

KIRTLAND COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
April 9, 2020

Date: Thursday, April 9, 2020

Time: 7:00 p.m.

Location: Virtual via Zoom Conferencing

Type: Special Meeting

Notice Provided in Advance: Yes

Quorum: Satisfied (minimum of four required)

Present: **Mary Ann Ferrigan, Chairman**
 Jack Kramer, Vice Chair
 Amy Knepp, Trustee
 Alan Bruder, Trustee
 Ed Pearen, Secretary
 Tom Ritter, Trustee
 Roy Spangler, Trustee via Telephone

Kirtland Community College Guest:

Dr Tom Quinn - President
Dr. Amy Fugate
Michelle Vyskocil
Kim Smith
Don Haskin
Kristin Barnhart
Rick Daugherty - IT staff
Christin Bates
Jason Broge
Jake Haulotte - IT staff
Gina Moya
Ron Sharpe
Marilyn Cole
Nathan Sutton
Tim Chilcote
Marj Esch
Matt Biermann

Guests: Cheryl Holladay

I. ROUTINE

- Call to Order: 7:10 p.m. by Mary Ann Ferrigan, Chairman
- Pledge of Allegiance
- Mission and Vision Statement - To provide innovative educational opportunities to enhance student lives and build stronger communities. Kirtland will be the first choice for learner-centered education guiding students and communities toward success.
- Roll Call – All Board members present via Zoom Conferencing (except Roy Spangler who was present by telephone via Dr. Tom Quinn).
- Welcome and Introduction of Guests – Welcome by Madam Chairman Ferrigan. KCC President Dr. Quinn introduced Cheryl Holladay and Dr. Amy Fugate Vice President of Academic Affairs at Kirtland.

II. Public Comment: No members of the public community made comments

III. Consent Agenda:

- Motion by Trustee Amy Knepp: Move to accept the Consent Agenda (A-B) as presented.
 - A. Minutes from January 16, 2020 Board of Trustee Meeting Minutes.
 - B. POL 5.030 Salary Schedule for Teaching Faculty, second read.
- Seconded by Trustee Jack Kramer. Passed unanimously without dissent.

IV. OLD BUSINESS – No Old Business to discuss.

V. NEW BUSINESS

- A. **A review of the construction bids for Phase III of construction on the Kirtland-Grayling campus and consideration of a motion to accept construction bids (Attachment item C).**
- Jason Broge, CFO of Kirtland Community College, discussed the Phase III construction budget; informing the Board everything was in except floor covering; Stafford Smith would be the food service vendor. The budget is under \$20 million. Kirtland was able to pave the back drive, small parking lot, purchased generators, motorized blinds for the center. At a macro level the college is well under budget. The open items left in the project leave a contingency of \$750,000. Approximately 12 vendors are from West Branch, Gaylord, Gladwin, and Prudenville. The project is considered non-essential work and the contractors were not working. The project is currently five and one-half (5 ½) weeks delayed. Jason will have a report ready for the May board meeting regarding the project deadline. No other questions.

- Motion by Trustee Ritter: to accept construction bids.
- Motion was seconded by Trustee Knepp.
- Passed unanimously without dissent.

B. Consideration of a motion to suspend the Health Information Technology (HIT) Program. (Attachment item D)

- Dr. Amy Fugate, Vice-President of Academic Affairs, discussed the memo she wrote to the Board members which is an attachment in the Board packets. The major drawbacks of the HIT program were discussed - the accreditation board requirements of two full-time faculty members to run the program. In order to break-even, Kirtland would need 70 students enrolled every fall. The college cannot meet the enrollment needs of the program. Six students will complete the degree program this winter. The students have been notified and the advisors are working with the current students in the program to either help them complete the program, or redirect them into other programs. Kirtland is working with other schools in the state which offer this program. Dr. Fugate explained that Kirtland is losing \$200 per contact hour that a student enrolls in the program. The total cost of the program is tied into faculty salaries (approximately \$210,000 - \$215,000 per year plus benefits) as there are no supply cost. Presently the hospitals are considering HIT students non-essential and are not accepting internships. Davenport and Macomb colleges are willing to work with Kirtland to get the current students graduated.
 - Motion by Trustee Bruder: Move to suspend the HIT program.
 - Motion was seconded by Trustee Pearen
 - Roll call vote; motion passed unanimously without dissent.
 - Motion carries

C. First reading of a revision to the Board Bylaws and consideration of a motion to send to a second reading (Item E):

- Discussion ensued regarding the minor revisions made to the Board Bylaws. Trustee Roy Spangler heads the committee with support from the President. Chairperson Ferrigan has questions regarding revisions and suggests a motion be table the discussion for a formal committee meeting.
 - Discussed tabled and will be revisited during a formal meeting of the board.

