

# KIRTLAND COMMUNITY COLLEGE

## Board of Trustees Meeting Minutes

October 15, 2020

**Date:** Thursday, October 15, 2020

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

**Location:** KCC Grayling Campus & 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 - via Zoom  
Tom Ritter, Trustee  
Alan Bruder, Trustee - via Zoom  
Roy Spangler, Trustee

**Absent:** Amy Knepp, Trustee

**Kirtland Community College Guest:**

Dr Tom Quinn - President  
Matt Biermann – IT staff  
Tim Chilcote – via Zoom  
Michelle Vyskocil,  
Dr. Amy Fugate  
Chris Bowman, CFO  
Kristin Barnhart  
Nathan Sutton,  
Gina Moya – via Zoom  
Jennifer Fager  
Marj Esch via Zoom  
Josh Sullivan, Rehmann

### 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 – Trustee Amy Knepp was absent; all other board members were present in person or via Zoom.
- Welcome of Guests - Dr. Quinn and Dr. Fugate introduced the newest Kirtland staff member Jennifer Fager, Dean of Occupational Programs.

### II. Consent Agenda:

- Motion by trustee Roy Spangler to accept Consent agenda (A - F) as presented
  - A. Minutes from the September 17, 2020 Board of Trustee Meeting Minutes.
  - B. Second Read for Revision of Policy 6.095 Student Rules and Regulations
  - C. Second Read for Revision of Policy 5.045 Credentials
  - D. Second Read for Revision of Policy 5.110 Public Civic Duty
  - E. Second Read for Revision of Policy 5.070 Military Leave Policy
  - F. Second Read for Revision of Policy 5.090 Solicitation and Acceptance of Funds and Gifts
  - G. Second Read for Revision of Policy 5.010 Enforcement of Policies for Employees
  - H. Repeal of Policy & Procedures 6.00 Student Services
- Second. by Trustee Jack Kramer. No further discussion. Motion passed unanimously without dissent.

### III. NEW BUSINESS

- Report by Auditors – Josh Sullivan, Engagement Principal at Rehmann. A brief update was provided to the board members on the June 30, 2020 Financial Statement audit. Kirtland's net position continues to increase. Revenue and expenditures are consistent over 2019 and 2020. The auditor reported a clean, unmodified opinion about the Financial Statement audit. The auditors cannot provide a Single Audit Report until mid-November when an addendum is received. There were no findings related to testing of Federal awards of the Student Financial Aid Cluster. The Board will accept when the final draft is received.
- Best Practices Resolution 2020 – Dr. Quinn provided the board members with a copy of the report to be submitted to the legislature that will satisfy the requirements for State Appropriation Funds received by the college. Motion by trustee Kramer to approve the Best Practices Resolution – September 2020 and submit to legislature. Discussion ensued about publishing the information contained within the document. Second. by trustee Ritter. Motion passes unanimously without descent.
- Repeal of POL 5.390 Unemployment Compensation. Kirtland Administration recommends the repeal of POL 5.390 as Kirtland has no control over unemployment compensation benefits and cannot

effectively answer unemployment benefit questions. Motion by trustee Spangler to eliminate POL 5.390. Second, by trustee Ritter. No further discussion. Motion carries. Passed unanimously without descent.

