

KIRTLAND COMMUNITY COLLEGE

Board of Trustees Meeting Minutes

December 17, 2020

Date: Thursday, December 17, 2020

Time: 7:00 p.m.

Location: Zoom Software

Type: Regular Meeting

Notice Provided in Advance: Yes

Quorum: Satisfied (minimum of four required)

Present: **Mary Ann Ferrigan, Chairman**

Jack Kramer, Vice Chair

Ed Pearen, Secretary

Tom Ritter, Trustee

Alan Bruder, Trustee

Roy Spangler, Trustee

Amy Knepp, Trustee

Kirtland Community College Guest:

Dr. Tom Quinn – President

Matt Biermann – IT staff

Tim Chilcote

Michelle Vyskocil,

Dr. Amy Fugate

Chris Bowman,

Kim Smith

Jennifer Fager

Nathan Sutton

Marj Esch

Kristen Barnhart

Gina Moya

I. ROUTINE

- Call to Order: 7:00 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 were present in via Zoom.
- Welcome to Guests – No members of the public present

II. Consent Agenda:

- **Motion** by trustee Alan Bruder to accept Consent Agenda (A- E) as presented
 - A. Minutes from the November 19, 2020 Board of Trustee Regular Meeting
 - B. Second Read for Revision of POL 6.045Aa Course Repetition
 - C. Repeal of POL 5.420 Part-time Paraprofessional Employee Benefits
 - D. Second Read for Revisions to POL 5.340 Demotions
 - E. Repeal of POL 5.040 Administrative Salaries
 - F. Second Read for Revision to POL 6.105A Student Financial Assistance
 - G. Approval of Academic Calendar for 2021-22
- **Seconded** by trustee Amy Knepp. No further discussion. Motion passed unanimously without dissent.

III. NEW BUSINESS

- Revision to POL 5.300 Philosophy of Employee Classification and Salary Administration. Discussion with administration regarding updated wording in policy as the last policy was revised in 1993. **Motion:** by trustee, Amy Knepp accepts revision in policy and moves to a second reading. **Second:** by trustee Tom Ritter. No further discussion. Motion carries, passed without descent.
- Repeal to POL 5.200 Classified Temporary Employees– Administration request policy be repealed as it is a duplication of policy 5.345 Definition and Description of Employee Categories and because the Department of Labor definitions have changed in 1988. **Motion** by trustee Ed Pearen to repeal POL 5.200. **Second,** by trustee Jack Kramer. No further discussion. Motion carries, passes without descent.
- Revisions to POL 5.305 Review and Maintenance of Classification Compensation Structures. Administration recommends minor changes in wording to bring policy current. No further discussion. **Motion:** by trustee Jack Kramer to accept revisions and move policy to a second reading **Seconded:** by trustee Ed Pearen. No further discussion. Motion carries, passes without descent.
- Repeal of POL 5.320 Temporary Reclassification. Discussion of administration's recommendation for guidance on policy. Dialogue with board members, Human Resources, and administration regarding use of the policy; legal aspects of policy, and current procedures. **Motion** by trustee Ed Pearen to repeal policy. **Second,** by trustee Jack Kramer. No further discussion. Motion carries. Passed unanimously without descent.
- Revisions to POL 5.325 Hiring Rates. Discussion on administration's recommendation of minor policy revisions. Dialogue with members of administration regarding minor changes in policy wording. **Motion:**

by trustee Kramer to accept amendments and move POL 5.325 to a second reading. Seconded by trustee Ritter. No further discussion. Motion carries. Passed unanimously without descent.

IV. OLD BUSINESS

- POL 6.100 (2.035) Deferred Tuition Payment -Motion by trustee Alan Bruder to move POL 6.100 Deferred Tuition Payment back to the table. Seconded: by trustee Roy Spangler. Administration recommended revisions to the policy. Discussion ensued with administration regarding the Department of Defense, Memorandum of Understanding, tuition payment processes, moving policy to the Business office, and policy number change. Motion: by trustee Roy Spangler to accept amendments to the policy as stated, change in policy number to POL 2.035, and moving policy to a second read. Seconded by trustee Kramer. No further discussion. Passed unanimously without descent.

V. REPORT FROM PRESIDENT:

- Classification of Employees- Dr. Quinn was assisted by Nathan Sutton (Human Resources) in presenting a PowerPoint presentation to the trustees on Employee Classifications at KCC.
- Laptops and iCloud computing – Dr. Quinn was assisted by Matt Biermann (IT) in presenting a PowerPoint presentation to the trustees about Cloud computing, software services, and new Dell Laptops distributed to the Board members.
- Roscommon Campus - Dr. Quinn provided a presentation about the Roscommon Campus to the board members.
- Lap Top Issuance – Dr. Quinn and the board members discussed pick-up times and dates to receive laptops from the IT department.

VI. Board Members Report/Open Discussion

- .General discussion from the board members.

VII. Public Comment

- No public comment

VIII. Announcements & Calendar Items

- December 24-January 1, 2021 Holiday break
- January 21, 2021 – Regular Board Meeting

IX. ADJOURNMENT

With no further business to discuss, Madam Chairperson Ferrigan adjourned the meeting at 8:51 p.m.

Minutes submitted by:
Gina Moya

Adopted by the Board during the meeting on:

01/21/2021
Date

/s/
President's Signature – Dr. Tom Quinn