

KIRTLAND COMMUNITY COLLEGE

Board of Trustees Meeting Minutes

January 21, 2021

Date: Thursday, January 21, 2021

Time: 7:00 p.m.

Location: Zoom Software

Type: Regular Meeting (Virtual)

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 Gina Moya

Matt Biermann – IT staff Jennifer Fager

Tim Chilcote Nathan Sutton

Michelle Vyskocil, Marj Esch

Dr. Amy Fugate Kristen Barnhart

Chris Bowman,

I. ROUTINE

- Call to Order: 7:02 p.m. by Jack Kramer, Vice Chairman (Chairperson Ferrigan present with unstable reception).
- 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 via Zoom.
- Welcome to Guests – No members of the public present

II. Consent Agenda:

- **Motion** by trustee Roy Spangler to accept Consent Agenda (A- G) as presented
 - A. Minutes from the December 19, 2020 Board of Trustee Regular Meeting
 - B. Second Read for Revision of POL 5.300 Classification and Salary Administration Program
 - C. Repeal of POL 5.200 Classified Temporary Employees
 - D. Second Read for Revisions to POL 5.305 Review and Maintenance of Classification Compensation Structure
 - E. Repeal of POL 5.320 Temporary Reclassification
 - F. Second Read for Revision to POL 5.325 Hiring Rates
 - G. Second Read for Revisions to POL 2.305 Deferred Tuition Payment
- **Seconded** by trustee Amy Knepp. No further discussion. Motion passed unanimously without dissent.

III. NEW BUSINESS

- Approval of the 2021 Board of Trustee Regular Meeting Schedule & Finance Meeting Schedule. **Motion:** by trustee Amy Knepp to approve schedule. No further discussion. **Seconded** by trustee Tom Ritter. Motion passes unanimously without dissent.
- Revision of POL 5.135 Bereavement Leave. Motion by Chairperson Ferrigan to accept revisions and move to a second reading. **Second** by trustee Amy Knepp. Discussion on being more specific on relationships – include term Step parents. No further discussion. Motion carries. Passed unanimously without dissent.
- Revision of POL 6.040 Incomplete Grades. Policy pulled from agenda before meeting, added in error.
- Repeal of POL 5.185 Medical Exam Reimbursement. **Motion:** by Chairperson Ferrigan to repeal policy. **Seconded** by trustee Roy Spangler. Discussion ensued regarding second opinion from physician and FMLA policy no longer in use. No further discussion. Motion carries, passes without dissent.
- Revision to POL 5.380 Orientation. **Motion** by Chairperson Ferrigan to accept revisions and move to a second reading. **Second** by trustee Amy Knepp. No further discussion. Motion carries. Passed unanimously without dissent.
- Revisions to POL 5.020 Contracts. **Motion** by Chairperson Ferrigan to accept revisions and move to a second reading. **Seconded** by trustee Jack Kramer. Discussion ensued with administration and

trustees regarding wording and length of contracts. No further discussion. Motion carries. Passed unanimously without descent.

- Revision to POL 2.115 Disposal of College Owned Property. Motion by Chairperson Ferrigan to accept revisions and move to a second reading. Second by trustee Ed Pearen. Discussion ensued between board members and administration regarding the meaning of “disposal of”. No further discussion. Motion carries, passes unanimously without descent.

IV. . OLD BUSINESS

- No Old Business

V. REPORT FROM PRESIDENT:

- Second Quarter budget updates presented by Chris Bowman - Kirtland received CARES grants and October 1st State appropriations payments as scheduled. Chris presented a PowerPoint of the financial sheets to the Board members. Balance sheet and General Fund explained - prepayment of payroll; Total Assets decrease (Due To/Due From); Summary of Phase III from financial standpoint; Approximately \$9.9m spent on total project – at 50% of project; update also give by Dr. Quinn on heating, windows, sheet rock, and electrical. General Fund Statement – at 97% of budget; tuition-based revenues explained; \$110k decrease from last year based on pandemic year. Property tax revenue down from last year – explanation given to board members. Expenses – at 40% of budget, down from last year; expected to come in under budget. Revenue in General Fund doing well. Explanation of money received by the State given to board members. Auxiliary Fund – shows loss; more expenses than revenue. Revenue down due to bookstore being ran internally. Fewer students and foot-traffic due to Covid-19.
- Discussion on Prime Rock Proposal - Dr. Quinn informed group of the need to keep discussions open with community. Chairperson Ferrigan stated the need for an Advisory Committee to get feedback from the community, and to show that Kirtland is doing its due diligence. Trustee Kramer would like to explore other options available. Discussion ensued regarding other proposals. Dr. Quinn discussed current warranties on the facility that will be expiring and costs to maintain. Dr. Quinn will continue to pursue other ideas and keep Board members informed.
- Rotary Presentation – Dr. Quinn provided a brief and partial glance of a PowerPoint presentation he will be giving to the Rotary Club. The presentation included current photographs of Phase III.
- Update on COOR proposal – Dr. Quinn shared the written proposal to COOR
 - Five options offered to COOR;
 - Kirtland offering to teach classes in March and April per COOR’s superintendent’s request;
 - Superintendent of HL has been invited to visit Kirtland;
 - Gaylord model explained to board members;
 - Kirtland will accept qualified High School teachers to teach our classes;
 - Discussion of Kirtland’s faculty teaching at Houghton Lake and other high schools;
 - Options available - Kirtland faculty goes to high school/school transport students to campus;
 - Dr. Fugate discussed HLC compliance regarding qualified teachers;
 - Michelle Vyskocil – Enrollment report – 2% up in enrollment for Winter.

VI. Board Members Report/Open Discussion

- .No reports from Board Members.

VII. Public Comment

- No members of public present

VIII. Announcements & Calendar Items

- February 18 – Finance Meeting – 6p & Regular Board Meeting – 7p

IX. ADJOURNMENT

With no further business to discuss, Madam Chairperson Ferrigan adjourned the meeting at 8:38 p.m.

Minutes submitted by:
Gina Moya

Adopted by the Board during the meeting on:

02/18/2021

Date

/s/

President's Signature