- Revisions to POL 5.375 Personnel Records. Discussion ensued regarding change of wording to "and/or" concerning the responding offices. Motion by trustee Kramer to accept revisions in policy and move to a second reading. Second, by trustee Ritter. No further discussion. Motion carries. Passed unanimously without descent.
- Revisions to POL 5.130 Business or Personal Leave. Discussion ensued regarding time increments used, the definition of "personal business," which employees this policy applies to, contract employees, faculty exclusion, practical use of policy, and compliance to the law. Motion by trustee Bruder to accept revisions to the policy and move to a second read. Second, by trustee Kramer. No further discussion. Motion carries with a 5 to 1 vote to accept revisions and move to a second read. (VOTES: Jack Kramer – YES; MaryAnn Ferrigan – YES, Tom Ritter – YES, Roy Spangler – NO, Alan Bruder – YES, Ed Pearen – YES).
- Revisions to POL 6.020A Grade Reporting System. Discussion ensued regarding grades no longer in use, the use of satisfactory grade use, and Kirtland's grading scale. Motion by trustee Kramer to accept revisions in POL 6.020A and move to a second read; Second, by trustee Spangler. No further discussion. Motion carries. Passed unanimously without dissent.
- Repeal of POL 6.065A Financial Obligations. Discussion ensued about the reason for repeal - combining POL 6.065A with POL 2.110 (Delinquent Accounts) as both policies resemble. Motion by trustee Kramer to repeal POL 2.110. Second, by trustee Ritter. No further discussion. Motion carries. Passed unanimously without descent.
- Revisions to POL 2.110 Delinquent Accounts. Discussion ensued about the policy's modifications and the wording, which combines POL 6.065A to POL 2.110. Motion by trustee Kramer to accept revisions in POL 2.110 Delinquent Accounts and move to a second read. Second, by trustee Ritter. No further discussion. Motion carries. Passed unanimously without descent.
- Revisions to POL 5.035 Classified Salaries. Discussion ensued by the board members regarding classified and administrative classifications along with the position of president. Exceptions to the policy were also discussed. Motion by trustee Kramer to accept the revisions to POL 5.035 and move to a second read. Second, by trustee Ritter. Motion carries. Passed unanimously without descent.

#### IV. REPORT FROM PRESIDENT:

- Dr. Quinn provided an update on Phase III. Dr. Quinn shared a map of the existing building with Phase III additions. Current construction changes, plumbing, and electrical services were also discussed. Construction of the Criminal Justice, Auto Mechanic Shop, Training room, Storage, and Event Center are progressing. Trustee Spangler accompanied Dr. Quinn on a tour of the worksite earlier in the evening. Dr. Quinn and trustee Spangler encouraged other board members to visit the construction site.
- PowerPoint presentation on the "new normal" at Kirtland. Dr. Quinn discussed tolerance for uncertainty, possible increases in medical costs, and unknown costs related to the pandemic. To accommodate Kirtland's "new normal" and the student needs we are offering seven, 12-, and 16-week sessions during the Winter semester. Dr. Quinn further discussed virtual and augmented realities along with Kirtland's successes in being on the cutting edge of technology. The continuation of employees working from home, computers for the board members, professional development, and transitioning co-curricular activities were discussed. He further addressed Kirtland's ability to work through the points of uncertainty, and Kirtland's instructors' abilities to be innovative instructors. Also discussed was the need to adapt to different learning styles and teaching modes. Dr. Quinn's challenge and goal is to connect hand, eye, and mind at Kirtland.

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

- Trustee Kramer discussed the ACCT Zoom Conference and suggested that board members watch the presentation held on Thursday at 11:15 a.m. – *How to Be an Effective Trustee*. Trustee Kramer plans to provide board members with a copy of the Standards of Practice provided in the session. Trustee Kramer hopes that these policies and practices can be incorporated into Kirtland's Board Policies.
- Trustee Kramer thanked Kristin Barnhart and her team for their hard work during the exiting of former CFO Jason Broge and the hiring of Chris Bowman.

#### VI. Public Comment

- No public comment

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

- October 15 – Regularly scheduled Board Meeting/Finance Committee Meeting
- November 19 – Regularly scheduled Board Meeting
- December 12 - End of the fall semester
- December 17 – Regularly scheduled Board Meeting

#### **VIII. ADJOURNMENT**

With no further business to discuss, Madam Chairperson Ferrigan adjourned the meeting at 8:13 p.m.

Minutes submitted by:  
Gina Moya

Adopted by the Board during the meeting on:

\_\_\_\_\_  
Date

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