

**KIRTLAND COMMUNITY COLLEGE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES ~ MINUTES**  
**November 21, 2019**

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Meeting called to order by Chair Ferrigan at 7:02 p.m.

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

**Roll Call:**      Trustees present:      Chair MaryAnn Ferrigan, Amy Knepp, Jack Kramer,  
Tom Ritter, Ed Pearen and Alan Bruder

Trustees absent:      Roy Spangler

Employees present:      Tom Quinn, Jason Broge, Michelle Vyskocil, Julie Lavender, Nathan Sutton,  
Ron Sharp, and Tony Madaj

**Welcome and Introduction of Guests:** Tim O'Rourke, Roscommon County Road Commission; John Rosczyk, Roscommon County.

**Public Comment:** Mr. Rosczyk started his comment by congratulating Kirtland on the new Grayling facility. He stated that he has lived in and served Roscommon County for several years, and would like to see the Roscommon campus be put to use. He asked the Board to consider putting a "task force" together that can re-evaluate the Roscommon campus. He asked that a "shared process" from local citizens be included in this task force. Mr. O'Rourke from the Roscommon County Road Commissions stated that he "feels there is more potential for public use at the Roscommon Campus". He shared that 12 Road Commissions met to talk about a "trade school", mentioning truck driving and heavy construction.

**Consent Agenda:** Motion by Trustee Knepp second by Trustee Bruder to approve the consent agenda (A – D) as presented:

- A. Minutes from the October 24, 2019 Finance Committee Meeting.
- B. Minutes from the October 24, 2019 Regular Meeting of the Board.
- C. POL 6.055 Tuition and Fees, **second read**.
- D. POL 5.115 Holidays, **second read**.

All in favor. Motion carried.

**New Business:**

- E. Fiscal Year 2020-2021 Academic Calendar.  
Motion by Trustee Bruder, second by Trustee Knepp to adopt the Fiscal Year 2020-2021 Academic Calendar as presented. All in favor. Motion carried.
- F. Board of Trustees 2020 Regular and Finance Meeting Calendar.  
Motion by Vice-Chair Kramer, second by Trustee Bruder, to approve the Board of Trustees meeting calendar as presented. All in favor. Motion carried.
- G. Phase III Project Budget Approval.  
Jason Broge, CFO referred to the Board packet and reviewed the amended budget for the Phase III project, asking the Board for their approval. Motion by Trustee Knepp, second by Vice-Chair Kramer to approve the budget of 20 million dollars to initiate construction of Phase III. All in favor. Motion carried.
- H. Approval to enter into contracts with Seidell Architects and Integrity Construction.  
Motion by Trustee Ritter, second by Trustee Knepp to authorize the President of Kirtland Community College to enter into contracts with Seidell Architects and Integrity Construction Services for the purpose of design and construction of Phase III. All in favor. Motion carried.

## I. Biggby Coffee Project Approval

Mr. Broge reviewed what was discussed earlier in the finance meeting, and asked the Board for approval. Motion by Trustee Bruder, second by Vice-Chair Kramer to approve the construction budget of a Biggby Coffee franchise as presented. All in favor. Motion carried.

## President's Report

- ❖ Dr. Quinn shared that several Board members communicated conflicts with the December 19<sup>th</sup> Board meeting. The Trustees looked at their calendars, and concluded on moving the Board meeting to Tuesday, December 17 at 7:00 p.m. Motion by Trustee Knepp, second by Trustee Ritter to move the December 19, 2019 Regular Meeting of the Board to December 17, 2019. All in favor. Motion carried.
- ❖ Dr. Quinn updated the Board on the status of the Board By-Laws, stating that they are still waiting to hear back from legal.
- ❖ Dr. Quinn is working with the ACCT on putting together the Board self-evaluation.
- ❖ An in-house marketing position has been posted.
- ❖ Dr. Quinn talked about negotiations with Weyerhaeuser.
- ❖ Dr. Quinn will be meeting with local superintendents to discuss dual enrollment opportunities.

## Board Member Reports / Open Discussion

- ❖ Trustee Pearen referred to the discussion brought forth by Mr. Rosczyk and Mr. O'Rourke regarding the request to put together a task force to re-evaluate the Roscommon campus. After discussion, the Trustees agreed that for Kirtland to exercise due diligence, a committee be formed to include local citizens.
- ❖ Motion by Chair Ferrigan, second by Vice-Chair Kramer to extend the President of Kirtland Community College's contract as amended. Chair Ferrigan asked if there was any further discussion. Trustee Knepp suggested that a President's evaluation be completed and the results presented at the December Board meeting. All in favor. Motion carried.
- ❖ Chair Ferrigan shared that she attended a recent MCCA meeting with Trustee Spangler and Trustee Pearen. At this meeting, she had a conversation with Governor Whitmer about the need for student housing, and attended a session on Roberts Rule of Law. Trustee Pearen shared a conversation that he had with the president of MCCA regarding college transfer issues, and the need to improve on the transfer of credits. Julie Lavender, Vice President of Instructional Services, and Michelle Vyskocil, Vice President of Student Services assured the Trustees that Kirtland's credits transfer provided the student meets the requirements of the Michigan Transfer Agreement that can be found on Kirtland's website or on the Michigan Transfer Network website [mitransfer.org](http://mitransfer.org).
- ❖ Chair Ferrigan inquired about the "table top" emergency exercise for employees. Trustee Pearen mentioned at an earlier board meeting, and confirmed today that he would like to be involved with this session. Dr. Quinn said that he spoke with Glen Gutierrez, Director of Public Safety, and arrangements are being made.
- ❖ Vice-Chair Kramer announced that he has been appointed by the ACCT to serve on their Governance Board. This will be his second year in a row.

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

With no further business, Chair Ferrigan declared the meeting adjourned at 8:12 p.m.

Respectfully submitted by Amy Kuch, Recording Secretary