

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
November 17, 2011**

CALL TO ORDER

Chair MaryAnn Ferrigan called the meeting to order at 7 p.m. with the Pledge of Allegiance.

ROLL CALL

Members Present: David Dougherty, MaryAnn Ferrigan, Jack Kramer, Kristi McGregor, Roy Spangler, Kathryn Wallace, Patricia Webb

Members Absent: None

Others Present: Jim Backlund, Donald Barr, Jason Broge, C. David Church, Clay Horton, Jen Garner, Deanna Jared, Kathy Koch, Sarah Madonna, Kathy Marsh, Scott Marshall, Jeff Patrus, Kim Penix, Tom Quinn, Lynne Ruden, Tom Ruden, Patricia Sanders, Evelyn Schenk, Ilene Scherer, Tim Scherer, Michelle Vyskocil

WELCOME

Members and guests were welcomed by Chair Ferrigan.

PUBLIC COMMENT

1. General: None
2. Activity fee to support athletics: Student, Jennifer Garner, read a prepared statement in opposition of an athletic activity fee.

APPROVAL OF MINUTES

The minutes of the regular board meeting on October 20, 2011 were approved as presented with a motion from David Dougherty, seconded by Jack Kramer

PRESIDENT'S REPORT

1. Personnel report

New Hires: **Abby Heath** has been engaged as part-time Auxiliary Daycare Worker.

Matthew Moyer has been offered the position of part-time custodian.

Thomas Pavelek Jr. has been offered the position of part-time custodian.

Kimberly Penix has been hired under the Great Start Readiness Program grant to offer instruction at the Children's Learning Center to pre-school aged children with factors which may place them at risk of educational failure.

Promotions, Transfers, and Major Changes in Assignment: **Jeff Cherryhomes**, part-time Custodian and Temporary Part-Time Maintenance I - MTEC has been assigned the responsibilities of full-time Maintenance I – MTEC. **Phyllis Padolsky** has been advanced to part-time Lead Caregiver from part-time Auxiliary Daycare Worker.

Retirements and Resignations

Joan Cyman, Operations Coordinator, M-TEC, has resigned.

Ron Maguet, part-time Financial Aid Support Specialist, has submitted his resignation.

Employee Achievements, Awards, and Honors: KCC Placed sixth in the seventh annual Digital Community Colleges National Technology Survey. The survey documents advances made by community colleges in utilizing information technology and recognizes which colleges are providing a high level of service to their faculty, students, and communities.

<http://www.marketwire.com/press-release/community-colleges-on-front-lines-of-digital-technology-recognized-1566092.htm>

2. Program review: deferred

3. Assessment report

Kathy Marsh, Dean of Instruction, explained the process and plan for assessment based on core competencies. An annual report for assessment is required from general education faculty. A summary and compilation of those assessments make up the report.

4. **The Warbler's Nest update**

Dale Shantz, Director of Human Resources and administrator in charge of the children's learning center, reported success of the new learning center with the anticipation of a waiting list. He introduced Lori White, Director of the Warbler's Nest. She reported that since March, enrollment has tripled with implementation of two scholarship programs. Roy Spangler commended the management of the program. The board knew there was a need, but is happy to see such positive results. The center has a maximum capacity of 61 children at one time. Lori White introduced Kim Penix, Lead Teacher, who addressed the audience. She reported that poverty level is a key issue for students who drop out of high school and that giving young children what they need for readiness is a Michigan initiative to overcome dropouts. This facility is vital to the success of future Kirtland students.

Tom Quinn asked Dale Shantz to report the good news received earlier that day regarding the college's health insurance. A call came in today that, after experiencing double digit increases in the past, we are actually getting a refund with no rate increase for the coming year.

5. **Future plan for athletics activities and facilities**

Tom Quinn announced that he prefers deferring an athletic direction proposal until the board retreat in December. There is a need to reflect, gather more information, and give the subject more consideration without rushing into a decision. He advocates thinking futuristically. Therefore, athletics and facilities will be an agenda item on December 8 board retreat at 4 p.m. at Kirtland House, followed by the regular board meeting at 7 p.m.

BOARD MEMBER REPORTS/OPEN DISCUSSION

Finance Committee

Secretary/Treasurer David Dougherty and chair of the finance committee summarized minutes of the October 5 committee meeting. MaryAnn Ferrigan commented that a copy of the committee minutes *with attachments* would be helpful for future board packets.

Foundation

MaryAnn Ferrigan, as board liaison to the foundation, provided an update about the October 11 foundation meeting. The big news was the hiring of a resource development specialist with a report of activities and progress. They are in process of creating endowments for KCPA, athletics, young writers, and a drive for top-down participation in fund raising for the college. Tim Hagen-Foley is no long director of the foundation, and a joint meeting of both boards is scheduled for December 13. She noted that the VISTA volunteer had to resign due to family reasons, and a continuation plan was submitted for that program which the foundation helped fund.

NEW BUSINESS/BOARD ACTION

1. **Academic Calendar for 2012-2013**

Kathy Marsh, Dean of Instruction, explained that the start date for fall semester is August 25. We are trying to move closer to Labor Day, and the winter semester starts a week later in January also.

A motion to approve the Academic Calendar for 2012-2013 was made by Roy Spangler, seconded by Dave Dougherty, and approved by voice vote.

2. **Winter recess 2012-2013**

Dale Shantz presented winter recess based on the academic calendar just approved. A motion to approve the winter recess was made by Jack Kramer; seconded by Kristi McGregor; and approved by voice vote.

3. **Summer tax resolution**

A motion was made by Dave Dougherty, seconded by Patricia Webb to approve a 2012 summer property tax levy of all of the district's property taxes, including debt services, upon property located within the district in accordance with the continuing resolution adopted on December 21, 1988 and continuing from year-to-year until specifically revoked by the board of trustees. The resolution was approved by voice vote.

4. **Emeritus status for James Backlund**

After a reading of a resolution to bestow emeritus status to James Backlund, Instructor of Psychology and Sociology by Dale Shantz, a motion to approve was made by Patricia Webb, seconded by Dave Dougherty, and approved by voice vote.

5. First reading: POL 2.055 Investment Policy revision

Jason Broge, Chief Financial Officer, explained that the college's audit firm recommended revising the investment policy to comply with best practices. The revised policy being presented was provided by the auditors.

Roy Spangler moved to accept the revision as a first reading and to move it to a second reading at the next regularly scheduled board of trustees meeting. The motion was seconded by Kristi McGregor, and approved by voice vote.

ANNOUNCEMENTS

Correction: The Student/Staff/Faculty Bowling Tournament on Friday, November 18, starts at 6 p.m.

ADJOURN

With no other business to come before the board, the meeting was declared adjourned at 7:57 p.m. by Chair Ferrigan.

Respectfully submitted,
Kathy Koch
Recording Secretary