January 4, 2016 Board Retreat Notes
9:06 a.m.

Trustees Present: MaryAnn Ferrigan, Jack Kramer, Ed Pearen, Rug Dozzi,

Trustees Absent: Dave Dougherty, Amy Knepp, Roy Spangler

Employees Present: Tom Quinn, Jason Broge

TQ started with Kirtland’s Strategic Plan. Each year staff meets to discuss and create new measurable goals that go into the Operational Plan for the college.

Jack – does staff meet regularly to discuss the Operational Plan? TQ - no
Jack – schedule quarterly meetings to know if they are on track for meeting the goals set
Rug – is there a specific time line to achieve goals?
TQ – yes, yearly
Rug – at the end of the year does staff review the Operational Plan to check if measurable goals have been accomplished?
TQ – yes, but goals are always changing. And to achieve these goals must involve other people. Ultimately our budget connects to the Strategic Plan.

Jason – Criminal justice is the largest expense of KCC programs.
MaryAnn – is there a ‘break even’ point for programs?
Jason – we try to maintain a balance with tuition and revenue
TQ – important to recognize the Strategic and Operational Plans are directly connected to the budget.
MaryAnn – is the Board responsible to see that the Operational Plan is achieved?
TQ – Board is responsible to oversee that the budget is maintained
Rug – is the Strategic Plan approved by the Board? Jason – yes
Jack – are copies of the Strategic Plan distributed to local businesses, organizations?
How many people would actually look at our website for our Strategic Plan?
Organizations are always looking for speakers.
TQ – Yearly we meet to work on the Operational Plan to accomplish the Strategic Plan.
Each KCC employee was asked 5 specific questions. The answers were compiled and used to create the Strategic Plan. As a result, the Mission of the college hasn’t changed, except for the definition of ‘student’. Also, the president’s goals are included in the Operational Plan.
MaryAnn – do we have a way to track the progress on measurable goals?
TQ – no, not at the present time
Jack – ? meeting quarterly would help monitor the progress
TQ – knowing now the function of the Operational Plan, Strategic Plan, and their connection to the budget, what specific projects would the Board like to achieve for 2016-17?

Jack - #1 would be Early Middle College
MaryAnn – if we look at where we are now and where do we go next, EMC definitely
Rug – looking at the current Strategic Plan, most of the goals have been accomplished.
Jack – do we provide the public with a copy of the college’s annual report?
TQ – annual report will be prepared for the college’s 50th anniversary. If we do a mailing, it would be to approximately 55,000 households.

MaryAnn – keep it short and simple, and consider having the townships mail with tax bills?

MaryAnn & Jack – need to do more advertising to keep public awareness of the college.
We need to make ourselves more visible to the public.
Jason – are you talking about reaching out farther than our local area?
Yes, all agreed.

**#2 all agreed should be stronger Public Relations**

**#3 Update on Roscommon campus and progress at 4 Mile Rd**
Jack – keep our presence at MTEC going.
MaryAnn – MTEC is an opportunity to show what we can do for their area
Rug – the community would be better served if we stay at MTEC
MaryAnn – we don’t focus enough on KCC raising the bar on education, we need to focus more on our technical programs
Jack – what about apprenticeships? Internships?
TQ – we are looking into different possible options

**#4 MaryAnn – Review current policies and see if they need updating**

TQ – meeting Jan 14 with Joe Powers & Cathy Erickson
Rug – need to listen to Crawford & Roscommon to hear what they want, then come up with a plan of what we can offer based on what they said.

TQ – meeting Jan 11 with governor’s staff to ask for 6.1 million. Back-up plan could be the potential for the large wood production area. What can we do to tap into that?

MaryAnn – what is Gaylord’s primary industry? TQ – retail
TQ – Evelyn is working on a figure for deferred maintenance costs on the Roscommon campus. Looking at 22 million over the next 10 years. Closing the Student Center will reduce that amount.

Jason – received 2 Requests for Proposals from Rehmann and Plante Moran with Rehmann coming in about $10,000 less. Will forward copy as PDF for Board review and can discuss at the February meeting.

HSC update – timeline is OK – heaters may be hooked up today (1-4-16)
As of 12-15-15, there is a little more than half of the contingency monies left ($575,000) after expense of the well, septic and generator. Current enrollment not looking good. There will be an on-site gathering at the HSC on Friday, February 19 for the contractors and select guests.

TQ – bottom line is as we downsize, staff will have to absorb more responsibility.
Adjourn 11:37 a.m.