

**KIRTLAND COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
4800 W. 4-Mile Road  
Community Room A  
Grayling, MI 49738**

*MINUTES*

**November 15, 2016**

- Trustees Present:** MaryAnn Ferrigan, Jack Kramer, Ed Pearen, Roy Spangler, Dave Dougherty, and Amy Knepp
- Employees Present:** Tom Quinn, Jason Broge, Ilene Scherer, Tim Scherer, Heidi VanWagner, Julie Lavender, Dale Shantz, Michelle Vyskocil, Laura Percival, Erine Adams, Courtnay Hornof, Kristin Barnhart, and Alan Mabarak,
- Guests Present:** Joshua Sullivan- Rehmann, Stephen Peacock- Rehmann, and Michelle Fowler-Rehmann
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*The meeting was called to order by Chair Ferrigan at 7:07 p.m.*

**Welcome and Introduction of Guests**

**Public Comment:** None

**Presentation of the 2016 Audit Report**

- J. Sullivan, S. Peacock, and M. Fowler of Rehmann provided a PowerPoint presentation highlighting the 2016 Audit Report. Board members and guests were provided opportunities to request clarification and ask questions. This report was “positive” for Kirtland Community College. *Motion by Trustee Spangler, second by Vice Chair Kramer to place the 2016 Audit Report on File. Motion carried.*

**Consent Agenda:** *Motion by Trustee Knepp, second by Trustee Dougherty to approve the consent agenda as presented for the November 15, 2016 Board of Trustees Meeting. Motion carried.*

**President’s Report- T. Quinn**

- Update on the operations at the University Center, Gaylord: On December 14, 2016 Kirtland Community College Board Members are invited to attend a joint breakfast meeting of the UC Board, and GAB at 8:30 a.m. at the University Center. J. Broge will serve as the supervisor for Kirtland in Gaylord and it will be run as an auxiliary account. The official date for the change-over is January 1, 2017.
- Update on the Michigan Forest Products Institute: T. Quinn reported that the Capital Outlay Budget has been submitted. He also was invited to attend the Michigan Forest Products Council Board Meeting where he made a presentation. The Michigan Forest Products Council pledged their support of Kirtland’s efforts related to the Forest Products Institute and a program for Diesel Mechanics and Repair.

- Discussion on recognition for the late Rug Dozzi: Board Members discussed their plans to attend Rug's memorial service and how to honor him at the January Board Meeting. T. Quinn expressed his regrets that he will be out of state visiting family on the date of Rug's service and mentioned that he would appreciate any members of the Kirtland family who could attend to please do so.
- Discussion of orientation of new Board Members: T. Quinn outlined his orientation plans for Mr. Aaron Coltrane and Mr. Tom Ritter.
- December 20, 2016 Board Meeting: T. Quinn questioned the need for a December meeting and whether or not a quorum would be possible. *Motion by Chair Ferrigan, second by Trustee Pearen to cancel the Kirtland Community College Regular Board Meeting scheduled for December 20, 2016. Motion carried.*
- D. Shantz provided the personnel report introducing Kristin Barnhart who has been promoted to the Director of Finance. Lloyd Glenn Gutierrez has been named the new Director of Public Safety and Math Instructor Marcell Romancky has announced her intent to retire at the conclusion of the current faculty contract.
- Update on Occupation Programs- L. Percival
  - Collaboration with Chrysler-Fiat for Automotive Technology: L. Percival described the collaboration this company has started with community colleges and that we have joined. Bob Oakes is our Lead Technician and has been key bringing this opportunity to Kirtland students. Bill Marsh Auto Group in Traverse City serves as the lead dealership for Kirtland. The only other site in Michigan is at Grand Rapids Community College. This collaboration is terrific for our students and will make them more marketable in the workplace.
  - Purchase of additional equipment with the CCSTEP Grant: On October 25, 2016 Kirtland was awarded \$127,000 and therefore was able to make some additional purchases including a skid car for the Criminal Justice program, an operating table for the surgery room, laparoscopic equipment, and MILO Response that will assist EMS workers with emergency room situations.
  - Accreditation of Surgery Technology: Surgery Technology is in process of certification for this program.

