

KIRTLAND COMMUNITY
COLLEGE
Board of Trustees
Regular Meeting Minutes
April 20, 2023

Date: Thursday, April 20, 2023

Type: Regular Meeting

Time: 7:00 p.m.

Notice Provided in Advance: Yes

Location: Kirtland Community College, Grayling

Quorum: Satisfied (minimum of four required)

Present: MaryAnn Ferrigan, Chairperson
Jack Kramer, Vice Chairperson
Ed Pearen, Secretary
Alan Bruder, Trustee
Tom Ritter, Trustee
Roy Spangler, Trustee

Kirtland Community College Guest:
Dr. Tom Quinn – President
Matthew Biermann
Gina Moya
Chris Bowman
Vanessa Noffsinger
Michelle Vykoscil
Renee Artman
George Thayer
Matthew Rice
Michael Peters

Absent: Amy Knepp, Trustee

I. ROUTINE

- The Board meeting was called to order by MaryAnn Ferrigan, Chairperson, at 7:00 p.m. in Kirtland's Community Room A.
- Pledge of Allegiance, led by the Board members
- Chair MaryAnn Ferrigan read Kirtland's Mission and Vision Statement
- Roll Call – Amy Knepp, Trustee, was absent; all other members were present.

II. WELCOME OF GUESTS

- Dr. Quinn introduced staff member Renee Artman, Director of Finance for the college.

III. PUBLIC COMMENTS

- No members of the public were present

IV. CONSENT AGENDA

- a. March 16, 2023, Regular Board Meeting Minutes
- b. Revised POL 6.056 Residency
- c. Adoption of POL 6.080 Student Housing

Motion by Ed Pearen, Secretary, to accept the Consent Agenda (a-c) as presented. Seconded by Jack Kramer, Vice Chairperson. No further discussion. Motion passed without dissent.

V. POSTPONED/TABLED BUSINESS

- Motion by trustee Roy Spangler to move POL 5.460 Acceptable Use of Technology back to the table for discussion at this meeting. Seconded trustee Alan Bruder. Motion passes without dissent.

VI. NEW BUSINESS

- Adoption of POL 5.460 Acceptable Use of Technology moved back to the table for discussion. Motion by Jack Kramer, Vice Chair to accept as a first read and move to a second read at the May

Board meeting. Seconded by trustee Alan Bruder. No further discussion. Motion passed without dissent.

- Motion by trustee Alan Bruder to adopt POL 5.461 Written Information Security Program. Seconded by Ed Pearen, Secretary; no further discussion. Motion passed without dissent.
- Motion by trustee Roy Spangler for Board support in signing a Letter of Support to the ACCT for Kirtland to be a presenter at the 2023 ACCT Leadership Congress in October. Seconded by Jack Kramer, Vice Chair. No further discussion. Motion passed without dissent. Chairperson MaryAnn Ferrigan signed the letter of support during the meeting for Dr. Quinn.
- Motion by Jack Kramer, Vice Chair, to move the May 18 Finance and Board of Trustees meeting to May 25, 2023 – Finance Meeting at 6:00 p.m. and Board of Trustee Meeting at 7:00 p.m. Seconded by MaryAnn Ferrigan, Chairperson. No further discussion. Motion passed without dissent.

VII. OLD BUSINESS

- No old business to discuss at this meeting.

VIII. PRESIDENT'S REPORT

- Dr. Quinn discussed with the Board the potential legal risk of not having a Records Retention Policy.
- Matt Biermann informed the Board about the Gramm-Lech-Bliley Act Cybersecurity Requirements and the NIST Protecting Controlled Unclassified Requirement information.
- Board Retreat is set for Monday, April 24, at 5 p.m. Luke Robins, consultant for the ACCT, will be the host.

IX. BOARD MEMBER REPORTS/OPEN DISCUSSION

- Discussion ensued regarding calendar events - Kirtland graduation ceremony.
- Roscommon Campus, Commencement times, and the Foundation Garage sale were discussed with Dr. Quinn and Kirtland Staff.

X. ADJOURNMENT

With no further business to discuss, acting Chair MaryAnn Ferrigan adjourned the meeting at 7:56 p.m.

Minutes submitted by:

Gina Moya, Asst. to the President

Kirtland Community College - Grayling

Adopted by the Board on: 05/25/2023