

KIRTLAND COMMUNITY  
COLLEGE  
Board of Trustees Regular  
Meeting Minutes May 20, 2021

Date: Thursday, May 20, 2021

Time: 7:00 p.m.

Location: Kirtland Community College, Grayling

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	Jennifer Fager
Matt Biermann – IT staff	Kristen Barnhart
Nathan Sutton	Chris Bowman
Michelle Vyskocil,	
Dr. Amy Fugate	

I. ROUTINE

- Call to Order: 7:00 p.m. by Chairperson Mary Ann Ferrigan
- 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 person
- Welcome to Guests – Reporter – Cheryl Haliday

II. Consent Agenda:

- A. March 18, 2021, Regular Board Meeting Minutes
- B. March 18, 2021, Finance Meeting Minutes
- C. Repeal of POL 2.235 Lobbying
- D. Revision of POL 5.000 Equal Opportunity for Employment
- E. Revision of POL2.250 Internet Account Administration
- F. Revision of POL 5.060 Vacation Leave
- G. Revision of POL 2.025 College Owned Vehicles
- H. Approval of Course Fees Resolution for 2021-2022 Academic Year

Motion by Trustee Alan Bruder to accept Consent Agenda (A-H) as presented

Seconded by Vice-Chairman Jack Kramer. No further discussion. Motion passed unanimously without dissent.

III. NEW BUSINESS

- Revision of POL 5.385 Position Descriptions. Motion by Trustee Amy Knepp to accept the policy as a first read with amendments and forward to the agenda of the June Board meeting for a second reading. Seconded by Trustee Tom Ritter, no discussion, motion carries; passed unanimously.
- Revision of POL 5.175 Confidentiality. Motion by trustee Roy Spangler to accept as a first read with amendments and forward to the agenda of the June Board meeting for a second reading. Seconded by Trustee Amy Knepp. No further discussion. Motion passes unanimously without dissent.
- Revision of POL 5.5.395 Long Term Disability. Motion by trustee Alan Bruder to accept as a first read with amendments and forward to the agenda of the June Board meeting for a second reading. Seconded by trustee Tom Ritter. No further discussion. Motion passes unanimously without dissent.
- Revision of POL 5.410 Reduction in Workforce. Motion by trustee Roy Spangler to accept as a first read with amendments and forward to the agenda of the June Board meeting for a second reading. Seconded by trustee Ed Pearen. No further discussion. Motion passes unanimously without dissent.

- Report and Recommendation for Student Housing –
  - Dr. Quinn presented a PowerPoint presentation to the Board.
  - Updated commission housing study for 2021, the pandemic has delayed progress in the discussion of this issue.
  - The purpose of the study identified available housing in Crawford County, encourage investments in off-campus rental housing, identify rental prices, and quantify beds required for on-campus housing. Kirtland has students from 195 zip codes.
  - Demographics show the number of households increasing. Discussed were the PMA median household income and occupancy rates for off-campus housing – combined occupancy rate was 99.6%. No building permits were issued in Crawford County; most rental houses were built between 1939-1979.
  - The number of beds by Community College was discussed with board members; rental prices in Grayling were discussed along with Kirtland's ability to support student housing.
  - Based on the report's findings, it is recommended to develop 67 to 119 resident hall beds. The cost of housing to students was also discussed, along with the amenities offered with each facility.
  - Dr. Quinn provided housing options – quotes from four contractors were discussed during the presentation. Operational costs were discussed;
  - Options 1 – 3 cost of building/student housing costs were above the goal of \$613 per month. Option 4 – Villa Model Plan, houses 16 students per villa, can add on villas as needed.
  - Basic budget costs were discussed with the board members, expanding Kirtland's market boundaries; need for student housing.
  - Dr. Quinn requested the Board to pass a motion authorizing the President to commission architects, engineers, and building managers to plan for construction in the Spring of 2022,
- Motion by Roy Spangler: Moved to authorize the President to commission architects, engineers, and construction manager to plan construction in the spring of 2022 and Seconded by Trustee Tom Ritter. Discussion ensued among board members regarding bedroom size and number, beds per room, other student housing models. Motion carries, passed unanimously without descent.

#### IV. OLD BUSINESS

- Adoption of POL 1.055 Diversity, Inclusion, and Equity.
  - Motion by Trustee Kramer to move POL 1.055 Diversity, Inclusion, and Equity back to the table for discussion; seconded by Trustee Amy Knepp. No discussion. Motion passes by unanimously without descent.
  - Discussion of POL 1.055 Diversity, Inclusion, and Equity - The Board requests paragraph three and four wording be changed from "could" to "will." Motion by trustee Roy Spangler to accept as a first read with amendments and forward to the agenda of the June Board meeting for a second reading. Seconded by Vice-Chairman Jack Kramer. No further discussion. Motion passes unanimously without descent.

#### V. REPORT FROM PRESIDENT:

- Update on the format of Commencement – Michelle Vyskocil – Drive-thru commencement from 1p-3p. Eighty-two students are scheduled to participate; commencement route discussed, Dr. Fugate, Dr. Quinn, and professional photographers roles discussed. Students will return to their car and follow the route leading to another photo area. Commencement will be a informal; Board members are welcomed to help.

#### VI. Board Members Report/Open Discussion

- Phase III updated requested – August 1<sup>st</sup> is the move-in date; dedication and Open House will be scheduled for September.
- Trustee Ed Pearen – discussed the condition of the carpeting in the foyer;
- GAB Meeting – Dr. Quinn discussed the change occurring in participation; customer base. Susie Marshall and Matt Biermann are working to increase the customer base.
- Chairperson Ferrigan – Request a joint meeting with the Foundation and the Board in Gaylord.
- Vice-President Kramer – Discussed Childcare Access Grant mentioned at the ACCT meeting; further discussion ensued regarding the need for childcare on campus. Dr. Fugate discussed federal requirements and grants for childcare and other grants available for childcare for students.

VII. Public Comment

- No members of the public present

VIII. Announcements & Calendar Items

- Upcoming calendar dates and events were discussed.

IX. ADJOURNMENT

With no further business to discuss, Chairperson Mary Ann Ferrigan adjourned the meeting at 8:09 p.m.

Minutes submitted by:  
Gina Moya

Adopted by the Board during the meeting on

\_\_\_\_\_  
Date

\_\_\_\_\_  
/s/

\_\_\_\_\_  
President's Signature