Call to Order and Pledge of Allegiance: Chair MaryAnn Ferrigan called the meeting to order at 7:01 p.m.

Roll Call:         Trustees present: Roy Spangler, MaryAnn Ferrigan, Jack Kramer, Ed Pearen
                  Trustees absent: Kathryn Wallace, Kristi McGregor, Dave Dougherty
                  Administrators present: Tom Quinn, Sarah Madonna, Dale Shantz, Tim Scherer, Ilene Scherer,
                                             Michelle Vyskocil, Nick Holton, Lynne Ruden and Jason Broge
                  Guests present: None

Welcome and Introduction of Guests: Chair Ferrigan welcomed all guests.

Public Comment: None

Consent Agenda: That the Board of Trustees of Kirtland Community College approves the consent agenda, items c – i, with the suggested changes made to Policy 1.005, Use of Outside Professional Services. These changes include: removing the last sentence of the policy, and changing the third paragraph to: “The board shall employ or retain consultants and other professional personnel appropriate to the efficient operation of the college. Board members seeking to employ professional services for board operations shall make their requests known to the Board Chair for the inclusion on a board agenda and approved by majority vote.” Motion by Trustee Spangler, second by Trustee Kramer, motion passed.

President’s Report:

2013 Board Goals Update – Updates were made by the college president to the goals after last month’s meeting. The goals document includes more detail on how to accomplish specific items. There was discussion on how to use the goals, including how the board can evaluate themselves.

Personnel Report – Dale Shantz reviewed the personnel report found in the board packet. He stated Nick Holton is retiring and that Ty McGregor resigned. Don Haskin is actively looking for a replacement coach and will be conducting interviews shortly. The college will continue using the McGregor Athletic Center for the remainder of season.

Board Member Reports / Open Discussion: None

New Business / Board Action

a. Resignation of a Board Member: Chair Ferrigan stated that last month after the board meeting, she received a letter from Trustee Kristi McGregor offering her resignation, stating she had a career change and that she does not have the time to continue as a trustee. Motion by Trustee Kramer to accept the resignation with regret, second by Trustee Pearen. Motion passed via voice vote.

b. Trustee Appointment Process – After discussion, Trustee Pearen suggested a three person committee interview candidates and make a recommendation to the full board, stating that he felt a smaller, less formal group would be best. The committee will consist of Chair Ferrigan, Trustees Pearen and Kramer, who will make a recommendation at the February board meeting.

c. Resolution to Accept State Land Between Roscommon and Grayling – The Department of Natural Resources requested board approval of a resolution approving an application for transfer of the property prior to their meeting on January 9. The property boundaries have changed somewhat, but the amount of acreage is the same. Civil engineers have been hired to complete the survey and a new legal description will be completed by January 2.
Trustee Spangler made the motion that the Board of Trustees of Kirtland Community College approves the application for the transfer of land through the State of Michigan, Department of Natural Resources, Real Estate Services. Trustee Pearen seconded, motion passed.

d. Revision of Policy 3.000 Community Services – Motion by Trustee Kramer, second by Trustee Pearen to move this policy to a second reading, motion passed.

e. Revision of Policy 3.005 Communications with the Public – Motion by Trustee Kramer, second by Trustee Spangler to move this policy to a second reading, motion passed.

f. Revision of Policy 1.000 General Duties and Responsibilities of Administrators – Motion by Trustee Kramer, second by Trustee Spangler to move this policy to a second reading, motion passed.

g. Revision of Policy 3.010 Instructional Printed Materials - Motion by Trustee Kramer, second by Trustee Spangler to move this policy to a second reading, motion passed.

h. 2014 Proposed Board Meeting Calendar – Motion by Trustee Spangler, second by Trustee Pearen to approve this calendar, motion passed.

i. 2014 / 2015 Proposed Academic Calendar and Holiday Recess - In accordance with longstanding Kirtland practice the college administrative team recommends the college be closed from December 24, 2014 through January 2, 2015 to allow employees to spend time with their families during the holiday period. In addition to the paid holidays per policy (POL 5.115) of December 25 and 26, and January 1 and 2, administrators and full-time support staff will be required to use two vacation, personal and / or unpaid days for December 24 and 29. In return, two additional paid days off, December 30 and 31, will be granted. Motion by Trustee Spangler, second by Chair Ferrigan to approve the 2014 / 2015 academic calendar as presented and to authorize winter recess as presented, motion passed.

Announcements: President Quinn made several announcements, including:

a. Holiday staff luncheon will be held on December 17 starting at 11:30 a.m. The Fairview Area Schools choir will perform.

b. Holiday break starts at 2:30 p.m. on Friday, December 20 and ends Thursday, January 2.

c. Meeting of the Natural Resources Commission on January 9, 2014 in Lansing.

d. Grayling Charter Town Board Meeting on December 18 in Grayling – President Quinn will be making a presentation to the board.

Adjournment: With no further business, the meeting was adjourned at 8:19 p.m.