

**KIRTLAND COMMUNITY COLLEGE  
MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**March 16, 2017**

**Trustees Present:** MaryAnn Ferrigan, Jack Kramer (via zoom), Ed Pearen, Roy Spangler (via zoom), Tom Ritter, Aaron Coltrane, and Amy Knepp  
**Employees Present:** Tom Quinn, Jason Broge, Heidi VanWagner, Julie Lavender, Dale Shantz, and Erine Adams  
**Guests Present:** Nick Powers- Oscoda County Herald

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The meeting was called to order by Chair Ferrigan at 7:06 p.m.

**Call to Order, Pledge of Allegiance**

T. Quinn requested the following changes to the agenda: Under new business add, Approval of Capital Improvement Projects and delete 'providing an easement through Kirtland Grayling campus property'.

**Welcome and Introduction of Guests;** None

**Public Comment:** None

**Consent Agenda:** Motion by Trustee Pearen, second by Trustee Knepp to approve the consent agenda as presented for the March 16, 2017 Board of Trustees Meeting. **Motion carried.**

**President's Report**

President Quinn reported that:

- An engineering firm is developing a site plan for the Kirtland Grayling Campus.
- The college is participating in a grant application for the construction of a bicycle trail that will eventually connect North Higgins Lake State Park with Hartwick Pines State Park. Kirtland students and employees will use the trail.
- He has been working with Houghton Lake Schools to develop a dual enrollment program. Trustee Kramer asked that a press release go out with pictures included if possible once the agreement is finalized with Houghton Lake or any other Early Middle College agreement.
- He will attend the Gaylord School Board Meeting on April 10, 2017 and that he plans to attend the Roscommon School Board Meeting on March 21, 2017 to emphasize that schools should be working together to benefit our communities and students. Board Chair Ferrigan stated that community members do not understand the difference between COOR and Early Middle College models with Kirtland and that this was of concern.
- Dr. Lavender and Sonja Handrich will be attending a parent meeting at Houghton Lake High School on Monday regarding Early Middle College.
- Personnel Report. D. Shantz reviewed his written report on personnel changes. He mentioned the achievements of staff including congratulations to Dr. Lavender for who was elected Chair for the Administration and Education Council of the American Nursing Association of Michigan. Congratulations were extended to John Theil for his willingness to appear on television news for current event topics.

**New Business**

- Motion by Trustee Knepp, second by Vice-Chair Kramer to move POL 4.055 Textbook Selection to second reading. **Motion carried.**

- J. Lavender requested approval of a Medical Assistant Certificate Program. Motion by Vice-Chair Kramer, second by Trustee Spangler to approve the Medical Assistant Certificate program as presented. Motion carried.
- Dr. Quinn introduced Policy 4.110 related to program requirements. Motion by Trustee Pearen, second by Trustee Knepp to move POL 4.110 Program Requirements for AAS, ASA, ABA, and AC Degrees to second reading. Motion carried.
- Resolution to establish Tuition Rates for 2017-2018: Motion by Trustee Knepp and second by Trustee Pearen: WHEREAS 1. The college administrative team anticipates proposing a balanced budget for 2017/8, and 2. The college needs to maintain quality services and programming where costs are increasing, and 3. The college administrative team has done a thorough review of budget assumptions and requests that tuition be increased and various increases be made to course and mandatory fee. NOW, THEREFORE, BE IT RESOLVED THAT 1. The rate of tuition for in-district students shall be \$113.00 per tuition hour. 2. The rate of tuition for out-of-state district students shall be \$166.00 per tuition hour. 3. The rate of tuition for out-of-state students shall be \$250.00 per tuition hour. 4. The college services fee or all students shall be \$21.00 per tuition hour. 5. All of these adjustments shall be effective for fall term 2017. 6. The course fees are approved as submitted. Roll Call Vote: Pearen- Aye, Knepp-Aye, Ritter-Aye, Coltrane-Aye, Ferrigan-Aye, Spangler-Aye, and Kramer-Aye. Motion carried and declared adopted on March 16, 2017.
- Motion by Trustee Knepp, second by Trustee Ritter to approve the Capital Improvements Project Budget as presented. Motion carried.

#### **Board Member Reports / Open Discussion**

- Trustee Knepp reported that the Foundation Board met today. It was suggested that a joint meeting of the Board of Trustees and the Foundation Board be added to the calendar this spring.
- Chair Ferrigan reported that she had joined Dr. Quinn in visiting with students to discuss their housing needs. She stated; our students are so diverse in age and needs that it is going to be difficult to assess and meet requirements. The need is clear, and we have heard that from ARAUCO as well. Day care is a concern for many students as is a need to have a safe affordable place to go during snow days. Trustee Pearen stated that he was impressed with the attitude and enthusiasm of students and he spoke about the housing needs of the Cosmetology students. He also stated that Cosmetology students would like the program moved to the Grayling Campus. Trustee Ritter mentioned that it is important to remember that we not only have to be concerned with the needs of current students but also those potential students we would like to bring in from out-of-district. Discussion related to the fact that environment makes a huge difference for our students and that we must provide an atmosphere of learning. Board members discussed a strategic planning session for student housing.

With no further business, Chair Ferrigan adjourned the meeting at 8:02 p.m.

Heidi C. VanWagner, Recording Secretary

Revisions made by Tom Quinn