EDUCATION SESSION
The regular board meeting was preceded by an education session at 6:00 p.m. Tom Mathison, an architect from Pinkster Titus Associates, Inc., presented the Master Facility Plan.

CALL TO ORDER:
Chair MaryAnn Ferrigan called the meeting to order at 7:28 p.m. with the Pledge of Allegiance.

ROLL CALL
Members Present: Jack Kramer, MaryAnn Ferrigan, Kathryn Wallace, Patti Webb, Roy Spangler, Kristi McGregor, Dave Dougherty

Members Absent: None

Others Present: Tom Quinn, Lynn Taylor, Jason Broge, Evelyn Shenk, Dale Shantz, Kathy Marsh, Michelle Vyskocil, Lisa Kieb and April Byers from the Roscommon County Weekly

WELCOME
Members and guests were welcomed by Chair Ferrigan. Dr. Quinn recognized reporter April Byers.

APPROVAL OF MINUTES
a. Motion was made by Jack Kramer and seconded by Doug Dougherty to approve the minutes of the regular meeting of the board held on April 19, 2012 as presented.

Motion was adopted by voice vote.

b. Motion was made by Roy Spangler and seconded by Kathryn Wallace to approve the minutes of the board retreat held on April 26, 2012 as presented.

Motion was adopted by voice vote.

PUBLIC COMMENT
There were no comments from the public.

PRESIDENT’S REPORT

1. Personnel Report – D. Shantz
Dr. Quinn highlighted the personnel changes as presented by D. Shantz.

2. Institutional Data and Effectiveness Indicators Report – T. Quinn
Dr. Quinn thanked Nick Baker for his work on the Institutional Data and Effectiveness Indicator Report. He then outlined some of the more significant details of the report.

- Unemployment has dropped in the four counties. These numbers could be skewed because of unemployment benefits running out for individuals or people leaving the area.
- The ratio between the number of student prospects contacted and the number of students enrolling has remained stable.
- KCC is slightly below the state average for governor’s metrics for incidents of developmental education, retention rates, and successful completion or transfer. However, the numbers are increasing in these areas and ways to reach these new goals are being assessed.
- FTE/full-time faculty has gone down. 5 full time faculty positions have now been eliminated.
• The percent of sections taught by full-time faculty has gone up.
• Financial aid disbursements are going up. This is a concern, because it indicates more student debt upon completion.
• Energy costs are going down due to some positive changes have been made.
• The number of full-time employees will drop significantly next year. It is important to note that there are a number of grant-funded employees included in the current count.
• The percent of students starting at KCC is rising. The number of students intending to transfer is about 30%. That leaves the number of undecided and occupational students at 70%.
• The number of students coming from outside the district is around 30%
• The number of dually-enrolled students has declined. Dr. Quinn stated this may be due to budget cuts in the school districts. He is working on setting up programs in Tawas and Standish.

BOARD MEMBER REPORTS/OPEN DISCUSSION

Mr. Kramer expressed the pride he felt at the graduation as he thanked the teachers his daughter had when she attended the college. He went on to say that his daughter, who has always struggled with test taking passed her certification exams for LN and RN on the first try. She is now successfully working as an RN. He feels his daughter’s success is evidence of the excellent job faculty, staff and administration are doing. He also shared that a grandparent spoke to him about the success her granddaughter experienced through the Surgical Technician program.

Dr. Quinn noted that all 16 of the recent Surgical Technician graduates have secured jobs.

Mr. Spangler added that the many success stories need to be communicated to the public.

Ms. Wallace expressed there are wonderful opportunities for the residents of the counties we serve. However, she feels we are handicapped by the limitations of the facilities and lack of nursing clinicals. She would like to see a July start for the Nursing program so there can be three classes going through the program each year.

Mr. Spangler encouraged the board to attend a least a portion of the MCCA Conference in July.

Ms. Ferrigan suggested having a workshop/retreat to discuss the Master Facilities Plan.

Mr. Kramer inquired about the Governor’s visit. Dr. Quinn stated the Governor has declined to visit KCC at this time.

NEW BUSINESS/BOARD ACTION ITEMS

A. Approval of New Curriculum Committee
The board discussed the language for the proposal to form a new curriculum committee. Mr. Spangler recommended having a rolling membership on the committee so that members with different areas of expertise could be utilized as needed.

Mr. Kramer moved and Ms. Webb seconded that the Board of Trustees of Kirtland Community College form a standing committee of three members, appointed by the chair, for the purpose of meeting with academic administrators to discuss proposed changes to curriculum.

Motion was adopted by voice vote.

Ms. Ferrigan appointed Mr. Kramer, Ms. Webb, and Ms. Wallace to initiate the Curriculum Committee.

B. 2nd Reading, POL 5.005 Employee Code of Conduct
Mr. Shantz updated the board on the changes made to the policy POL 5.005 Employee Code of Conduct.

Motion was made by Ms. McGregor and seconded by Ms. Wallace to accept the second reading of the policy POL 5.005 Employee Code of Conduct as presented.
C. Approval of Lab at MTEC

Mr. Broge presented the board with the design plans for the new science lab in the M-TEC building. He is seeking the board approval to begin the bidding process for the lab. He noted that the budget shown is only preliminary. Final bids will be presented to the board at a later date. Discussion ensued regarding permits and certifications. Ms. Wallace suggested raising contingency line to $37,000 to account for certifications, permits and assessments. The board also discussed options for funding the project. Dr. Quinn informed that the lab can be rented out to the other colleges in the university center.

Ms. McGregor stated she is opposed to hiring a construction manager for a small project. She stated a general contractor would be more economical.

Mr. Broge expressed that a manager can save money with this type of project.

Motion was made by Ms. Wallace, seconded by Mr. Spangler, to approve the preliminary plans for the science lab at M-TEC as presented.

Motion was adopted by voice vote.

D. Approval of Bid Contracts to remodel the West Branch site.

Mr. Broge gave a summary of the bid proposals for the West Branch Campus. He requested that the board approve the bids as presented with the removal of Bid #15: Data/Communications. He feels it could be done at a lower cost and would like to rebid it.

Mr. Dougherty moved and Mr. Spangler seconded that the Board of Trustees of Kirtland Community College agrees to accept the bids for the construction of the West Branch campus with the removal of bid #15 for the purpose of rebidding.

Motion was adopted by voice vote.

Discussion ensued regarding the cost of the project and hiring a construction manager.

E. June Meeting

Dr. Quinn informed the board that there are no pressing agenda items for the June meeting. The board agreed to cancel the June meeting. The next meeting will be July 19.

ADJOURNMENT

With no further business to come before the board, the meeting was adjourned at 8:32 p.m. by Chair Ferrigan.

Minutes submitted by: Lisa A. Kieb, Recording Secretary