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BOARD OF TRUSTEES MINUTES  
July 14, 2011

EDUCATION SESSION: Presentation on service learning trip to Nicaragua was given by AmeriCorps VISTA member, Sophie Tullier. The theme of this trip was “A Roof to Live Under.”

VISTA member, Amy Inzina, shared a brochure with survey results for “Challenges Facing Rural Students.”

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, Jack Kramer, Kristi McGregor, Roy Spangler, Kathryn Wallace, Patricia Webb  
Members Absent: None  
Others Present: Donald Barr, Jason Broge, Tim Hagen-Foley, Clay Horton, Amy Inzina, Kathy Koch, Kathy Marsh, Jerry Nunn, Jeff Patrus, Tom Quinn, Lynne Ruden, Ilene Scherer, Tim Scherer, Dale Shantz, Lynn Taylor, Michelle Vyskocil

WELCOME  
Members and guests were welcomed by Chair Spangler.

PUBLIC COMMENT  
Jerry Nunn provided an update on Friends of MEAP, a group of volunteers committed to raising funds to continue the summer enrichment program for fourth grade students who passed the Michigan Education Assessment Program test (MEAP). The program was discontinued by COOR ISD due to budget cuts. The Kirtland Community College Foundation has agreed to serve as the fiduciary agent for the fund raising efforts of this group.

ORGANIZATION  
Oath of office  
Chair Roy Spangler administered the oath of office for new trustees Jack Kramer, Kristi McGregor and Kathryn Wallace. They were welcomed as official members of the board.

Election of officers  
Nominations were called for by Chair Roy Spangler for board chair, vice chair and secretary/treasurer. Kathryn Wallace nominated MaryAnn Ferrigan for Chair, supported by Patricia Webb. Dave Dougherty moved to close the nominations and move to a vote, supported by Patricia Webb. The motion was approved by voice vote.

Roy Spangler surrendered the gavel to MaryAnn Ferrigan who accepted the chair seat and called for nominations for vice chair. Dave Dougherty nominated Patricia Webb for vice chair, supported by Jack Kramer. Dave Dougherty moved to close nominations and call for a vote. The motion was approved by voice vote.

Nominations were called for secretary/treasurer. Patricia Webb nominated Dave Dougherty supported by Roy Spangler. Patricia Webb moved to close nominations and call for a vote. The motion was approved by voice vote.

Establish time and place of meetings  
It was agreed to continue with the current time and place of meetings, the third Thursday of each month at 7 p.m., except for December when the meeting is held the second Thursday. Patricia Webb moved to establish the time and place of meetings as agreed. Kathryn Wallace supported the motion which was approved by voice vote.

Appoint board representatives  
Michigan Community College Association (MCCA) MaryAnn Ferrigan volunteered to serve as the delegate and Kristi McGregor agreed to be the alternate delegate.

Association of Community College Trustees (ACCT): Jack Kramer volunteered to serve as delegate.

American Association of Community Colleges (AACC): Patricia Webb volunteered to serve as delegate.
Kirtland Community College Foundation: MaryAnn Ferrigan volunteered to serve as the board liaison.

M-TEC Governance Advisory Board (GAB): Roy Spangler and Jack Kramer volunteered to serve on the GAB. Finance/Audit and Personnel Committee: Dave Dougherty, Kristi McGregor, and Roy Spangler agreed to serve on these committees.

OPEN DISCUSSION
None

MINUTES
Minutes from the June 16, 2011 regular board meeting were approved with a motion from Trustee Jack Kramer seconded by Trustee Dave Dougherty. Discussion: Roy Spangler asked about a final resolution on the Standards of Satisfactory Academic Progress (SAP) policy revision. It contained grammatical errors and inconsistencies; clarification issues need to be dealt with, and it needs to be clearly understood. Kristi McGregor added that the minutes reflect that approval was conditional upon additional editing. Spangler asked for it to come back at the next meeting for further approval.

Kathryn Wallace inquired about a procedure for placing resolutions on the agenda. Spangler responded that two weeks ahead of time, requests should be made to Tom Quinn, but officially the board chair has authority to accept agenda items.

The motion to approve minutes as presented was approved by voice vote.

PUBLIC COMMENT
None

PRESIDENT’S REPORT
President Tom Quinn referred to the following Personnel Update provided in the board packets:

New Hires:
Julie Lavender has accepted the position of Associate Dean for Health Sciences.
Sherri O’Neal has been hired as Sonography Externship Specialist.

Promotions and Transfers:
JoMarie Gurnow will serve as the Part-time Director of the Kirtland Center for the Performing Arts (KCPA) for the 2011-12 performance year.
Caryn Schutte, who has been serving as acting Special Populations Coordinator as well as an ASL Interpreter, Lead Tutor, and a part time Instructor, has been named to fill the position of Coordinator of Student Support Services/Academic Advisor.

Resignations and Retirements:
Chris Zuiker has resigned as Athletic Director.

Employee Achievements, Awards, and Honors:
Nick Baker, Director of Institutional Research, has been elected to the Chair/President position of the Michigan Community College Collaborative for Accountability, Research and Effectiveness (MCCCare).

Kirtland Community College has received a national award for Collaboration with a Social Agency from the National Center for Community Engagement.

Other:
A new hire from last month’s report was present and welcomed, Lynne Ruden, Resource Development Specialist funded by the Title III grant. Tim Scherer, Director of Institutional Services, explained the Title III grant which is from the Department of Education for $2 million to be disbursed over five years to improve the institution. The improvements include increasing the quality and scope of online education and services, upgrading classroom technology, resource development to build relationships with major donors, and a matching endowment of $100,000.

Roy Spangler commented that he did an internet search for automotive technology, sonography, nurses training, etc. and found that Kirtland did not appear. The college website as an important marketing tool that needs to be broadened. Dale Shantz explained that work in that area is currently going on.
Jack Kramer voiced concern about the athletic director vacancy and funding for athletics. He does not want to wait until next spring to learn that funding was not raised, and asked for an update. Dale Shantz explained that the college will be posting the athletic director position internally and externally, and reminded the board that the revised budget allocation is only $5,000 for an extensive amount of work an athletic director does. Dave Dougherty commented that the men’s basketball coach has done much of the scheduling and tasks of an athletic director so far. With fewer away games, transportation costs are reduced and a recent fund raiser made $1,000.

**BOARD MEMBER REPORTS/OPEN DISCUSSION**
None

**NEW BUSINESS/BOARD ACTION**
None

**ANNOUNCEMENTS**
Tom Quinn reminded the board of the Michigan Community College Association summer workshops next week in Traverse City. He distributed a list of contact information for board members to reach each other during the event.

The next regular board meeting is August 18; he invited the board to attend the Warbler’s Nest grand opening July 27 from noon to 2 p.m. at the new children’s learning center building.

**ADJOURN**
With no other business to come before the board, the meeting was declared adjourned at 7:53 p.m. by Chair Ferrigan.

Respectfully submitted,
Kathy Koch
Recording Secretary