

KIRTLAND COMMUNITY COLLEGE
FINANCE COMMITTEE ~ MEETING MINUTES
April 14, 2015 at 3:00 p.m.

Present: Tom Quinn, Julie Lavender, Ilene Scherer, Jason Broge, Evelyn Schenk, MaryAnn Ferrigan, Rug Dozzi, Jack Kramer, Dave Dougherty, Roy Spangler, Ed Pearen

Meeting was called to order at 3:10 p.m.

New Business:

1. Health Sciences Building - Tom Quinn mentioned that the Board needs be in agreement by the next board meeting regarding spending for the Health Sciences building by the next board meeting.

Jason Broge: Bond resolutions are on the agenda for next Tuesday's board meeting and this is the key date for a for the upcoming bond proposal issues. The millage unlimited bond of \$5.2 million and the limited bond of \$4.7 million needs to be completed by June 30th. The committee reviewed the draft resolutions and moved them forward to the full board meeting on April 21st.

Payment cycling of the bond payments was also discussed. The last payment of the 1995 bond will be paid on May of 2015 and the first payment for the new bond will be made in November of 2015. Payments will then be subsequently every May and November. May payments will be interest and principle, while November payments will be interest only.

Jason Broge: In review of the \$3.5 million skilled trades grant, from the Michigan Strategic Fund with an \$878,000 college match, he suggested that the board pass the grant at its next regular full board meeting. KCC has to spend the match portion first, and then can request a "reimbursement" of the grant from the fund in one third increments. KCC is the largest recipient in the ACS Category 1 schools funded. The committee moved the grant summary forward to the next board meeting for approval.

Tom Quinn: Capital Outlay Funding –is unattainable for the initial 4 Mile project. However, there are still prospects for funding for future/new projects.

2. Tuition and Fees - Jason Broge discussed and compared Kirtland's comprehensive tuition and fees compared to other Michigan Community Colleges (KCC is low to mid-range on the spectrum). Jason Broge's recommendation was for a tuition increase of 5% in order to help balance next fiscal year's budget.

Jason Broge brought up the need for a change to policy 6.056 Residency in order to be in compliance with new military veteran's regulations. The board should adjust the policy to only change veteran's maximum of in-state tuition, regardless of the veteran's permanent address. The committee moved this policy change to the full board meeting for approval as presented.

Tom Quinn discussed that Kirtland required too many contact hours for the general education studies degree program in the past.

Tom Quinn also brought up that the excess of contact hours has an effect on students are receiving financial aid. Financial aid is based on a student's number of credit hours and this is based on 150% of attempted credit hours for a certificate or degree. For students that are planning on transferring their degree to a four year university, their financial aid could be highly impacted based on Kirtland's high demand of contact hours within general education classes.

Tom Quinn advised that a tuition increase for Kirtland is viable and that there is room for the increase since most other community colleges in Michigan have considerably higher tuition and fee rates. Kirtland has the lowest rates in terms of net cost, and if Kirtland doesn't increase its rates, then we will need to cut full programs to offset the cost. After a lengthy discussion the committee moved that the college put on the agenda for the next full board meeting an increase of 6% in tuition for fiscal year 15/16.

Trustee Spangler discussed the low population in the local area and that we need to start working with our community by promoting Kirtland's district areas. Roy stated that Kirtland needs to try to get people to move back to this area and that Kirtland could be a reason for people to move back to the area if we work more within the community.

Chair Ferrigan brought up the idea that if we are going to focus on bringing in more out of district students, then we need to seriously think about offering housing to our students.

Instructional Update - Julie Lavender discussed agenda items for the next board meeting:

- New programs that will need approval are Associates in Accounting Degree, AAS Foundations in Art and Design Art Degree. The two art degrees will combine and replace the current six to eight different degrees that are now be offered.
- Need approval for suspensions of Vascular Sonography and AAS Correctional Jail Administrations due to low enrollment.
- Suspension of the AFA (Associate in Fine Arts) as well. This degree now will be offered as a concentration in the new streamlined art transferred degrees.
- Calendar revision—after Memorial weekend KCC wants to organize an 8 week summer semester instead of an 11 week semester in order to allow more time for other departments and staff to prepare for the next school year and to sequence the session after the end of the winter semester of universities.

3. Roscommon Campus Renovations - Evelyn Schenk reviewed Roscommon capital projects and large purchases, including:

- Old OPE lab is where composites is going to be and minor renovations are needed at approximately \$50,000. Criminal justice needs an additional \$50,000 as well. There are plans to move the workout room and replace it with the MILO Range. All of the flooring will be replaced in the basement as well.
- Need \$45,000 for clearing out trees and opening up the Administration entrance as well as building a rock retaining wall. Will also need to move the digital sign to the Administration entrance.
- Using the Skilled Trades Grant, will spend @\$69,000 at M-TEC to replace rooms and flooring in Labs M108, M110 and M115 in addition to electrical work, air drops, and lighting.
- Admin and INS restroom project was approved last year, but has not been completed. Would like to restart the project this summer at \$125,000.
- Asphalt repair at \$58,000.
- \$73,000 for a new Bobcat and/or tractor. Our tractor is 12 years old and the maintenance fees are getting costly. The current Bobcat that we bought used is deteriorating and is costing the college a great deal with ongoing maintenance and repair fees.
- The committee moved the large purchase recommendation for to the full board meeting for approval at a total cost of \$462,985.

4. Heath Science Building Update--Jason Broge: All goals in the programming committee have been met while being well under (and not to exceed) budget of \$11 million. The current estimate is \$178 per square foot with the building dimensions of 58,000 square feet. Currently, the project is under budget by 10% and has \$1 million in contingency.

5. Fiscal year 14-15 operations and fiscal year 15-16 budget impacts by Jason Broge:

- Current operations of this year's budget: free cash flow is up \$2 million. In payroll, liabilities are up because they were incurred in January and includes three sizable contractual payouts for four retiring faculty members.
- Still have summer enrollment for pending revenue, however, we will be \$300 - 400 hundred thousand dollars short on the closing budget goal. A majority of this has to do with a decline in enrollment.
- Instructional expenditures are up due to accruing large retirement and contractual separation payouts of some full-time faculty members, but the majorities of other operational area expenditures are still under budget. Administration will be asking the board to take anything left over in the general fund which will be used to offset the cost of the match needed for the Skills Trade Grant.
- Auxiliary funds are expected to be low because enrollment is down.
- Margins should still continue to be down for auxiliaries, but are still in range to meet their goal. This is the same for KCPA.
- Title III grant ends at the end of September. There are currently four positions that are funded under the grant. The college has in its preliminary draft general fund budget for FY1516 with one full-time and one part-time position to be institutionalized.
- Jason Broge closed the discussion by mentioning that we may need to borrow money next year to complete the new building, but this would be the only reason to borrow.

Fundraising for new building is moving along. Tom Quinn has started to meet with more people and suggested some fund raising ideas such as a KCC golf outing and backyard parties at the Quinn's home. The goal is to raise \$600,000 - \$1,000,000 to assist with construction costs.

Doug Mace has an unpaid sabbatical that was approved at the January 2015 full board meeting. The college informed the committee that Kirtland will still need to pay his health care cost while out on sabbatical per conditions that are in the current negotiated faculty contract.

Meeting adjourned at 6:05pm.