

KIRTLAND COMMUNITY
COLLEGE
Board of Trustees
Regular Meeting Minutes
September 21, 2023

Date: Thursday, September 21, 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
Alan Bruder, Trustee

Kirtland Community College Guest:
Dr. Tom Quinn – President (Zoom)
Matthew Biermann Vanessa Noffsinger
Gina Moya Renee Artman
Chris Bowman Matt Rice
Michelle Vyskocil
Tony Madjai

Absent: None

I. ROUTINE

- The Board meeting was called to order by MaryAnn Ferrigan, Chairperson, at 7:00 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.

II. WELCOME OF GUESTS

- Angela Provart, Pauley Group, was present via Zoom.

III. PUBLIC COMMENTS

- No members of the public were present

IV. CONSENT AGENDA

- a. Minutes from August 17, 2023, Regular Board Meeting Minutes
- b. Minutes from August 10, 2023, Special Board Meeting Minutes
- c. Minutes from August 21, 2023, Search Committee Meeting Minutes
- d. Minutes from August 21, 2023, Search Committee Minutes
- e. Minutes from August 29, 2023, Special Board Meeting Minutes
- f. Revised POL 2.260 HIPAA Privacy Policy, second reading
- g. Revised POL 2.265 HIPAA Hybrid Entity Designation, second reading

Motion by trustee Roy Spangler, to accept the Consent Agenda (a-h) except for (f) Adoption of POL 1.060 Board Member's Ethical Code which he would like moved to Postpone/Tabled business for further discussion. Seconded by trustee Amy Knepp. No further discussion. Motion passed without dissent.

V. OLD /POSTPONED/TABLED BUSINESS

- Adoption POL 1.060 Board Member's Ethical Code, second reading. Motion by trustee Ed Pearen to table policy for further review during the October Board meeting. Seconded by trustee Jack Kramer. Motion carries without dissent.

VI. NEW BUSINESS

- Motion by trustee Amy Knepp to move revision on POL 5.435 Policy for the Performance of Work at a Personal Residence to a second reading. Seconded by trustee Jack Kramer. No further discussion. Motion carries without dissent.
- Motion by trustee Ed Pearen to move revisions on POL 5.120 Job Vacancies to a second reading. Seconded by trustee Amy Knepp. No further discussion. Motion carries without dissent.
- Motion by trustee Alan Bruder to move POL 5.330 Performance Transfers with revisions stated to a second reading. Seconded by trustee Roy Spangler. No further discussion. Motion carries without dissent.
- Motion by trustee Jack Kramer to accept revisions in POL 5.461 Written Information Security Program to a second reading. Seconded by trustee Amy Knepp. No further discussion, motion carries without dissent.

VII. PRESIDENT'S REPORT via Zoom

- Dr. Quinn provided the board members with the budget proposal for the BSN Grant; new positions of Success Coach/Tutor and Nursing Simulation Educator. Dr. Quinn informed the board that the position of Success Coach/Tutor may be a position that should be retained at the end of the grant; also discussed was equipment required for the grant and looking at equipment needed in the second and third year of the grant; administrative cost will be charged to the grant; main issue is to consider whether to keep positions at end of grant; gather data to prove positions were successful. Dr. Quinn provided headcount numbers for the board in the Nursing program and discussed the limitations of the Nursing and other programs.
- Dr. Quinn reported on his meeting with the Ostego County Commissioners who have seven new members of the nine-member board. The meeting was before the GAB meeting. Dr. Quinn will be meeting in the future with the Finance Committee of the county commissioners to discuss funding for M-Tech.
- Michelle V. reported total head count of students of 1502 (increase); 845 tuition hours over budget; tuition goal of 13,407 – total 14,252; 6.1% increase from last year; increase in returning students and dual enrollment students.
- Attendance at Fall meeting of MCCA – no members will be available to attend at Macomb next week; Dr. Quinn will attend via Zoom in conference room next to President's office.

VIII. BOARD MEMBER REPORTS/OPEN DISCUSSION

- Motion by trustee Roy Spangler to move the November 16 Board Meeting to November 9. Seconded by trustee Amy Knepp. Motion carries without dissent.
- Motion by trustee Alan Bruder to move the December 21 Board Meeting to December 7. Seconded by trustee Amy Knepp. No further discussion, motion carries without dissent.
- Trustee Roy Spangler discussed his meeting with the county administrator Matt Barresi.

IX. ADJOURNMENT

With no further business to discuss, Chairperson MaryAnn Ferrigan adjourned the meeting at 7:56 p.m.

Minutes submitted by:

Gina Moya, Asst. to the President

Kirtland Community College - Grayling

Adopted by the Board on: _____