

KIRTLAND COMMUNITY
COLLEGE
Board of Trustees
Regular Meeting Minutes
October 19, 2023

Date: Thursday, October 19, 2023

Type: Regular Meeting

Time: 7:00 p.m.

Notice Provided in Advance: Yes

Location: Kirtland Community College, Grayling

Quorum: Satisfied (minimum of four required)

Present: MaryAnn Ferrigan, Chairperson
Jack Kramer, Vice Chairperson
Ed Pearen, Secretary
Amy Knepp, Trustee
Tom Ritter, Trustee
Roy Spangler, Trustee

Kirtland Community College Guest:
Dr. Tom Quinn – President (Zoom)
Matthew Biermann John Thiel
Gina Moya Renee Artman
Chris Bowman
Tony Madjai

Absent: Alan Bruder, Trustee

I. ROUTINE

- The Board meeting was called to order by MaryAnn Ferrigan, Chairperson, at 7:021 p.m. in Kirtland's Community Room A.
- Pledge of Allegiance, led by the Board members
- Chair MaryAnn Ferrigan read Kirtland's Mission and Vision Statement
- Roll Call – All board members were present except trustee Alan Bruder

II. WELCOME OF GUESTS

- Kadra Kierczynski, Senior Manager, Rehmann & Associates

III. AMENDMENTS TO AGENDA

- POL 5.435 Policy for the Performance of Work at a Personal Residence pulled from the Consent Agenda and moved to Old Business
- Place motion to add Financial Audit on Agenda after the Consent Agenda.
 - Motion by Vice Chair Jack Kramer to approve Amended Agenda, seconded by trustee Amy Knepp. No further discussion; the motion passed without dissent.

IV. PUBLIC COMMENTS

- No members of the public were present

V. CONSENT AGENDA

- a. Minutes from September 21, 2023, Regular Board Meeting Minutes
- b. Minutes from September 21, 2023, Finance Committee Meeting Minutes
- c. Minutes from September 28, 2023, Search Committee Meeting Minutes
- d. Revised POL 5.120 Job Vacancies
- e. Revised POL 5.330 Promotions
- f. Revised POL 5.461 Written Information Security Program

Motion by Vice Chair Jack Kramer to accept the Consent Agenda (a-c and e-g) as presented. Seconded by trustee Ed Pearen. No further discussion. Motion passed without dissent.

VI. PRESENTATION BY REHMANN & ASSOC

- Kadra Kierczynski, Senior Manager at Rehmann and Associates, presented a summary

presentation to board members on audited June 30, 2023 financial statements. Rehmann is expecting a clean, unmodified opinion. Kadra discussed Kirtland's net position – discussing Net Investment in Capital, Restricted and Unrestricted; General Fund Revenues – 2023 for Kirtland was discussed and compared to Kirtland's peer group of Alpena, Bay, Glen Oaks, Gogebic, Mid-Michigan, Montcalm, North Central, Southwestern and West Shore. Kirtland's General Fund Expenditures for the 2022 Data Inventory Report were lower than their peer groups. Also discussed was Kirtland's General Fund Revenues and expenditures, excluding transfers – with a comparison from 2018 to 2023.

- Motion by trustee Roy Spangler to place financial audit statements on record. Seconded by trustee Amy Knepp. No further discussion. Motion passed without dissent.

VII. OLD /POSTPONED/TABLED BUSINESS

- Revised POL 5.435 Policy for the Performance of Work at a Personal Residence
 - Motion by trustee Tom Ritter to move policy to the table for further discussion. Seconded by Vice Chair Jack Kramer. No further discussion. Motion passed without dissent.
 - Motion by trustee Tom Ritter to move POL 5.435 Policy for the Performance of Work at a Personal Residence to the table for a second read. Seconded by Vice Chair Jack Kramer. Discussion ensued regarding the necessity, effectiveness, and use of the policy by the employees, and the effects of the policy. No further discussion. Motion passes without dissent.
- Adoption of POL 1.060 Board Members Ethical Code – 2nd Read – Remains tabled.

VIII. NEW BUSINESS

- Motion by Vice Chair Jack Kramer to accept Resolution to Accept 2024 Kirtland Community College PA 152 Compliance Method. Seconded by trustee Amy Knepp. No further discussion. Roll call vote – six Ayes, One Absent vote. Motion carries without dissent.
- Motion by trustee Roy Spangler to move revisions on POL 2.025 College-Owned Vehicles to a second reading at the November board meeting. Seconded by Vice Chair, Jack Kramer. No further discussion. Motion carries without dissent.
- Motion by trustee Ed Pearen to move POL 2.095 Authorized Signature- College Funds with revisions stated to a second reading at the November board meeting. Seconded by trustee Amy Knepp. No further discussion. Motion carries without dissent.
- Motion by Vice Chair Jack Kramer to accept revisions in POL 4.035 Student Attendance Policy a second reading at the November board meeting. Seconded by trustee Ed Pearen. No further discussion. Motion carries without dissent.

IX. PRESIDENT'S REPORT via Zoom

- Dr. Quinn provided the board members with a presentation on the 2023-2029 Facility Master Plan that needs to be submitted to the State of Michigan for Capital Outlay by October 27 (approximately \$7 million) and asked board members for approval of the facility plan. Dr. Quinn also discussed future projects for Kirtland (e.g. soccer field, shooting range, digital billboard, lease opportunities on Kirtland properties, slow charging electrical stations, HVAC systems, remodeling at Gaylord campus, Mill levy in 2028).
 - Motion by trustee Roy Spangler to approve 2023-2029 Master Facility Plan as presented and possibly modified to be sent to the State of Michigan for Capital Outlay. Seconded by Tom Ritter and Ed Pearen. No further discussion. Motion passes without dissent.
- Dr. Quinn thanked the Business office
- \$500,000k has been deposited into escrow for the sale of the Roscommon campus, and he will be handling the follow-up paperwork.

X. BOARD MEMBER REPORTS/OPEN DISCUSSION

- Vice Chair Jack Kramer passed out his Take-Aways from the Conference and discussed the sessions he attended.
- Chairperson Ferrigan discussed the sessions she attended at the Conference and conference and promised a report soon and discussed scheduling a retreat next month to do a board self-evaluation.
- Trustee Roy Spangler discussed the Presidential Search Committee and his appreciation for the process and Chairperson Ferrigan's leadership.
- Chairperson Ferrigan discussed the interview dates for the Presidential candidates in November and stated that if all goes well, the new President should be announced by December 7.

XI. ADJOURNMENT

With no further business to discuss, Chairperson MaryAnn Ferrigan adjourned the meeting at 8:36 p.m.

Minutes submitted by:

Gina Moya, Asst. to the President

Kirtland Community College - Grayling

Adopted by the Board on: _____