

**KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
BOARD RETREAT MINUTES
December 8, 2011**

BOARD RETREAT, 4 p.m. at Kirtland House

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

Members absent: None

Others present: Nick Baker, Jason Broge, Kathy Koch, Sarah Madonna, Tom Quinn, Ilene Scherer, Tim Scherer

Other: As an update on the purchase of property in West Branch, President Tom Quinn displayed a drawing of the site. He reported that the West Branch Township Planning Commission met Tuesday evening and granted a special-use permit with stipulation of approval from the road commission and any other agency involved.

Athletics and facilities

Tom Quinn presented a proposal for a wellness facility, stating that a decision about athletics is something that needs to be made and a consensus of the board is preferable. Looking futuristically, a deluxe version was presented as a method of keeping athletics part of a bigger picture with an on-campus wellness facility. Such a facility could have an education focus through new programs such as sports medicine, sports complex management, and sports communication. He spoke of budget concepts for an athletic program with revenue sources and scholarship caps with recruiting incentives. A wellness facility has many uses for the campus and community. There are 957 public community colleges in this nation, and Quinn predicts that we are going to lose some. If we do not position ourselves for the future, we could be one of the losers.

Kathryn Wallace agreed that we need a facility because it is lacking in our local communities. Roy Spangler noted that a Headlee rollback would recoup about \$750,000 for the college budget. Jack Kramer commented that in order to grow, an investment is required. Dave Dougherty said we need to determine whether we want to progress and become a major player or sit back in a comfort zone. MaryAnn Ferrigan asked for Roy's experience on the housing question that has been considered by the board in the past. He acknowledged that there are problems inherent with student housing, but by strategically investing our funds, proceeding with a rollback proposal, and doing it right with everyone on the same page, it could be very effective for bringing the college along.

MaryAnn Ferrigan said three years ago in our strategic planning the consensus was that due to gas prices and technology, it was best to bring the college to the people. Her question was if you build it, will they come. The drive to the college is a major restraint. For the college to buy into an athletic program, it needs to be on campus, but, she questioned whether it can survive. Jack Kramer responded that we need to do both; offer facilities on campus and move into the communities with classes and programs. Programming is the key for success and survival.

Tom Quinn emphasized that we need some answers and decisions fairly quickly. Kristi McGregor commented that considering technology and online classes, a facility is an expensive undertaking. Maintenance is a factor that must be considered and budgeted for. Roy Spangler asked whether there is anything we can do to enhance the current facility (student center) without spending a lot of dollars. He asked how many more students would we need to generate enough to sustain a wellness facility.

Break for dinner: 5 p.m. Retreat resumed at 5:26 p.m.

Tom Quinn summed up the discussion and suggested waiting on the master facility plan to decide whether a wellness facility is feasible. In the meantime, we should continue to bring the college to the people.

BYLAWS

A copy of the board bylaws with some suggested revisions was reviewed. The proposed revisions were looked at by the college's legal counsel and are intended to bring the bylaws in line with current practice. Quinn said that changes as a result of this discussion will be made and the bylaws will be presented as a first reading at the January meeting.

Conflict of Interest for Board

A sample policy was provided for board consideration.

Code of Conduct for Employees

Proposed revision to POL 5.005 Employee Code of Conduct was reviewed and discussed.

Code of Conduct for Board

Standards of Good Practice for Members of the Board of Trustees was reviewed and discussed. The sample was obtained from the Association of Community College Trustees (ACCT).

Break declared at 6:23 p.m. Retreat resumed at 6:30 p.m.

Parliamentary Procedure

Tom Quinn facilitated an exercise for handling a main motion. Two taps of the gavel indicates the meeting will come to order. One tap is used when a motion is declared approved. Multiple taps are used when action is considered out of order. The chair must recognize a speaker.

Another exercise was facilitated to demonstrate procedures for small boards. The chair can call for a vote on an issue without a motion from the floor. The chair's action is always subject to appeal.

The board retreat ended at 6:56 p.m.