

KIRTLAND COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES ~ MINUTES
August 15, 2019

Meeting called to order by Chair Ferrigan at 7:01 p.m.
Pledge of Allegiance and reading of the Board of Trustee's Mission Statement.

Roll Call: Trustees present: Chair MaryAnn Ferrigan, Amy Knepp, Jack Kramer, Roy Spangler, Tom Ritter, and Ed Pearen

Trustees absent: David Patterson

Employees present: Tom Quinn, Jason Broge, Michelle Vyskocil, Julie Lavender, Matt Biermann, Kristin Barnhart, Erine Wescoat, Deb Shumaker, Nathan Sutton and Tony Madaj

Welcome and Introduction of Guests: Eric Young, Ogemaw Herald; Josh Sullivan, CPA at Rehmann

Public Comment: None

Consent Agenda: Motion by Chair Ferrigan, second by J. Kramer, to approve the consent agenda as presented:

- A. Minutes from the June 20, 2019 Finance Committee Meeting.
- B. Minutes from the June 20, 2019 Regular Board Meeting.

All in favor. Motion carried.

New Business:

- C. Josh Sullivan, CPA from Rehmann Robson LLC went over a distributed handout, explaining the scope of assurance and tax compliance services that Rehmann provides to Kirtland Community College. He gave a brief overview of the various topics including: Due Dates, Timing of Services, Key Audit and Accounting Considerations, and New Accounting Pronouncements. He encouraged questions, but there weren't any.
- D. Jason Broge presented a PowerPoint, updating year-end finances for Fiscal Year 2018-2019. He highlighted total revenue and expenses, stating that Kirtland Community College met budget goals in revenues, and expenditures came in under budget. He also stated that the tuition goal had been met.
- E. Jason talked about the Title III Grant stating that the main theme used for applying for this grant is to increase student success which will be implemented through student retention. Jason provided a handout with a synopsis of the implementation strategies and objectives.
- F. Jason presented PowerPoint slides showing the potential footprint and layout of Phase III, the map, and timeline of this project. He talked about the project planning committee, their meetings with the architects, and layout adjustments to save costs. He shared that there will be another Phase III update at the September Board meeting.
- G. Jason provided a history of tax-exempt interest rates on a PowerPoint presentation. He pointed out that compared to the last several years, today's market bond interest rates are at a historical low. He also provided a comparison of recent community college bond issues and ratings. Jason requested a motion be passed granting permission for the college administration to move forward with the work required to issue bonds within the next one to two months. This would allow the CFO to work with the Colleges financial advisor to investigate what optimal bond options are available. The Board would still need to pass an authorization resolution to move forward at the September or October

regular Board meeting allowing the College to issue the bonds. Motion by J. Kramer, supported by T. Ritter to approve the motion to move forward with the preliminary work needed to issue Michigan Bonds for Phase III. All in favor. Motion carries.

- H. Dr. Quinn went over POL 1.010 Changing Policies of Kirtland Community College, pointing out the phrase “any changes in policy should require a second reading”. He went on to talk about the temporary approval by the board for “emergency” situations or special events. He requested a sense of direction from the Board as to whether the word “temporary” should be removed from the policy. The Board talked amongst themselves, and agreed about the ambiguity of the word “temporary” because it would still require a second read. It was also discussed that there are circumstances when minimal changes are made, the Board should be able to decide to pass on the first read. It was also suggested that when there is a change requiring substantial discussion, the policy should move to a second read. It was suggested that the policy read “new policies require a second read, but revised policies or changes to an existing policy may pass on a first read”. Dr. Quinn said he would look into this and see what he could do.
- I. Dr. Quinn provided a copy of the resignation letter from current Board Trustee David Patterson, effective August 20, 2019. Dr Quinn asked the Board of Trustees to pass a motion accepting this letter of resignation. Motion by Ed Pearen, second by R. Spangler to accept David Patterson’s letter of resignation. All in favor. Motion carries.
- J. Dr. Quinn reviewed options for filling the vacant Kirtland Community College Board of Trustee position. He recommended the Board pass a motion appointing a committee to further discuss and review available options for filling the position. Motion by R. Spangler, second by A. Knepp that the Board of Trustees appoint a committee to interview applicants for the position of Trustee. R. Spangler pursued discussion on the timelines of appointment and recommends that this position be advertised immediately. The group discussed that 30 days is the allotted time to make the appointment, and that by law, they can nominate someone rather than advertise if wanted. J. Kramer suggested that the position be posted in the newspaper allowing eligible applicants sufficient opportunity to apply. The Board agreed, and also decided on appointing a committee of 3 Board members, since that is what had effectively been done in the past. The timelines for appointment was discussed, and after checking calendars for availability, it was resolved that M. Ferrigan, J. Kramer, and T. Ritter serve on the committee. All in favor. Motion carries.

President’s Report

- ❖ Deb Shumaker, Director of Library, provided an update to the Board on the Learning Commons and what helps with student success. She talked about the transitioning of the Learning Commons from the Roscommon to Grayling campus, and shared her 17-month plan and how she implemented it through this process. Deb was very appreciative of the support she received and thanked several people, to include Facility Maintenance and her staff. A. Knepp commended Deb on the progress she made. J. Kramer said that he saw the Learning Commons, and that it looks great!

Board Member Reports / Open Discussion

- ❖ J. Kramer stated that we need to start implementing more for student success, everyone agreed.
- ❖ R. Spangler questioned if Going-Pro was facilitated with Kirtland. Dr. Quinn answered “yes”.

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

With no further business, Chair Ferrigan declared the meeting adjourned at 8:43 p.m.

Respectfully submitted by Amy Kuch, Recording Secretary