

KIRTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES RETREAT - MINUTES
April 13, 2016 – President’s Boardroom, ADM

The meeting was called to order by Chair Ferrigan at 9:12 a.m.

Roll Call:

Trustees Present: MaryAnn Ferrigan, Jack Kramer, Ed Pearen, Roy Spangler, Ruggero Dozzi, and Amy Knepp

Trustees Absent: Dave Dougherty

Employees Present: Dr. Tom Quinn, Jason Broge, Dr. Julie Lavender, and Heidi VanWagner

1. Succession Planning

- a. The Board of Trustees discussed and clarified their terms of office, and dates of upcoming elections.
- b. In a comparatively smaller institution that is down-sizing it is crucial to be aware of the work responsibilities of each employee and their emergency replacements. In addition, it is useful to know the contribution each employee is making to the activities of the college and the community through their volunteer work. A succession plan document was shared with the Board detailing the primary and secondary jobs of all employees as well as who is cross-trained for their position(s) and can serve as their back-up, activities they are involved in, and their direct and administrative supervisors.

Discussion emphasized the value of cross-training (and documentation) and mitigating the loss of an employee. There was also discussion about how to help a “rising star” in an institution our size.

T. Quinn spoke to the fact that it is important that the HLC is aware that the college is thinking about this, and making preparations for succession.

- c. Office of the President: “Hiring Exceptional Community College Presidents” manual was given to H. VanWagner to keep on file. Board members discussed the difference between an “Acting President”- the person KCC can make a phone call to and ask to step in briefly and an “Interim President”.

T. Quinn developed, provided, and presented an “Emergency Transition Plan and Introduction to Succession Planning for the President’s Office” packet in order to create some understanding about succession planning and to provide guidance should the Board need to replace the President in an emergency. This packet was reviewed and discussed by the Board. Issues raised during this discussion included the safety and security of the computer technology systems and the evaluation process for the President. T. Quinn briefly explained the evaluation process and will share the documents outlining this process including the rubric with the Board.

2. Strategic Planning of Kirtland Community College in Gaylord

- a. Mill levy in Otsego County: The Board of Trustees has only the authority to conduct an annexation referendum in Otsego County. It does not have the authority to conduct a mill levy less than annexation. T. Quinn updated members on the progress of the Gaylord Steering Committee. It was agreed that timing favors the fall election of 2018 to seek a .91 levy as agreed upon by the Gaylord Steering Committee, and efforts will continue in this process. T. Quinn

provided a handout related to the amended and restated agreements for operating and maintaining The Otsego County University Center. Discussion involved renewal of the KCC contract, the maintenance fund at the UC, contract expiration date, timing of contract (pre or post- election), the need for financials from the UC, and the reminder that the Board must act in the best interest of KCC students.

3. Rationale for Suspension of Office Information Systems Programs

- a. Information was provided on the following programs: Medical Clerk Certificate, Medical Secretary AAS, and Administrative Assistant AAS. J. Lavender led discussion and responded to Board concerns regarding the rationale for suspending these programs, while strengthening others where there is marketplace demand. The Medical Billing and Coding will remain in H.I.T. This suspension would result in the loss of one full-time faculty member. There is interest from a Board Member in offering more programs in Human Resources and Financial Management. The current need in northern lower Michigan, especially the Gaylord area, for experienced business managers and interns in management programs was discussed.

4. Budget Status and a proposal for tuition rates and fees adjustments for FY 2016-2017

- a. J. Broge provided materials including a 2015-16 tuition fee survey, and presented an update of the budget status. Proposed FY 2016-2017 tuition rate increases: 1. In district going up from \$105 per hour to \$109 per hour. 2. Out of district tuition increase from \$146 per hour to \$158. 3. Out of state and international tuition from \$235 per hour to \$245. Student Services Fees for 2015/2016 were 1. Advising \$2 per hour. 2. Facilities \$5 per hour. 3. Technology \$10 per hour. 4. Activities \$1 per hour. 5. Registration \$35 per hour. The proposal is to compress these fees into one equaling \$21 per hour for FY 2016-2017. Generally, course fees increase because the course has not been offered before or the course is being offered as a hybrid or a fully on-line course for the first time. There could be another significant change in the course in which the cost has increased, such as students / instructors have requested a specific test in preparation for nation certification.

5. Auto Shop Renovation

- a. J. Broge reported that the auto shop renovations are scheduled to begin on May 2nd with a completion date of July 29.

6. Board Members were photographed to update their professional portraits hanging in the ADM Building, and to be included in the 50th Anniversary Community Report.

7. Lunch was served.

With no further business, Chair Ferrigan adjourned the meeting at 11:09 a.m.