Education Session: The regular board meeting was preceded by an Education Session at 6 p.m. with a Master Facility Plan presentation by Tom Mathison, architect with Tower Pinkster Titus Associates, Inc.

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 (via Skype), Kristi McGregor, Roy Spangler (via Skype), Kathryn Wallace
Members Absent: Patricia Webb

WELCOME
Members and guests were welcomed by Chair Ferrigan. Tom Quinn recognized reporters Jeff Patrus and Scott Marshall, and guests, Tom Ruden and Donald Barr.

Agenda Request
Tom Quinn asked for changes to the meeting agenda. Under Board Action #1, he requested to defer this item. He asked to add an action item #7 for a resolution to authorize a special event liquor license application. Under Tab K, he asked for removal of the first two pages, Conflict of Interest policy from Northwestern Michigan College. It was used to draft the proposed policy, but not intended for the board packet.

APPROVAL OF MINUTES
1. The minutes of the board retreat held on December 8, 2011 were approved as presented with a motion from David Dougherty, seconded by Kristi McGregor.
2. Minutes from the regular board meeting on December 8, 2011 were corrected under Board Member Report, MaryAnn Ferrigan stated that the revenue reported for the AuSable Artisan Village gallery included artists’ commissions. The minutes were approved as amended with a motion from Kristi McGregor, seconded by David Dougherty.
3. Minutes from a joint board meeting with the KCC Foundation on December 13, 2011 were approved as presented after a motion from Dave Dougherty, seconded by Roy Spangler.
4. Minutes from a special meeting held on December 29, 2011 were approved with a motion from Kathryn Wallace, seconded by Dave Dougherty.

PUBLIC COMMENT
None

PRESIDENT’S REPORT
1. Personnel report
   New Hires: Jessica Plutt and Trisha Spence have been engaged as an Auxiliary Daycare Workers.
   Promotions, Transfers, and Major Changes in Assignment: None at this time.
   Retirements and Resignations: Emily Clark, Part-time Reference Librarian, has submitted her resignation.
   Kathy Koch, Administrative Assistant to the President, has submitted her intent to retire effective March 31, 2012. Marianne Kuzimski, Student Recruitment Specialist, has submitted her resignation.
   Employee Achievements, Awards, and Honors: Kathy Graham, Registration Support Specialist, was nominated and selected by Kirtland Employees through the “Celebrating Champions” process as Fall 2011 Champion. This process recognizes employees for going "above and beyond" their regular job duties.
   Kirtland Community College and River House Shelter Collaborative Partnership have been selected as a finalist for the 2012 Michigan Campus Compact Campus-Community Partnership Award
2. **Budget for athletics**
   Jason Broge, Chief Financial Officer and Richard Silverman, Athletic Director, agreed that the athletics budget seems to be on target as projected. Kristi McGregor questioned the listing of scholarships minus revenue when they were not figured in the original budget because it is not a cash outlay. MaryAnn Ferrigan asked about foundation assistance in raising funds for the athletics program. Mr. Silverman acknowledged that he has been unable to address that due to other athletic director demands. Regarding the budget challenges, he spoke in favor of using the general fund to support the athletic program.

3. **Institutional Data and Effectiveness Indicators Report**
   Nick Baker, Director of Institutional Research, was available to answer any questions from the report. Tom Quinn highlighted declining enrollment and revenue along with other notable items in the report. Nick Baker commented that the demise of stimulus funding counts for a large amount in the enrollment decline. Roy Spangler spoke of retention concerns. Dean of Student Services, Michelle Vyskocil reported that a new advising center is in the works to improve services to students among other efforts, and she will provide a future report to the board on retention efforts. Kathryn Wallace stated that we need to identify benchmarks for retention to find out where we are within the industry because we may be doing better than we think based on students’ own goals.

5. **Enrollment report**
   Michelle Vyskocil provided an update to the enrollment report.

6. **2012 board meetings posting**
   A schedule of board meetings for 2012 was noted, and agreed that formal approval was unnecessary, as it follows the board bylaws.

7. **Other**
   Tom Quinn reported that he has been asked questions about why we are purchasing property in West Branch. His response is for greater access to education. When asked, “Why don’t we buy the St. Helen Elementary school?” his response is the close proximity to main campus does not provide added access to the college.

**BOARD MEMBER REPORTS/OPEN DISCUSSION**
None

**NEW BUSINESS/BOARD ACTION**

1. **First reading: POL 5.006 Employee Code of Conduct** Deferred

2. **First reading: POL 2.285 Conflict of Interest for members of the Board of Trustees**
   A motion by David Dougherty was offered to move this policy to a second reading at the next regularly scheduled board meeting. Kristi McGregor seconded the motion which was approved by voice vote.

3. **First reading: Bylaws of the Board of Trustees revision**
   Tom Quinn explained that changes discussed at the board retreat on Dec. 8 were incorporated into this first reading proposal. Regarding bonding for the board secretary/treasurer, the phrase was added, “consistent with law and insurance company requirements.” Quinn noted that we are currently consistent with the law; as a blanket bond exists within our liability insurance. Administration is not making a recommendation for a named position bond, but the board can ask for it.

   Kristi McGregor moved to approve the proposed revisions as a first reading and move it to a second reading at the next regularly scheduled board meeting. The motion was seconded by Dougherty and approved by voice vote.

4. **First reading: POL 1.035 Standards of Good Practice for Members of the Board of Trustees**
   Tom Quinn clarified that this is not a formal policy, but a guideline. David Dougherty moved to accept the first reading and move it to a second reading at the next regularly scheduled board meeting. The motion was seconded by Kathryn Wallace and approved by voice vote.

5. **Voluntary severance incentive plan**
   Tom Quinn explained that this is a letter of understanding for faculty from more than one department, limited
to two faculty on a first-come first serve basis, to reduce our number of faculty to more closely align with other Michigan community colleges. A motion to approve the voluntary severance incentive plan was made by Kathryn Wallace and seconded by Roy Spangler.

Discussion: Where did $38,000 lump sum amount come from? It is from an ongoing conversation related to contract language in existence. There may now be some faculty eligible who were not in the past. This does not require eligibility for MPSERS retirement and the incentive expires March 15, 2012.

Vote: The motion was approved by voice vote.

6. Amendment to President’s contract, clarification
Tom Quinn stated that in addressing issues of procedure for executive sessions, there was some confusion and he clarified that a board may not go into executive session to discuss a contract. It can go into executive session to discuss the president’s evaluation. He noted that the board must guard against discussing the president’s contract in executive session and that the vote to enter executive session needs to be a roll-call vote.

7. Special event permit
A special event permit to buy and sell alcohol requires a board resolution. Kathryn Wallace moved to approve authorization of an application for a special event permit for the February 11 and 12 performing arts dinner theatre. Additionally, the board approvals serving beer and wine at a regional chamber of commerce event which does not require a permit, but is an exception to college policy. The motion was seconded by David Dougherty and approved by voice vote.

ANNOUNCEMENTS
No additional announcements were made other than those listed on the board agenda.

ADJOURN
With no other business to come before the board, the meeting was declared adjourned at 8:37 p.m. by Chair Ferrigan.

Respectfully submitted,
Kathy Koch
Recording Secretary