

**KIRTLAND COMMUNITY COLLEGE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES ~ MINUTES**  
**June 21, 2018**

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Meeting called to order by Chair Ferrigan at 7:04 p.m.

Pledge of Allegiance and reading of the Board of Trustee's Mission Statement.

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

Trustees absent:     Aaron Coltrane

Employees present: Tom Quinn, Jason Broge, Michelle Vyskocil,  
and Shannon Weaver.

**Welcome and Introduction of Guests:** Nick Holton and Sandy Woods representing the Kirtland Foundation.

**Public Comment:** None

**Consent Agenda:** Motion by Trustee Knepp, second by Trustee Pearen, to approve the consent agenda (A-C) as presented. All in favor. Motion carried.

**New Business:**

D. Motion by Trustee Spangler, second by Vice-Chair Kramer to approve the 2018-2019 budget as presented. All in favor. Motion carried. Vice-Chair Kramer extended his thanks to CFO J. Broge and his staff for their diligent work on the budget.

E. Letter of Understanding

Nick Holton spoke on behalf of the Kirtland Foundation noting there currently is no Letter of Understanding between the Foundation and the Board. The Foundation's goal is to come up with a workable agreement between the two parties. Initial Foundation bylaws will be reviewed and a draft agreement will be drawn up for both parties to review. Sandy Woods noted the Foundation members offer their support in reaching a workable agreement.

With the recent vacancy of the Director of Resource Development position, Chair Ferrigan noted that in reviewing the Letter of Understanding draft, it may be beneficial to better define the job expectations of the Director before the position is filled. The original Foundation bylaws have been forwarded to the college attorney for review. Chair Ferrigan felt another meeting between the Board and Foundation would be most helpful, once the college attorney has reviewed the LOU. Vice Chair Kramer agreed. Trustee Spangler and Vice Chair Kramer both expressed their appreciation for the work the Foundation does for the college.

F. July Board meeting – due to the MCCA conference July 24, motion by Chair Ferrigan, second by Trustee Knepp, to cancel the July 19, 2018 Board meeting. All in favor. Motion carried.

### **President's Report:**

- ❖ Cosmetology update from Instructor Shannon Weaver  
Ms. Weaver stated she has received positive feedback from students regarding the Cosmetology program relocating from the Roscommon campus to the Grayling campus. The students are excited there will be more of a 'salon' atmosphere in addition to the classroom studies. They also liked the easily accessible location off I-75.  
Ms. Weaver went on to explain that her goal as an instructor is to help the students learn to develop the tools to become business owners with the use of professional products and equipment, through association with a high quality name brand, and the actual business component from getting clients to keeping those clients. Ms. Weaver noted that with the move to Grayling, she anticipates an increase in enrollment.
- ❖ Dr. Quinn reported that Kirtland's Summer Camps have had a very positive response, and that the majority are filled to capacity.
- ❖ As a reminder, July 24 is the last day to apply for one of three current Board of Trustees positions that will expire December 31, 2018.

### **Board Member Reports / Open Discussion**

- ❖ Vice Chair Kramer noted there is a new superintendent for the COOR school district. He suggested the possibility of Kirtland sponsoring a joint meeting between the two Boards as an informal 'meet & greet'.

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

With no further business, Chair Ferrigan declared the meeting adjourned at 7:55 p.m.