KIRTLAND COMMUNITY COLLEGE  
December 13, 2012  

REGULAR MEETING OF THE BOARD OF TRUSTEES  
7 p.m. in the Active Learning Classroom, Library  
10775 N. St. Helen Road, Roscommon, MI  

MINUTES  

CALL TO ORDER/ PLEDGE OF ALLEGIANCE  
The meeting was called to order by Chair Ferrigan at 7:18 p.m. with the pledge of allegiance.  

ROLL CALL  
Members Present:  
Roy Spangler (via phone) Dave Dougherty,  
Mary Ann Ferrigan, Kathryn Wallace, Kristi McGregor, Jack Kramer  
Ed Pearen (following Swearing in and Oath of Office)  

Members Absent:  
Roy Spangler (left at 7:45 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  
M. Ferrigan welcomed the public and thanked them for coming.  

PUBLIC COMMENT  
There was no public comment.  

APPOINTMENT OF NEW BOARD MEMBER  
T. Quinn explained the voting process and the requirement that a majority vote needs to take place. R. Spangler abstained from the vote due to not being present for the interviews.  

J. Kramer made a motion, D. Dougherty supported, to vote by majority to appoint a new member to the Board of Trustees.  

MOTION ADOPTED VIA VOICE VOTE  
The Board agreed to vote by ballot.  
The votes were as follows:  
Lucy McCraven: 1 vote  
Ed Pearen: 3 votes  
Amy Knepp: 1 vote  
Ervin Bell: 0 votes  

RESOLUTION  
Be it therefore resolved that the Board of Trustees of Kirtland Community College hereby appoints Ed Pearen to fulfill the vacant position as a Trustee of Kirtland Community College on an interim basis with the term commencing immediately upon swearing in and terminating on December 31, 2014.  
Motion made by J. Kramer, seconded by K. McGregor  

MOTION ADOPTED VIA VOICE VOTE  
Chair Ferrigan administered the Oath of office to Mr. Pearen.
CONSENT AGENDA

a. Approval of Minutes: October 18, 2012 – Regular Meeting of the Board
   That the Board of Trustees of Kirtland Community College approves the minutes of the
   October 18, 2012 regular meeting of the Board.

b. Retirement Letter – Beth Mogle
   That the Board of Trustees of Kirtland Community College accepts the letter of intent
   to retire from Beth Mogle and places it on file.

c. Resolution to Grant Honoraire Status to Jeff Hinkle
   That the Board of Trustees of Kirtland Community College resolves to grant honoraire
   status to Jeff Hinkle upon his retirement, effective 11-26-12.

d. Resolution to Grant Honoraire Status to Mark Schroeder
   That the Board of Trustees of Kirtland Community College resolves to grant honoraire
   status Mark Schroeder upon his retirement, effective 12-21-12.

e. 2013/2014 Academic Calendar
   That the Board of Trustees of Kirtland Community College approves the 2013/2014
   Academic Calendar as presented.

f. Resolution to Authorize Winter Recess
   That the Board of Trustees of Kirtland Community College adopts the Resolution to
   Authorize the 2013/2014 Winter Recess as presented.

g. Resolution to Collect Summer Taxes
   That the Board of Trustees of Kirtland Community College adopts the Resolution to
   Levy and Collect Summer 2013 Property Taxes as presented.

h. Approval of Minutes: December 6, 2012 Finance Committee Meeting
   That the Board of Trustees of Kirtland Community College approves the minutes of
   the December 6, 2012 Finance Committee.

i. Approval of 2013 Board of Trustees Regular and Finance Meeting Calendar
   That the Board of Trustees of Kirtland Community College approves the 2013 Regular
   and Finance Meeting Calendar.

J. Kramer made the motion, D. Dougherty seconded, to approve the consent agenda as presented.

K. Wallace expressed she would like to pull item “f” from the consent agenda due to budget constraints.
She inquired about the monetary impact of having the Board grant 2 ½ days to employees due to the college
being closed between Christmas and New Year’s Day. J. Broge responded that the financial impact would be the
same whether the Board granted the days or not.

M. Ferrigan suggested changing the name of item “e” to “Academic Calendar.” She also recommended pulling
item “h” for further discussion.

The Board discussed the calendar and determined that the November meeting should be held on the third
Thursday rather than on the second Thursday as shown on the calendar.

RESOLUTION
The motion was made by K. McGregor, seconded by J. Kramer to approve the Consent Agenda Items “a” through
“i” with the removal of items “f” and “h” for further discussion and with the amendment to the calendar
changing the November meeting to November 21, 2013 and changing the name “Finance Committee Meeting” to “Finance Meeting.”

