

# KIRTLAND COMMUNITY COLLEGE

## Board of Trustees Meeting Minutes

November 19, 2020

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**Date:** Thursday, November 19, 2020

**Time:** 7:00 p.m.

**Location:** Zoom Software

**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 – via Telephone  
                  Alan Bruder, Trustee  
                  Roy Spangler, Trustee – via Telephone  
                  Amy Knepp, Trustee

**Kirtland Community College Guest:**

Dr Tom Quinn - President  
Matt Biermann – IT staff  
Tim Chilcote  
Michelle Vyskocil,  
Dr. Amy Fugate  
Chris Bowman,  
Kristin Barnhart  
Nathan Sutton,  
Gina Moya –  
Dave Lepper – KCC Foundation  
Tony Madaj

### I. ROUTINE

- Call to Order: 7:00 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 were present in via Zoom or telephone.
- Welcome to Guests – No members of the public present

### II. Consent Agenda:

- Motion by trustee Amy Knepp to accept Consent agenda (A - F) as presented
  - A. Minutes from the October 15, 2020 Board of Trustee Meeting Minutes.
  - B. Second Read for Revision of Policy 5.375 Personnel Records
  - C. Second Read for Revision of Policy 5.130 Personal Business Leave
  - D. Second Read for Revision of Policy 6.020A Grade Reporting System
  - E. Second Read for Revision of Policy 2.110 Student Financial Obligations and Delinquent Accounts
  - F. Second Read for Revision of Policy 5.035 Classification of Position and Salary Determination
- Second by trustee Alan Bruder. No further discussion. Motion passed unanimously without dissent.

### III. NEW BUSINESS

- Approval of 2021-2022 College Academic Calendar – Dr. Amy Fugate, VP of Instructional Services, presented the board members with the proposed academic calendar for the 2021-22 academic year. Discussion ensued regarding the additions of Late Start classes and Half Semester classes which will give students more options for class schedules. The calendar begins August 1, 2021 and ends July 30, 2022. Motion: by trustee Roy Spangler to approve the College Academic Calendar for 2021-2022 academic school year. Second: by trustee Alan Bruder. Motion passed without dissent.
- Revisions to POL 6.045A Course Repetition. Discussion with administrators and revisions made to the policy – an update to wording within policy, and changes to give authorization to program Dean/Directors and the Vice President of Academic Services. Changes to policy follow Federal Student Aid compliance. Motion by trustee Amy Knepp to accept revisions to the policy and move to a second read. Second by trustee Tom Ritter. No further discussion. Motion carries without dissent.
- Revisions to POL 6.100 Deferred Tuition Payment. Discussion with administrators and their recommendation to move policy to the Business Office and revisions to policy wording. Motion: by trustee Amy Knepp to move policy to a second reading. Discussion by Board members regarding grant monies received by students, hierarchy of grant payments to students and Kirtland, and compliance

with the office of Veteran Affairs. The Board members require further discussion and clarification Motion and POL 6.100 tabled and deferred to a future meeting date.

- Repeal of POL 5.420 Part-time Paraprofessional Employee Benefits. Discussion of administration's recommendation for repeal -Kirtland no longer classifies employees as Paraprofessionals. Motion by trustee Amy Knepp to repeal POL 5.420. Second, by trustee Bruder. No further discussion. Motion carries. Passed unanimously without descent.
- Revisions to POL 5.340 Demotions. Discussion on administration's recommendation of policy revisions. Dialogue with members of administration regarding reclassification of positions, decreases in job responsibilities; and, job title changes but job responsibilities remains the same (Red Lining). Request by board members to remove last line of policy. Motion: by trustee Kramer to move POL 5.340 to a second reading with amendment. Second: by trustee Ritter. No further discussion. Motion carries. Passed unanimously without descent.
- Repeal of POL 5.040 Administrative Salaries. Discussion of administration's recommendation of repealing policy for reason that administrative salaries are determined by the President and affirmed by the Board of Trustees. Motion by trustee Spangler to repeal POL 5.040. Second: by trustee Knepp. No further discussion. Motion passes unanimously without descent.
- Revisions to POL 6.105A Student Financial Assistance. Discussion of administrations recommendation to approve amendments to policy. Motion: by trustee Bruder. Second: by trustee Kramer. No further discussion. Motion carries, passed unanimously without descent.

