the Michigan Community College Association summer workshop at the same time as the July 20 regular meeting, that may be rescheduled also. Further discussion will occur before either date is confirmed or changed.

Patricia Webb asked whether the second reading for POL 6.115A could be postponed. The response is that legislation goes into effect July 1. Therefore, a meeting needs to take place in June.

EXECUTIVE SESSION for strategy and negotiation update regarding collective bargaining

Trustee Weiss moved to go into executive session, seconded by Trustee Silverman. A break was declared at 9:43 p.m.

ADJOURN

The executive session adjourned at 10:28 p.m. and the regular meeting resumed with no other business to come before the board, so the meeting was declared adjourned by Chair Spangler.

Respectfully submitted,
Kathy Koch
Recording Secretary