CALL TO ORDER/ PLEDGE OF ALLEGIANCE
The meeting was called to order by Chair Ferrigan at 7:01 with the pledge of allegiance.

ROLL CALL
Members Present: Roy Spangler, Dave Dougherty, Mary Ann Ferrigan, Kristi McGregor, Jack Kramer
Members Absent: Kathryn Wallace (arrived at 7:22 p.m.)
Administration Present: Jason Broge, Tom Quinn, Julie Lavender, Michelle Vyskocil, Tim Scherer, Nick Holton, Evelyn Schenk, Sarah Madonna, and Ilene Scherer

WELCOME AND INTRODUCTION OF GUESTS
T. Quinn welcomed the public and thanked them for coming. He extended recognition to Nick Holton and the members of the Plante & Moran audit team: Holly Hall, Katie Thornton, and Michael Schrage.

PUBLIC COMMENT
There was no public comment.

CONSENT AGENDA

a. Approval of Minutes September 6, 2012 – Board Retreat
That the Board of Trustees of Kirtland Community College approves the minutes of the September 6, 2012 Board retreat.

b. Approval of Minutes September 20, 2012 – Regular Meeting of the Board
That the Board of Trustees of Kirtland Community College approves the minutes of the September 20, 2012 regular meeting of the Board.

c. Best Practices Resolution
That the Board of Trustees of Kirtland Community College adopts the Best Practices Resolution in compliance with the State of Michigan School Aid Act 94 of 1979, Section 388.1830 amended, subsection 230 (3) as presented.

d. Retirement Letter – Richard (Smoke) Bonk
That the Board of Trustees of Kirtland Community College accepts the letter of intent to retire from Richard (Smoke) Bonk effective May 3, 2013.

e. Resolution to Grant Honoraire Status to Patricia Webb
That the Board of Trustees of Kirtland Community College resolves to grant honoraire status to Patricia Webb upon her resignation, effective September 20, 2012.
M. Ferrigan requested that the Best Practices resolution be taken off the consent agenda and placed under “New Board Business” for the purpose of taking a roll call vote.

R. Spangler requested that the constitution of the Finance/Audit Committee be added to the agenda.

**RESOLUTION**

_R. Spangler made the motion, seconded by K. McGregor that the Board of Trustees of Kirtland Community College approves the consent grouping (a-e) with the removal of item (c) Best Practices Resolution for the purpose of conducting a roll call vote on that item._

Motion was adopted by voice vote.

**Honoraire Presentation – D. Shantz**

D. Shantz presented the honoraire status resolution to Patricia Webb highlighting her years of service and contributions to the Board and community.

Ms. Webb was given a plaque in recognition of her honor.

**President’s Report – T. Quinn**

a. Personnel Report

T. Quinn presented an award and pin to Terry Geary in recognition of her five years of service to Phi Theta Kappa.

b. Board Vacancy Update – T. Quinn

The Board of Trustees vacancy has been posted. At this point there is one applicant. The interviewing process will take place at the December 13 Board meeting. Applications and letters of interest are being taken up until 4:30 p.m. that day.

_The vacancy leaves the position of Vice President open. M. Ferrigan nominated J. Kramer to fill the office of Vice President._

_R. Spangler made the motion, seconded by D. Dougherty, to assign J. Kramer to the office of Vice President._

Motion was adopted by voice vote.

**Informational Items**

2011/2012 Audit – J. Broge

J. Broge introduced the audit team. The auditors issued an unqualified, clean opinion of the audit. The auditors noted that expenditures decreased at the same rate general fund operating revenue decreased. They felt this is a good illustration of how the college is adjusting to the decrease in revenue.
Board Member Reports/Open Discussion
K. Wallace expressed that she would like an educational session on Kirtland’s website.

New Business/Board Action

a. Appoint AACC Delegate - T. Quinn
   Kristie McGregor was appointed as the AACC delegate to fill the vacancy left by Patricia Webb.

b. Best Practices Resolution
   
   R. Spangler made a motion, D. Dougherty seconded, that the Board of Trustees of Kirtland Community College adopts the Best Practices Resolution in compliance with the State of Michigan School Aid Act 94 of 1979, Section 388.1830 amended, subsection 230 (3) as presented.

   K. McGregor: aye
   R. Spangler: aye
   J. Kramer: aye
   M. Ferrigan: aye
   D. Dougherty: aye
   K. Wallace: aye

   The motion was adopted by roll call vote.

c. Finance/Audit Committee
   R. Spangler made the motion, J. Kramer seconded, to have all Finance/Audit Committee meetings posted as an open meeting.

   Discussion ensued regarding the fiscal responsibility of the Board and the advantages and disadvantages to not having a Finance/Audit Committee of the Board.

   Motion was adopted by voice vote.

Announcements
- Mountain Heart will be performing at KCPA on Saturday at 8:00 p.m.
- K. Wallace expressed that she would like an educational session on Kirtland’s website.

Adjournment
With no further business to discuss, the meeting adjourned at 8:05 p.m.

Minutes submitted by: Lisa A. Kieb, Recording Secretary