D. First reading of proposed changes in the Policy Statement portion of Board Policies and consideration of a motion to send to a second reading (Item F)

- President Quinn suggested the Board pass the changes made to the Policy Statement as a first read. President Quinn stated that the statement was a preamble to the Board Bylaws and a generalized statement about the policies of the Board.
 - Motion by Trustee Kramer: to pass to a second read.
 - Motion Seconded by trustee Roy Spangler.
 - Roll Call vote; unanimous vote to pass without descent.
 - Motion carries.

VI. REPORT FROM PRESIDENT:

A. Question from Board members to administration on the challenges and successes while responding to the pandemic disease.

- Discussion ensued about students adjusting to online learning. Dr. Fugate stated that the faculty was prepared for the change; faculty teaching the occupational classes are prepared with plans that will help students complete their requirements when we return to campus; students have been allowed to use simulation programs; and upon return out students will have their theory work completed online; students are praising faculty via social media posts; the Covid-19 Incomplete was setup to help students and faculty members will be working with students to complete their courses.
- Dr. Fugate stated that she is hopeful that our students will be able to return to our clinical site partners for internships.

B. Discussion of tuition and fees for the 2020-21 fiscal year

- Dr. Quinn stated a balanced budget has been prepared with approximately a 1% increase in state appropriations and a 2.5% increase in tuition.
- Options were given to the board – accept a 2.5% increase; a “do nothing” option; or a unique option of passing a 0% increase today and increase tuition sometime in the future.
- Jason Broge, CFO, stated the 2.5% increase was a modest increase.
- State appropriations were not budgeted but it is important to revisit this subject later this year.
- Trustee Roy Spangler did not want to pursue the option of waiting to increase tuition and suggested a 2% increase in tuition.

- Trustee Ed Pearen stated the economy is not healthy and would like to wait to see how the economy is doing next month.
- Jason Broge stated they will do a 0% increase and then a differential impact with a 2% increase – as every dollar is worth \$30K and 2.5% increase is approximate a \$3.00 increase.
 - Motion by trustee Spangler: Move to increase tuition by 2%.
 - Motion died due to lack of a second.

C. **Results of the Board’s Self-evaluations** – subject needs to be brought up in a Board Retreat.

D. **Comments on Policy Governance** – Materials were provided to board members. This subject should be discussed in a Retreat.

E. **Update on student housing and consideration of a board retreat to further discuss this issue**– Topic merits further discussion by special board meeting or retreat.

F. **Update on the development of a 2020-21 budget** –

- Property taxes will be fine,
- More time is needed to know more about state appropriations, expenditures, and enrollment.
- Biggby training has been delayed.
- Rentals dead until July.
- Long term issues will need further discussion.
- Faculty Funds from HIT program suspension will be held as Salary savings.
- Further discussion and feedback required on 2020-21 budget development.

G. **Further discussion** -

- President Quinn stated that the pandemic will change us and create a new generation of students and Kirtland.
- Chairperson Ferrigan suggested bringing back discussion on the LPN program.
- Trustee Bruder stated there is a push among rural health care to allow mid-levels to do more; recruiting is difficult for rural hospital areas.

VII. Board Members Report/Open Discussion

- **Trustee Ed Kramer** – Formerly commended Jason Broge and President Dr. Quinn and staff on the jobs they are performing. Their services are greatly appreciated.
- **KCC Graduation Ceremonies** - Dr. Quinn stated they were hoping to plan something in August or December. Presently graduation has been postponed indefinitely; however, it is everyone’s hopes to have something for graduates. Trustee Kramer suggests we let students know that we are going to celebrate the graduates.

VIII. Announcement:

- The next regular Board of Trustees meeting will be held on Thursday, May 21, 2020.
- Summer sessions begins June 1, 2020.
- Conference in June is cancelled.
- Dr. Quinn thanks all the staff members for attending Board meeting.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 8:09 p.m.

Minutes submitted by:
Gina Moya

Adopted by the Board during the meeting on:

Date

President’s Signature