

**KIRTLAND COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES ~ MEETING MINUTES
February 23, 2015 at 8:00 a.m. at 11927 Ivy Road in Roscommon**

The regular meeting was called to order by Chair Ferrigan at 8:37 a.m.

Roll Call: Trustees Present: MaryAnn Ferrigan, Jack Kramer (via phone prior to the meeting being called to order), Ed Pearen, Dave Dougherty, Roy Spangler (via Phone), Donnelle Napier
Trustees Absent: None
Employees Present: Tom Quinn
Guest Present: None

Welcome and Introduction of Guests: None present

Public Comment: None

New Business:

Approval of Medical Assistant Program – Motion by Chair Ferrigan, seconded by Trustee Pearen to accept an administrative proposal to start an academic program entitled Medical Assistant. Discussion by Trustee Napier that the program needed to include medical insurance coding using the latest coding manual. She was not clearly able to identify where this would be taught in the proposed curriculum.

There was discussion about the status of the current Licensed Practical Nursing Program and the employer need for the Medical Assistant Program. Included in the discussion was the approval process for the program required by the Higher Learning Commission. It was recommended by Trustee Pearen, and others, that administration identify the starting salaries for graduates of the program. Trustees asked administration to evaluate the length of the program as compared to the starting salaries that graduates may achieve.

Trustee Napier recommended that administration consider offering non-credit courses for certification on a number of medical topics. She stated that there are numbers of medical professionals at administrative levels that would like to maintain their current certifications but can find few updating opportunities available to them. Advanced life support and surgical preparation were mentioned as an examples. Trustees concluded that this need could best be met in the new Health Sciences Education and Training Center when construction is complete.

Motion carried via voice vote.

Academic Calendar – A recommendation approve a change in the 2015-2016 academic calendar was withdrawn from the agenda by President Quinn because the administrative proposal did not contain complete information.

Appointment of a New Trustee – Motion by Trustee Pearen, seconded by Trustee Dougherty to appoint Ruggero Dozzi as an interim board member to fill the board position previously occupied by Kathryn Wallace.

The interview team of board members discussed the high quality of the applicant pool and of the difficulty in making a recommendation. They asked the administration to consider all applicants for positions on the Kirtland Foundation and on citizen advisory committees. At this time the Board added Roy Spangler to the discussion via telephone to gain his input.

Motion carried via voice vote.

Reports:

President's Report – There was discussion about the use of precast concrete panels as a major construction material for the new Health Sciences Center. President Quinn and Trustee Pearen provided pictures and information to members. A discussion ensued. It was consensus opinion that architects could be directed to pursue this method of construction.

With no further business, the meeting was adjourned by Chair Ferrigan at 9:24 a.m.