KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
April 19, 2012

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: Donald Barr, Amanda Begley, Jason Broge, Christin Horndt, Julie Lavender, Sarah Madonna, Kathy Marsh, Joe Meadows, Jeff Patrus, Tom Quinn, Lynne Ruden, Tom Ruden, Evelyn Schenk, Ilene Scherer, Tim Scherer, Dale Shantz, Ron Sharpe, Wini Sharpe, Lynn Taylor, Michele Vyskocil

WELCOME
Members and guests were welcomed by Chair Ferrigan.

APPROVAL OF MINUTES
March 22, 2012
Minutes from the regular board meeting on March 22, 2012 were corrected on page 3 under Athletics Budget which should read, “Kathryn Wallace stated that if we do this, we are spending $2,667 per student athlete, so the same should be done for all the academic scholars” rather than “nursing students.” The minutes were approved as amended with a motion from Jack Kramer, seconded by Kristi McGregor.

PUBLIC COMMENT
None.

PRESIDENT’S REPORT
1. Personnel report
   New Hires: Lisa Kieb has accepted the position of Administrative Assistant to the President; Gabrielle Likavec has accepted the position of Part-time Financial Aid Enrollment Facilitator; and Ryan Madis is now Kirtland’s Admissions Recruitment Specialist.

   Promotions, Transfers, and Major Changes in Assignment: None at this time.

   Retirements and Resignations: Larry Miracle, Utility Worker, has accepted the retirement incentive offered the Steelworkers Local, effective June 30, 2012.

2. Update on offering classes in Tawas and Standish
   Tom Quinn reported that the college is investigating the possibility of dual enrollment classes with Standish and Tawas. The full details have not been determined, and he is awaiting action by their school boards.

3. Visit from the Governor
   Tom Quinn announced that the governor may be visiting KCC on or around June 1, 2012 at noon. A task force will be selected to work out the details such as food, location, security, etc. Two major things will happen: Dr. Quinn will make a 15-minute presentation on the development of an art gallery in our area. He will be asking for an appropriation of land along I-75. The Governor would also like to meet with the public. Invitations will be sent to our new six-county legislative district. The message of the visit is about economic development.

4. Board Retreat
   Tom Quinn handed out an agenda of items he would like to discuss at a Board Retreat. Issues will include strategic planning and marketing, bargaining negotiations, working with administration and committee structures, mil levies, and other topics. Thursday, April 26, 2012 at 5:00 pm was tentatively selected.

BOARD MEMBER REPORTS/OPEN DISCUSSION
Report on MCCA Spring Meeting
   Mary Ann Ferrigan was not prepared to give a report on the MCCA spring meeting but stated that the meeting covered up-and-coming legislative actions. Kathryn Wallace asked if there was any discussion of federal changes in funding for students. Mary Ann Ferrigan said “no”, that it was mostly a discussion of current legislation in the Michigan House.

NEW BUSINESS/BOARD ACTION

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1. **2nd Reading of Policy 2.140 Tobacco-Free Facilities**
   The suggested change to the policy is underlined. The word “evicted” was changed to “asked to leave.” Dale Shantz verified that no tobacco products are being sold on campus. Roy Spangler made a motion to approve Policy 2.140 Tobacco-Free Facilities, Kathryn Wallace seconded the motion. The motion was approved by voice vote. Dale Shantz asked that the policy go into effect on July 1, 2012 to allow time to get signage up and to give people an opportunity to take advantage of non-smoking programs.

2. **1st Reading, POL 5.005 Employee Code of Conduct**
   Tom Quinn stated that the proposed policy is a total re-write of the original policy. Mary Ann Ferrigan suggested that the first paragraph of the old policy be cut and pasted as the first paragraph of the new policy since it is a nice lead in. She also stated that the new policy does not address financial interest in business ownership. Per Dr. Quinn this can be added as a bullet for the second reading. Also, “relationship” should be defined in bullet 4. Immediate family members and domestic partnership should be defined in the new policy. Roy Spangler mentioned the incident in Grayling where the city manager was terminated for using mailing lists for political purposes (10^{th} bullet). Discussion ensued regarding the use of college property for personal purposes. Roy Spangler did not see that this was addressed in the new policy. He suggested having the new policies presented in a different color to avoid confusion. Kathryn Wallace asked if an employee received a gift as an award for a national competition, could they still keep it. Dale Shantz explained that awards, honorariums and gifts given to everyone, not just Kirtland employees, can be accepted. Tom Quinn stated that this is a board policy which will be further defined in administrative procedures. Kristi MacGregor questioned whether employees could still work outside of Kirtland. Tom Quinn stated that it was not addressed prior but is now addressed in the first bullet of the proposed policy. Kathryn Wallace was concerned about limiting the earning capability of our instructors. Tom Quinn stated that the policy covers Kirtland if the quality of work is affected by working outside of Kirtland. When that work starts to hurt Kirtland, the policy gives administration the ability to control it. In the past this was left to supervisors to handle through the evaluation process. Roy Spangler made a motion to move the proposed policy 5.005 Employee Code of Conduct to a second reading with the amendments suggested. Jack Kramer seconded the motion. The motion was approved by voice vote.

3. **Approval of Budget**
   Tom Quinn explained that in the last couple years we have gone from one of the fastest-growing colleges in this state to one of those suffering one of the bigger declines in enrollment. The $3 million swing to the budget has been due to the drop in property taxes, state appropriations, health care costs, and MPSER costs. Tom Quinn stated this budget is a plan for revenue, expenditure, and education and he asked that it be approved. He stated that a balanced budget is an oxymoron. There will always be changes. Tom Quinn stated that positions are not included in the budget due to retirements, resignations, or people moving on so they have made it easy for us. Mary Ann Ferrigan stated that the finance committee has reviewed the budget. Dave Dougherty stated it is the finance committee’s recommendation to approve it. Roy Spangler moved that the Board adopt the 2012-2013 budget as presented, realizing it is a working budget. Dave Dougherty seconded the motion. Jack Kramer thanked everyone for their hard work in preparing the budget. The motion was approved unanimously by voice vote.

**ANNOUNCEMENTS**
The board retreat will be held Thursday, April 26, 2012 at 5:00pm. David Eisler, Ferris State University President, will be the guest speaker at commencement April 27, 2012. Tom Quinn announced that on May 3, 2012 he will be attending Community College Day in Lansing. There will be a new trustee orientation from 8am-3pm that day if any new members want to attend. Mary Ann Ferrigan asked about reservations for the MCCA Conference in July. Mary Ann Ferrigan, Patricia Webb, Kristi MacGregor and Roy Spangler would like reservations. Jack Kramer already has a reservation at the resort for Wednesday and Thursday night. Kathryn Wallace and Dave Dougherty will not be attending.

**ADJOURN**
With no other business to come before the board, the meeting was declared adjourned at 7:45 p.m. by Chair Ferrigan.

Respectfully submitted,

Lynn Taylor
Acting Recording Secretary