### New Business

- Approval of an auxiliary budget for the University Center– J. Broge
  - A six-month summary budget (January through June 2017) for the Kirtland-University Center Auxiliary-Gaylord was presented to the Board with opportunity for discussion. *Motion by Trustee Spangler, second by Trustee Dougherty to approve the Kirtland-University Center Auxiliary six-month budget as presented. Roll Call Vote: Ferrigan-Yes, Kramer-Yes, Spangler-Yes, Knepp-Yes, Pearen-Yes, Dougherty- Yes. All in Favor- Motion Carried.*
- Policy Reviews- J. Lavender
  - POL 4.000 Educational Programs-1<sup>st</sup> Reading, review for reaffirmation. *Motion by Vice-Chair Kramer, second by Trustee Dougherty to move POL 4.000 to 2<sup>nd</sup> Reading. All in Favor-Motion Carried.*
  - POL 4.010 Academic Calendar- 1<sup>st</sup> Reading, with proposed revisions. *Motion by Vice Chair Kramer, second by Trustee Pearen to move POL 4.010 to 2<sup>nd</sup> Reading with amendments. All in Favor- Motion Carried.*
  - POL 4.015 Graduation Requirements- 1<sup>st</sup> Reading, with proposed revisions. *Motion by Chair Ferrigan, second by Vice Chair Kramer to move POL 4.015 to 2<sup>nd</sup> Reading with revisions. All in Favor- Motion Carried.*
  - POL 4.020 Curricular offerings- 1<sup>st</sup> Reading, review for reaffirmation. *Motion by Chair Ferrigan, second by Trustee Knepp to move POL 4.020 to 2<sup>nd</sup> reading. All in Favor- Motion Carried.*

- POL 4.030 Credit by examination- 1<sup>st</sup> Reading with proposed revisions. *Motion by Chair Ferrigan, second by Trustee Dougherty to move POL 4.030 to second reading with proposed revisions. All in Favor- Motion Carried.*
- Academic Calendar- J. Lavender presented the 2017-2018 Academic Calendar. *Motion by Chair Ferrigan, second by Vice Chair Kramer to accept the 2017-2018 Academic Calendar as presented. All in Favor- Motion Carried.*
- Holiday employee vacation resolution- D. Shantz presented a resolution to authorize 2017-18 winter recess. In addition to the paid holidays per policy (POL5.115) of December 25 and 26, and January 1 and 2, administrators and full-time support staff will be required to use on and one-half vacation, personal, and/or unpaid days (for December 27 and one-half day the 28<sup>th</sup>). In return, the board will grant one and one-half additional paid days off (one-half day the 28<sup>th</sup> and a full day Dec. 29<sup>th</sup>). *Motion by Chair Ferrigan, second by Trustee Spangler to approve the 2017-2018 Winter Recess Resolution as presented. All in Favor-Motion Carried.*

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

- Trustee Spangler reported on the MCCA Board Meeting that he and Dr. Quinn attended. He updated members on the Michigan Promise.
- Vice-Chair Kramer reported that he attended the Alumni-50<sup>th</sup> Anniversary Time Capsule event at Kirtland-Grayling hosted by the Foundation. He said it was “marvelous” and thanked staff members who were involved with making that event a success. Mr. Kramer also attended the recent GAB meeting in Gaylord and remarked that it was one of the best GAB meetings he has attended. It highlighted the success we have had there and the opportunity for continued success.

#### **Announcements- T. Quinn**

- Travel to Arauco has been postponed
- MCCA Trustee Leadership Institute in Lansing is on November 17<sup>th</sup> and 18<sup>th</sup>.
- KCPA Performance- *The Phantom Unmasked* is Saturday, December 10, 2016 in Roscommon
- The All Employee Christmas Luncheon is on Tuesday, December 20, 2016 at noon at Kirtland-Grayling.

*With no further business, Chair Ferrigan adjourned the meeting at 8:21 p.m.*