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, Kathryn Wallace, Patricia Webb
Members Absent: Roy Spangler
Others Present: Jason Broge, Tim Hagen-Foley, Chuck Hinman, Kathy Koch, Julie Lavender, Kathy Marsh, Jeff Patrus, Tom Quinn, Evelyn Schenk, Ilene Scherer, Tim Scherer, Dale Shantz, Lynn Taylor, Michelle Vyskocil

WELCOME
Members and guests were welcomed by Chair Ferrigan.

MINUTES
Minutes from the July 14, 2011 regular board meeting were approved with a motion from Trustee Jack Kramer seconded by Trustee P. Webb. The motion to approve minutes as presented was approved by voice vote.

PUBLIC COMMENT
None

PRESIDENT’S REPORT
Tom Quinn, President, asked the chair to add an Executive Session to the agenda to consider the purchase of property.

President Tom Quinn referred to the following Personnel Update provided in the board packets:

New Hires:
Sarah Madonna has accepted the position of Director of Public Information.
Ronald Maguet has accepted the position of Part-time Financial Aid Support Specialist.
Richard Silverman will be Athletic Director for the 2011-12 sports season.

Employee Achievements, Awards, and Honors:
Lynne Ruden, Resource Development Specialist, has been elected to the Crawford County Commission on Aging Board of Directors.

Dale Shantz, Director of Human Resources introduced Julie Lavender, Associate Dean for Health Sciences.

2011-12 Goals Discussion
A draft Operational Plan and Administrative Objectives was presented for discussion. It covers three strategic plan goals, Creating a College without Borders, Creating Unity of Purpose, and Gateway for Student Success. Board input was asked for direction. MaryAnn Ferrigan commented that it was too much and Kathryn Wallace added that she thought it was “spreading us too thin.” She spoke of focusing our goals on developing new programs and a concern for the affect on our talent base with an impending retirement boom. She asked whether we are missing opportunities to serve senior citizens and suggested a needs analysis for housing, both long-term and short-term, with a possible strategic partnership with a venture capitalist to offer housing.

Quinn explained that three of the goals are related to Title III funding and many of them are already in process, and are ongoing. MaryAnn Ferrigan suggested a copy of the strategic plan would help new board members understand this document in relation to it.

Jack Kramer asked why the action items are blank, and thought it appropriate to consider how much is ongoing and how much is significant for future accomplishment. He added that we need to celebrate the successes when
reviewing the accomplishments. Quinn also noted that next week the administrators will discuss this document and open it up for establishing action projects and that he is looking at the process for the next strategic plan.

**Orientation for new board members**
Tom Quinn expressed a need to meet with the three new board members after this meeting to establish a date for their orientation.

**Kirtland Fact Book July 2011**
Tom Quinn noted that the fact book enclosed in the board packet is updated every other year and provides valuable data for strategic planning.

**BOARD MEMBER REPORTS/OPEN DISCUSSION**
None

**NEW BUSINESS/BOARD ACTION**

1. **POL 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility**
   MaryAnn Ferrigan requested that this item be postponed for action due to grammar issues and clarity; that more editing work needs to be done on the policy. The recommendation became a motion supported by Patricia Webb and approved by voice vote.

2. **Campus Master Plan recommendation**
   Jason Broge, Chief Financial Officer, explained that proposals for the Campus Master Facilities Plan were presented and interviews were held last week. The Master Plan is a state mandated document; the last one was approved in 2001. The firm of Tower-Pinkster is recommended based on the rating illustrated in the handout. Their specialty is community college master plans. They are from Grand Rapids and have completed Master Plans for West Shore, Muskegon, and Kellogg community colleges. Those colleges report that they have been very happy with their work.

   Kathryn Wallace moved to accept the recommendation to hire Tower Pinkster to provide a new Master Plan for Kirtland. The motion was seconded by David Dougherty and approved by voice vote.

3. **Boiler Conversion, Administration Building**
   Jason Broge and Evelyn Schenk, Director of Facilities, explained that all boilers on campus have been replaced except the administration building, which has surpassed its life expectancy. It needs to be replaced either with another fuel oil furnace or an alternative fuel source. After much study, it was decided that propane is the most viable option with a cost benefit of annual savings of $12,397. The total cost of conversion is $190,000, which includes removal of old fuel tanks and the smokestack.

   Dave Dougherty moved to approve the recommendation for propane boiler replacement, seconded by Kristy McGregor, and approved by voice vote.

4. **Resolution to establish depositories**
   Jason Broge explained that this is an organizational item for board information and approval biennially unless there are changes in the meantime. Dave Dougherty moved to approve the bank depositories as presented, seconded by Kristy McGregor. The motion was approved by voice vote.

5. **Resolution for tribute to State Representative Bruce A. Rendon**
   Tom Quinn provided a certificate of tribute to State Representative Bruce Rendon for his support of the college which resulted in significant savings connected with electrical service to the new water well system. A motion to approve the tribute was made by David Dougherty, seconded by Jack Kramer, and approved by voice vote.

**EXECUTIVE SESSION**
A motion was made by Patricia Webb to move to Executive Session for the purpose of considering the purchase of property. The motion was seconded by Jack Kramer and approved by roll call vote:

Jack Kramer, Aye
Kristi McGregor, Aye
Patricia Webb, Aye
MaryAnn Ferrigan, Aye
David Dougherty, Aye
Kathryn Wallace, Aye

An executive session was declared at 7:54 p.m.

RECONVENE
The regular meeting was reconvened at 8:56 p.m.

ADDITIONAL ACTION ITEM
A motion was made by Jack Kramer to enter into negotiations and possible agreements to purchase properties in West Branch from the fund balance for the purpose of obtaining a site in West Branch. The motion was seconded by David Dougherty and approved by voice vote.

ANNOUNCEMENTS
The next board meeting, September 15, 2011 will be held at M-TEC at Kirtland-Gaylord with an education session at 6 p.m. to tour the facility.

ADJOURN
With no other business to come before the board, the meeting was declared adjourned at 9:04 p.m. by Chair Ferrigan.

Respectfully submitted,
Kathy Koch
Recording Secretary