#### IV. REPORT FROM PRESIDENT:

- Foundation Report: Dr. Quinn invited the KCC Foundation Director, David Lepper, to give a Foundation update: The Foundation set a scholarship goal of \$225k last year, current total is \$215k; 32 new scholarships added for a total of 40 scholarships. Several local businesses have pledged scholarship monies for scholarship in skilled trades, HVAC, Automotive Technology, including KCC's V.P of Business Services – Chris Bowman. The foundation has 5 new endowments (\$15k), for a total of 6 endowments – Kirtland has \$2.2 million in endowments. The foundation also has other scholarship campaigns – Veterans Helping Veterans (\$15k goal) where the Foundation will match at \$3,500. Also discussed were the 2020-21 scholarship campaigns, campaigns scheduled after the first of the year, and marketing projects with Tim Chilcote, KCC Marketing Director. The *Pathways to Success* program (formerly *Students of Promise*) has 19 seventh and eighth graders from Houghton Lake, Roscommon, and Charleton Heston Academy; they will be adding 15 more seventh graders next year; Grayling will also be participating in the program next year. Paula Whittington was hired as part-time Asst. Director and will be helping with scholarships and the Pathways program.
- Board Member Election Results:
  - Ed Pearen – 19,821 votes (Elected)
  - MaryAnn Ferrigan (write-in) – 180 votes (Elected)
  - Alan Bruder (write-in) – 127 votes (Elected)
  - Thomas Warsaw – 55 votesDr. Quinn congratulated the re-elected board members and reminded them they have 10 days to take their Oath of Office at the Court house.
- Dr. Quinn discussed Mid-Michigan's failed efforts at annexing counties and Mill Levy during the recent election.
- Student Housing (Grayling Camus) PowerPoint Presentation – Dr. Quinn discussed Kirtland's plans for student housing by explaining the purpose of the site plan, a view of Kirtland's 188 acres, potential use of land (e.g. Art gallery, college partnership spaces); and proposals received from architects. Dr. Quinn is currently updating the Housing Study. A map of possible floor plans for student housing was shown during the presentation. Dr. Quinn will keep members update about his upcoming meetings with architects. Trustee Bruder requested further discussion with Dr. Quinn regarding the project. Dr. Quinn welcomed future suggestions from the board members. Trustee Kramer suggested connecting with the developer of Davenport's student housing project. Dr. Quinn discussed the sale of the Roscommon campus, which plays a part in financing this project. Sale of Roscommon Campus update – Dr. Quinn informed the board members regarding the commercial broker, the requests for RFQs, and the option of Re-purposing the Roscommon campus through the Michigan Landbank. Dr. Quinn explained to the board members the process of Re-purposing along with the actions Kirtland will be required to perform.

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

- Trustee Kramer asked questions about Mark Allen, KCC Events Center Director, who is currently on Leave of Absence and retiring after his leave ends. Dr. Quinn informed the board members of reorganization of Mark's responsibilities.
- Chairperson Ferrigan asked questions about the Biggby Coffee shop – Chris Bowman discussed the training of the Biggby manager, and opening date goal.
- Dr. Fugate answered board member questions regarding exemption regarding the Governor's latest order regarding the pandemic and programs on exemption, small groups in simulation labs, Zoom classes and mask requirements
- Trustee Knepp requested information from Dr. Quinn on the OMA as new requirements were recently added that will affect attendance at the board meetings and other requirements.

#### **VI. Public Comment**

- No public comment

#### **VII. Announcements & Calendar Items**

- November 24-29 Thanksgiving break
- December 12 - End of the Fall semester
- December 17 – Regularly scheduled Board Meeting
- December 24-January 1, 2021 Holiday break

#### **VIII. ADJOURNMENT**

With no further business to discuss, Madam Chairperson Ferrigan adjourned the meeting at 8:30 p.m.

Minutes submitted by:  
Gina Moya

Adopted by the Board during the meeting on:

\_\_\_\_\_  
Date

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