

**KIRTLAND COMMUNITY COLLEGE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES ~ MINUTES**  
**October 19, 2017**

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Meeting called to order by Chair Ferrigan at 7:05 p.m.

Pledge of Allegiance and reading of the Board of Trustee's Mission Statement.

**Roll Call:**     Trustees present:     Mary Ann Ferrigan, Jack Kramer, Ed Pearen,  
Amy Knepp, Roy Spangler, Aaron Coltrane

Trustees absent:     Tom Ritter

Employees present: Tom Quinn, Jason Broge, Michelle Vyskocil, Erine Adams,  
Sarah Holecheck

Welcomed guest Ed Bergeron from the St. Helen/Richfield Twp., DDA

**Public Comment:** None

**Consent Agenda:** Motion by Trustee Knepp, second by Vice Chair Kramer, to approve the October 19, 2017 consent agenda as presented. Motion carried.

**President's Report:** Dr. Tom Quinn reported he is currently working on developing the curriculum for two new certificate programs: Automation and Process Control & Wood Technology. He also noted that he continues to improve daily from his recent accident.

**New Business:**

A. Marketing Videos Update – Sarah Holecheck

Sarah did a presentation of the automotive and welding marketing videos that were recently completed. She went on to explain that Kirtland also uses brochures, emails, phones calls and digital ads to reach prospective students. At present, nine videos have been completed and four more are in the process of completion. Each video averages 2 - 2½ minutes. The marketing videos appear to be well received.

B. ARAUCO Michigan New Job Training Program Agreement – Erine Adams

Erine presented a revised version of the agreement that was originally sent in the monthly Board packet. The Board briefly reviewed the new version and agreed to approve the Resolution as stipulated herein:

Motion by Trustee Spangler, second by Trustee Pearen, to accept the ARAUCO and Kirtland New Job Training Program Project as revised to be executed upon receipt of the signature of ARAUCO representation. If ARAUCO fails to accept the terms of the program, amendments will be made and voted on at the November 16, 2017 regular Board meeting. Motion carried.

C. Policies

POL 1.045 Concerns and Complaints

Motion by Vice Chair Kramer, second by Trustee Knepp, to approve 2<sup>nd</sup> reading as revised for adoption. Motion carried.

POL 2.003 Post-Issuance Tax Compliance for Tax-Exempt Obligations and  
Tax Credit Bonds

Motion by Trustee Knepp, second by Trustee Spangler, to approve 2<sup>nd</sup> reading of policy for adoption as presented. Motion carried.

POL 6.130 Vaccination Policy

Motion by Trustee Spangler, second by Vice Chair Kramer, to approve 2<sup>nd</sup> reading of policy for adoption as presented. Motion carried.

D. Resolution to Levy and Collect 2018 Summer Taxes

Motion by Trustee Pearen, second by Vice Chair Kramer, that the Board of Trustees of Kirtland Community College adopts the Resolution to Levy and Collect Summer 2018 Property Taxes as presented. Motion carried via voice vote.

E. Resolution to Establish Depositories for the 2017-2019 fiscal years

Motion by Trustee Spangler, second by Trustee Knepp, that the Board of Trustees of Kirtland Community College adopts the Resolution to Establish Depositories for the 2017-2019 fiscal years as presented. Motion carried via voice vote.

**Board Member Reports / Open Discussion**

Vice Chair Kramer reported on his attendance last month at the ACCT conference in Las Vegas. There was a one day tour of some of the community colleges in Nevada, and he noted that some of the college programs were set up similar to Kirtland. It was interesting to find that several colleges had eliminated the LP program, and adopted Medical Assistance programs including Cardio Sonography, Pharmacy Tech and Respiratory Therapy. Vet Tech was another popular program.

Vice Chair Kramer went on to mention the importance that Trustees play in the success of Colleges. He sat in on a presentation from MOTT Community College. The discussion included low income households and some of the programs that worked with adjudicated youth. There was also discussion on the difficulty in finding good college presidents.

Vice Chair Kramer finished by noting that College Trustees can promote their college by being good ambassadors.

Dr. Quinn wanted to take a minute to thank the administrative team for working so hard on preparation for the upcoming HLC visit next week.

Review of the announcements and calendar items as listed on the agenda.

8:05 p.m.

Motion by Vice Chair Kramer, second by Trustee Knepp, to move to closed session for the purpose of discussing the extension of the faculty contract, as well as the President's evaluation. All in favor. Motion carried.

8:45 p.m.

Motion by Trustee Coltrane, second by Trustee Pearen, to return to open meeting. All in favor. Motion carried.

Motion by Trustee Knepp, second by Trustee Spangler, to approve the 2018-2019 contract extension of the Kirtland Federation of Teachers Master Agreement. Motion carried.

Motion by Trustee Spangler, second by Vice Chair Kramer, to accept the President's evaluation for his personnel file. Motion carried.

With no further business, Chair Ferrigan declared the meeting adjourned at 8:47 p.m.