

KIRTLAND COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 20, 2017 MINUTES

Trustees Present: MaryAnn Ferrigan, Jack Kramer, Roy Spangler, Tom Ritter, Amy Knepp
Trustees Absent: Ed Pearen, Aaron Coltrane

Employees Present: Tom Quinn, Jason Broge, Michelle Vyskocil, Julie Lavender, Dale Shantz,
Laura Percival, Courtney Hornof

Guests Present: None

The meeting was called to order by Chair Ferrigan at 7:02 p.m.

Call to Order, Pledge of Allegiance

Mission: To provide innovative educational opportunities to enhance student lives and build stronger communities.

Welcome and Introduction of Guests: No guests were present

Public Comment: None

Consent Agenda: Request from Chair Ferrigan to remove the March 16, 2017 regular board minutes and finance meeting minutes from the April consent agenda for further review. Motion by Trustee Spangler, second by Vice Chair Kramer to remove said minutes and approve the remaining items on the consent agenda as presented. **Motion carried.**

President's Report- T. Quinn

President Quinn presented information on the accreditation process at Kirtland with a Power point presentation. He reported we Kirtland is evaluated at two accreditation levels – Program and Institutional. Nearly all programs have either a state licensing requirement or program accreditation required before students can become employed. He showed some examples of program accreditation requirements from the college's web page.

Following a discussion of program accreditation, President Quinn discussed the requirements for institutional accreditation by the Higher Learning Commission. He cited some of the work that is completed including a 74 page audit of assumed practices.

As part of the Academic Quality Improvement model Kirtland needs to be actively engaged in three Action Projects at all times. The current projects are:

1. Project Persistence - headed by Julie Lavender
2. University Center Transition – headed by Jason Broge
3. Assessment on Student Learning – headed by Dave Cable

Kirtland will undergo a two day comprehensive quality review visit where we will be required to fill out federal compliance forms as part of the accreditation process. The HLC will complete this review on October 23 and 24 of this year. This will involve some Board Members. There will be more information forthcoming.

Student housing has become an ongoing study. Interest and needs vary among the different groups of students: local students, independent students living nearby in relatives homes, long commuters and out of district. Housing needs also seem to differ by the programs the students are taking. Students say affordable housing is difficult to find. The ideal rent students would like to pay is around \$400/month. Student habits also vary. They seem to spend less time in the library, and more time in casual campus group settings. There also seems to be a fair amount of single parent students. For off campus housing, students prefer a four minute commute. At a student housing meeting, results showed major concerns in the following areas:

- A private bath is preferred but they will share while considering total rental cost
- Storage is a big concern
- Recreation and exercise (huge concern)
- Common study area (huge concern)
- Cooking facilities – not a major concern
- Alcoholic beverage consumption
- Laundry service
- High speed internet & phone service

Julie has attended two meetings at Houghton Lake High School regarding Early Middle College. They seem to be most interested in our medical and technical programs. Julie added this is going to be a challenge, as at least half of the students are not qualified in English and Math. They are not prepared for college level basic classes.

Michelle noted that only about 20% of students are college ready. But that percentage is improving.

Jack Kramer noted the need for Kirtland to provide for more vocational programs, which will improve student's basic skills as they learn.

HSC will be hosting 8th Grade Career Exploration Day Friday, April 21 with over 500 students attending.

Personnel Report – Dale Shantz noted in the past few months there have been several employee additions and retirements with more to come.

New Business

Resolution to honor Dave Dougherty for his service as Kirtland Community College Board Member Secretary/Treasurer. Motion by Trustee Spangler, second by Chair Ferrigan. Motion carried.

Trustee Spangler inquired as to whether Kirtland was in the process of recognizing the efforts of Board Member Rug Dozzi. Dr. Quinn stated it is currently being addressed.

Surgical Tech program changes – Julie Lavender requested the approval of a new AAS degree program in Surgical Technology

Explanation: Surg. Tech Certificate is currently 48 hours credit but will now be 51 credit hours with the addition of Medical Terminology as a pre-requisite in all health programs. The degree will have additional courses required: Microbiology, Intro to Computers, and Humanities. These courses can be completed at any time – not a pre-req. Students can start with a Certificate and go on to complete the Degree. Kirtland anticipated the Surg Tech accreditation agency setting the associate degree as the requirement for certification within the next 3 years, at which time we will be prepared with the degree in place.

Motion to approve AAS Surgical Technology Certificate and Degree, as presented, by Trustee Spangler second by Vice Chair Kramer. Motion carried.

Julie Lavender shared info on update of Open Education Resources project.

Board Member Reports / Open Discussion

Brief discussion on the Governors visit.

Vice Chair Kramer noted that schools from Meridian to Farwell, Houghton Lake & Roscommon sent their top 8 students based on testing and all students got up & spoke as to where they were going to college when they graduated. Among the schools mentioned were U of M and Purdue, and one young lady stood up and said "I'm going to Kirtland Community College into the Cardiac Sonography program". ☺

T. Quinn reminded everyone graduation is one week from tomorrow (Friday, April 28)

With no further business, Chair Ferrigan adjourned the meeting at 8:20 p.m.