KIRTLAND COMMUNITY COLLEGE
September 20, 2012
REGULAR MEETING OF THE BOARD OF TRUSTEES
7 p.m. at the West Branch Site
2479 South M-76, West Branch, MI

MINUTES

CALL TO ORDER/ PLEDGE OF ALLEGIANCE
The meeting was called to order by Chair Ferrigan at 7:00 with the pledge of allegiance.

ROLL CALL
Members Present: Mary Ann Ferrigan, Kristi McGregor, Jack Kramer, Kathryn Wallace
Members Absent: Patricia Webb, Roy Spangler, Dave Dougherty
Administration Present: J. Broge, T. Quinn, J. Lavender, M. Vyskocil, T. Scherer

WELCOME AND INTRODUCTION OF GUESTS
T. Quinn welcomed everyone and thanked them for coming. He made a request that the Board add two discussion items to the agenda. The Board agreed to add the following items to the agenda.

1. Patty Webb – Resignation
2. Open meetings act

PUBLIC COMMENT
L. Mabarak appreciated the West Branch open house.

CONSENT GROUPING
a. Approval of Minutes July 19, 2012 - Regular Board Meeting
   That the Board of Trustees of Kirtland Community College approves the minutes of the July 19, 2012 regular meeting of the board.

b. Master Facility Plan
   That the Board of Trustees of Kirtland Community College approves the Master Facilities Plan Option #3 as part of the capital outlay request.

c. M-TEC Science Lab Furnishings Purchase
   That the Board of Trustees of Kirtland Community College approves the purchase of furnishings for the M-TEC science lab as presented.

RESOLUTION
K. Wallace made a motion, J. Kramer seconded that the Board of Trustees of Kirtland Community College approve the consent grouping (a-c) as presented.

   Motion adopted by voice vote

PRESIDENTS REPORT

a) Personnel
   D. Shantz presented the personnel report. Discussion ensued regarding compensation for hours of instruction and how Kirtland Community College compares to other colleges.
   T. Quinn introduced Laura Percival as the new associate dean of occupational programs and J. Lavender as the Interim Dean of Instruction.
b) **Enrollment**

T. Quinn presented the enrollment report. Overall, the enrollment for the Fall 2012 semester is above the projected number. Discussion ensued regarding how seat count is calculated.

c) **Open Meetings Act**

T. Quinn cautioned the Board about emailing each other. The Open Meetings Act requires that any decision making or deliberating be done in an open meeting. Any discussion that involves a quorum and falls outside an open meeting may be a violation of the Open Meetings Act. Emails can fall into this category. The issue arises when board members respond to group emails. If the response goes back to a number of board members, it can be construed as a quorum discussion outside of an open meeting. Michigan currently does not have a law that specifically addresses email correspondence. K. Wallace suggested that if an email message goes out between board members, it should state in the subject line that a response is not requested.

d) **Dual Enrollment**

T. Quinn introduced Kevin Baughn. Mr. Baughn is teaches math at Kirtland, and is the president of the KFT. He is also teaching a couple dual-enrollment courses at Houghton Lake High School. Discussion ensued regarding some of the challenges to teaching a dual-enrollment class.

e) **Wireless Connection**

The wireless connection is through M33 Access. It allows West Branch to be connected to the Roscommon campus. West Branch is using Virtual Desktop applications.

**INFORMATIONAL ITEMS**

a) **Kirtland Foundation Website**

Katie Tisdale, resource development assistant, presented the updates to the Kirtland Community College Foundation website. The new website has features that lists all the funds and allows people to more easily make donations through the website. It includes applications for calculating possible income for annuitants, a gift guide that takes a donor through the various options for giving, and an online scholarship application for students. They are also featuring stories of students who are affected by the giving of others.

b) **Community Education**

T. Quinn introduced Clay Horton, Part-Time Faculty/Community Education Coordinator. Mr. Horton has taught many courses through Kirtland and has been involved with community education for about 20 years. He has been working on getting Kirtland’s name into the community starting with Grayling which now houses a successful art gallery. Courses are being taught in the back of the gallery. He is working on providing partnerships between local businesses, chambers of commerce, and the college to help students develop employability skills and to serve as support to build and sustain local businesses. J. Kramer suggested that the Roscommon County Development Committee would like to hear about the work he is doing.
BOARD MEMBER REPORTS/OPEN DISCUSSION

K. McGregor announced that the golf outing for the basketball team took place on Saturday. They made approximately $5500.

The Oppy Classic Basketball Tournament will take place November 25-26. They may do a “Trustee” day. The money raised goes to a scholarship set up in Steve Oppy’s name.

NEW BUSINESS/BOARD ACTION

Patti Webb Resignation

T. Quinn reported he received a message from Patti Webb that she has tendered her resignation from the Board of Trustees effective immediately. She will be recognized at a future Board meeting. Discussion ensued regarding the process for filling the vacancy. M. Ferrigan recommended that the posting be put in the local papers and interviews be conducted. The President’s Office and Human Resources will move forward with the process of compiling a list of candidates.

RESOLUTION

J. Kramer made a motion, M. Ferrigan seconded, to accept the resignation of Patricia Webb from the Board of Trustees, with regret.

Motion was accepted by voice vote.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 7:50 p.m.

Minutes submitted by: Lisa A. Kieb, Recording Secretary