

# Kirtland Community College

## FINANCE COMMITTEE ~ MINUTES

November 21, 2019 5:30 p.m.

---

Trustees Present: MaryAnn Ferrigan, Ed Pearen, Tom Ritter, Jack Kramer, Amy Knepp, and Alan Bruder

Trustees Absent: Roy Spangler

Employees Present: Tom Quinn, Jason Broge, Michelle Vyskocil, Kristin Barnhart, Tony Madaj, Julie Lavender, Ron Sharpe, and Mark Allen

Guests: Todd Seidell, Seidell Architects; Ed Hunt from Integrity Construction; Tim O'Rourke, Roscommon County Road Commission; John Rosczyk, Roscommon County.

Meeting called to order at 5:30 p.m. by Chair Ferrigan

- Jason Broge, CFO reviewed the revised Phase III Budget and Funding Recommendation handout provided to the Trustees in the Board packet. He turned the presentation over to Todd Seidell with Seidell Architects. Mr. Seidell shared that the preliminary design package is on track. He showed the Board updated renderings of Phase III, the overall layout, and presented highlights of the Event Center. The Board had questions regarding storage, lighting, scoreboards and electrical. When all questions were answered, Mr. Broge asked Ed Hunt from Integrity Construction to present.
- Mr. Hunt talked about changes that have been made to the construction of Phase III, increasing the budget that was previously approved by the Board in June. He shared that they have solicited help from the subcontractors who worked on Phase I and II, to assist in the budget estimate for Phase III. He explained the reasoning behind the increases including expanding the square footage from 70000 square feet to 85000 square feet, as well as the "finer" details such as acoustics which is critical to include initially to avoid increased costs in the future. After all questions were answered, Mr. Broge referred back to the revised Phase III Budget and Funding Recommendation handout, requesting approval from the Trustees at the Board meeting.
- Mr. Broge asked the Trustees to refer to the Biggby Business Plan and Proposed Start-Up costs in the Board Packet. He talked about the construction of a Biggby Franchise, the location, equipment needed, and proposed cost to start up. Chair Ferrigan had questions regarding employee training for Biggby, and franchise fee renewal. Mark Allen, Director of Auxiliary Services stated that he would get trained and train the staff, but Biggby also has programs where employees can go to headquarters to be trained as well. He also shared that the renewal franchise fee is a small percentage of sales. Mr. Allen shared that Biggby is very flexible with Kirtland managing store hours and will allow Kirtland to have a Biggby in the Event Center if needed. He pointed out that other franchises charge for each location. Mr. Broge shared that start of construction will be around January with 3 to 4 months until completion. Other questions were answered regarding staffing for the Biggby, advertising, and catering/delivery. After all inquiries ended, Mr. Broge requested that the Board consider the budget for approval at the regular meeting of the Board.

Meeting adjourned at 6:48 p.m.

Respectfully submitted by Amy Kuch, Recording Secretary