

KIRTLAND COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
May 21, 2020

Date: Thursday, May 21, 2020
Time: 7:00 p.m.
Location: Virtual via Zoom Conferencing

Type: Regular Meeting
Notice Provided in Advance: Yes
Quorum: Satisfied (minimum of four required)

Present: **Mary Ann Ferrigan, Chairman**
Jack Kramer, Vice Chair
Amy Knepp, Trustee
Alan Bruder, Trustee
Ed Pearen, Secretary
Tom Ritter, Trustee
Roy Spangler, Trustee

Kirtland Community College Guest:
Dr Tom Quinn - President
Dr. Amy Fugate
Michelle Vyskocil
Kim Smith
Matt Biermann
Rick Daugherty - IT staff
Tim Chilcote
Jason Broge
Jake Haulotte - IT staff
Gina Moya
Nathan Sutton

I. ROUTINE

- Call to Order: 7:10 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 present via Zoom Conferencing.
- Welcome of Guests

II. Public Comment: No members of the public community made comments

III. Consent Agenda:

- Motion by Trustee Pearen to remove and table the April 9, 2020 minutes (A) and to accept the Consent Agenda (B) as presented.
 - A. Minutes from April 9, 2020 Board of Trustee Meeting Minutes.
 - B. First reading of a revision to the Board Policy Statement
- Seconded by Trustee Amy Knepp. Roll call vote - passed unanimously without dissent.

IV. OLD BUSINESS

- Motion to bring back to the table First reading of a revision to the Board Bylaws by trustee Kramer, seconded by trustee Pearen. Roll call vote- passed unanimously without dissent.
- Motion to move the Board Bylaws to a first reading by trustee Knepp, seconded by trustee Kramer. Roll call vote, passed unanimously without dissent. No discussion.
- Motion to pass the Board Bylaws to a second reading – roll call vote, passed unanimously.

V. NEW BUSINESS – No new business

VI. REPORT FROM PRESIDENT:

- A. Year to date financial report given by Jason Broge – General Fund Balance Sheet’s cash and investments funds, Income Statement explained (attachment item D, E, F). Bond issuance cost absorbed, State appropriates received, and Otsego county tax monies received. Overall the college is in good financial standing.
- B. **Construction Project** (Attachment)– Project was stalled for 8 weeks. Construction is back running, all packages awarded. \$1.2 million in contingency; opening expected for the Fall of 2021.

- C. **College Operations and course offering** – Protocol established in connection with the Covid-19 pandemic; face mask, hand sanitizer, and check-in point at front entrance into Grayling campus.
- Summer Enrollment Hours – Current goal is 1,654 summer tuition hours. Close to meeting summer goal hours.
 - Covid-19 Protocol established by President Quinn– hand sanitizer, face mask, cleaning regimen, temperature checks, and instructions for anyone entering the Grayling Campus. Students are seated as per social distancing guidelines and classes have a small number of students in each class.
 - May 18 – Police Academy reopened on Roscommon campus; Cardiac Stenography courses reopened on the Grayling campus to start summer classes.
 - June 1 – General education summer classes start online in Grayling, no face-to-face classes.
 - June 1 – Medical Assistance program and phlebotomy back in Grayling to finish up winter session.
 - MTECH – Electronic classes will run for the summer; HVAC, construction and welding will be make-up work only for the summer session.
 - Surgical Tech Students – 80% passed their exam, faculty are working with remaining students to help them pass their exam.
 - Grayling graduated the nurses in the Nursing program.
 - Students will be making up their Covid-19 incomplete grades during the summer session.
- D. **Draft budget FY 2020-2021** (Attachments H, I)
- Auxiliaries at Grayling campus– Café will lose money due to pandemic closing, rental revenues will be down, and bookstore revenue will have a positive balance.
 - Discussion of baseline budget
 - Reduction in enrollment 3.8% (29,000 hrs.), No tuition increase, 10% cut in State Appropriations, and 1% increase in property taxes. Total reduction approximately \$500,000.
 - Reductions in large expenditures explained and reviewed.
 - Fall enrollment is within 100 hours of last year’s enrollment hours. Adjustments made to new student orientation – no longer mandatory for students.
 - No summer camps scheduled; two Community Ed virtual summer camps are scheduled,
 - Dual enrollment will be continuing with area high schools.
 - No tuition and fees increase for June.
 - Discussion on input from the Board members on suggestions that need to be made for long-term priorities – trucking classes coming to Grayling; mini communication classes; and other innovative ideas to offer to the community.

VII. Board Members Report/Open Discussion

- Kirtland being considered as primary location a possible Coronavirus testing site.

VIII. Announcement:

- Next regular Board of Trustees meeting June 18, 2020.at 7:00 p.m.
- Budget Hearing June 18, 2020 at 6:45 p.m.
- Summer session starts June 1, 2020.

ADJOURNMENT

Meeting adjourned at 8:21 p.m.

Minutes submitted by:
Gina Moya

Adopted by the Board during the meeting on:

Date

President’s Signature