MOTION WAS ADOPTED VIA VOICE VOTE

INFORMATIONAL ITEMS

a. Marguerite Gahagan Book Presentation – Bobbie Werle
   Ms. Werle gave a history of Margarite Gahagan describing her as a “remarkable woman.” She was a writer and a conservationist. Kirtland’s library is a repository of all Ms. Gahagan’s newspapers called “The Northwoods Call.” Ms. Werle presented the book, “Pine Whispers: The Biography and Writings of Marguerite Gahagan” to the Board. She thanked the Board for their support in the compilation of the book.

b. Website Updates – Marj Esch and Tom Quinn
   Ms. Esch did a presentation on how search engine rates websites and the ways in which she attempts to optimize Kirtland’s website. Of key importance is getting website searchers to have quality visits by spending time on the page and by navigating through the website. This makes drawing the right people to the site more valuable than having a large number of people visiting the site. Keywords have an important role in that they can filter for people who have a genuine interest in what Kirtland has to offer. She presented data that showed an increase in quality visits to Kirtland’s website. This was shown through time spent on the site and through the number of requests for brochures and information.
   Discussion ensued regarding the use of key words for the Kirtland site and the rating criteria between the different search engines.
   K. Wallace appreciated the positive statistics Ms. Esch showed.

c. CIC Update – J. Lavender
   J. Lavender reported that faculty have been busy assessing prerequisites and co-requisites for different courses. They are making determinations about which are necessary and which ones are not necessary. The committee is also working to coordinate prerequisites so that they have more transferability between programs.
   They are also looking into the different programs and the number of credits required for each program.

   The initial accreditation for the Cardiac Sonography program is complete.

PRESIDENT’S REPORT
T. Quinn drew attention to the Personnel Report provided by D. Shantz.

He also presented the Integrated Postsecondary Education Data System (IPEDS) report to the board. The report compares the dashboards from peer colleges. He explained that the report shows information from a year back, and the Board should take that into consideration when reviewing the data. The report is useful for showing trends in enrollment, finances and graduation rates.

Discussion ensued regarding how Kirtland compares to peer institutions in tuition and expenditures for instruction.
BOARD REPORTS OPEN DISCUSSION
M. Ferrigan reported on the visit to West Shore Community College. Three Board members and several administrators visited West Shore to look at the Student Center they built a couple years ago. D. Shantz added that he was impressed with the utilization of the wellness center. The idea is that if people are on campus longer, they will take more credits and utilize more services.

NEW BUSINESS BOARD ACTION
a. Resolution on Compliance with PA 152 – D. Shantz
   D. Shantz expressed that if this is not approved, employees will have to pay a significant portion of their health care costs. There are two options: (1) a hard cap, where the college can only pay up to a certain amount of an employee’s health care, and (2) in the 80/20 plan, employees only pay 20% of the cost. The second option is a better plan for the employees. Discussion ensued regarding relief for employees unable to afford health care.

   RESOLUTION
   K. Wallace made a motion, Jack seconded, to approve the resolution on Compliance with PA 152 as presented.
   MOTION WAS ADOPTED VIA VOICE VOTE

b. Resolution on Major Curriculum Revisions – J. Lavender
   J. Lavender presented the reasoning and background for the proposed major program revisions. Discussion ensued regarding the Surg. Tech. and HIT Programs.

   RESOLUTION
   J. Kramer made a motion, D. Dougherty seconded, to accept the resolution to Major Curriculum Revisions as presented.
   MOTION WAS ADOPTED VIA VOICE VOTE

c. Resolution to authorize Winter Recess: from Consent Agenda Item “f” Holiday Pay – D. Shantz discussed the basis for the Board traditionally granting paid days during the Christmas holiday break. Discussion ensued regarding employee’s use of vacation time and the fiscal impact of the Board matching days during the holiday break. K. Wallace stated her objection is when employees “waste” their vacation time and then get days from the Board. It was explained that financial costs would not be any different if the college were open. They are only losing human resource time. The college saves by not having the heat and lights on. K. Wallace withdrew her objection and recommended the Board look into providing the entire week to the employees.

   RESOLUTION
   K. McGregor made the motion, E. Pearen seconded, to authorize winter recess as presented.
   MOTION WAS ADOPTED VIA VOICE VOTE
BOARD DISCUSSION

Part-time Faculty Pay

K. McGregor stated she has been approached by PT faculty regarding their pay in February. J. Broge stated that the pay shift was due to a shift in the academic calendar. The shift amounts to a week and a half delay in pay. This avoids having to make a partial paycheck and increases efficiency in the accounting office.

Finance committee meeting minutes: Item “h” from Consent Agenda

J. Kramer gave a recap of the Finance Committee meeting. The minutes are for board review only and do not need approval. Discussion ensued regarding the option of doing a bond renewal and the other options for raising funds for renovating the student center. The procedure for doing a bond renewal is as follows:

1. The cost of doing a vote in August needs to be determined.
2. The ballot language needs to be established.
3. The Board will vote on the ballot language.

ANNOUNCEMENTS

1. KCPA will be performing “A Christmas Story” on December 15th and 16th.
2. The Board was given a 2012/2013 athletic schedule.
3. The Foundation would like to remind Board members they can make contributions either by phone or online.
4. Kirtland has facilitated discussions between SVSU and the University Center. SVSU will be starting their Master’s in Nursing program there. Kirtland is also having discussions with SVSU in developing a combined associate/bachelor degree in nursing.

With no more business to discuss, the meeting was adjourned at 9:21 p.m.

Minutes submitted by: Lisa A. Kieb, Recording Secretary