

**KIRTLAND COMMUNITY COLLEGE
MINUTES OF THE
FINANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES**

March 16, 2017

Trustees Present: MaryAnn Ferrigan, Jack Kramer (via zoom), Ed Pearen, Roy Spangler (via zoom), Tom Ritter, Aaron Coltrane, and Amy Knepp

Employees Present: Tom Quinn, Jason Broge, Heidi VanWagner, Julie Lavender Erine Adams, and Kristin Barnhart

The meeting was called to order by Chair Ferrigan at 6:00 p.m.

1. Agenda Item 1, Fiscal Year 2016-2017 Operations Review- Mr. Broge reviewed fiscal year expenditures and revenues. He reported:
 - There have been four retirements in the past two months
 - The cash balance for the past 6.5 years
 - That February was a busy month with tax and tuition collections.
 - Crawford County still collects taxes in the summer
 - College expenditures and revenues are positive to the budget

2. Tuition, fees, and enrollment forecast 2017-2018
 - Items of discussion included
 - There was discussion about the process to bill COOR for rental spaces.
 - Following a discussion about the University Center in Gaylord. Mr. Broge reported that if North Central Michigan Community College vacated their suite, Kirtland would be able to find new tenants without issue.
 - There was discussion concerning Gaylord Public Schools and their Board; administration recommended being patient and staying positive about the relationship.
 - J. Broge recommended that all 2017-2018 course fees remain the same as the 2016-2017 academic year
 - It was reported that the Kirtland expected enrollment for 2017-2018 to be the same as the current year.
 - Mr. Broge suggested raising tuition by 2.8% or \$3.00 per contact hour. Many community colleges our size are considering a \$2.00-\$4.00 per hour increase in tuition per contact hour. Kirtland is currently at \$109 per contact hour.
 - Dr. Quinn reminded Trustees that nearly 1/3 of the FT employee positions have been reduced in the past five years. He stated we are “lean and stretched thin” and we need to hire additional employees. He specifically mentioned a full time psychology instructor as well as a full time speech instructor. Technical classes cost more money so this is the basis for raising tuition.
 - Mr. Broge stated; every \$1.00 per contact hour increase in tuition generates about \$32,000.
 - Mr. Broge mentioned there were more out of district students this year, which generates more revenue.
 - Dr. Quinn stated, the administration would like to move forward and build on the success at Kirtland-Grayling by adding space to the campus.
 - Following discussion there was general agreement that the trustees would move to raise tuition by \$4.00 per contact hour.

3. Potential capital and large purchases for the 2017-2018 budget
 - Recommended upgrades to the Gaylord-MTEC location include
 1. carpet and the roof repairs- (items are on the University Center side are paid for with UC funds),
 2. Exhaust ductwork on the MTEC side.
 - Board members asked if it was time to replace the roof on the library at main campus. J. Broge responded that the roof was replaced in 1997 and is inspected on a regular basis.
 - The remodeling of the “bonus” room at Kirtland –Grayling was discussed.

With no additional time for further business, Chair Ferrigan adjourned the meeting at 7:02 p.m.