Public Participation Announcement

The Board of Trustees of Kirtland Community College has elected to conduct a special meeting on **May 21, 2020, starting at 7 p.m.** for the consideration of business postponed from other canceled meetings. This meeting will be held virtually to prevent exposure to coronavirus to members of the Board, Administration of the College, and members of the public who may want to provide input to the Board. The Board is conducting this meeting virtually to comply with the Governor’s executive orders and at the request of the college administration.

**Members of the public may participate in the following manner**

This meeting will be held virtually using Zoom software and computers that enable board members to see one another and openly discuss items on the agenda.

Members of the public wishing to appear before the Board concerning an item which is on the agenda must email ITS@kirtland.edu a request to be digitally invited to the meeting. Upon contact, the College will return an email message of confirmation along with a digital invitation to the meeting. Members of the public will need to follow directions on the invitation to access the meeting platform and join the meeting at the appropriate time. The meeting platform supports computers, smartphones, and telephone connections. Citizens are encouraged to join the meeting a few minutes before 7 p.m. There are three opportunities for public comment during regular meetings.

To participate in this meeting, citizens may also phone 989-275-5000, ext. 499 for more information.

On the bottom of the Zoom page, citizens will find an icon to mute their audio and video. The meeting will start with each participant’s audio and video muted. The Board asks that you keep your computer muted until you want to speak to minimize background noise. Next to this mic icon is a camera icon that participants can use to start and stop the video. If your video is on, you will be seen on all participant’s screens. You do not have to activate video if you choose not to.

A third icon, the chat button, on the bottom of the zoom page, allows you to present questions. By pressing this button, you may key in a question, and press send to the Board. This question will be read during the public comment portion of the meeting, and the Chairperson will provide an answer or direct others to answer the question.

Documents to be discussed or acted upon will be presented on the computer screen as needed. People with disabilities who want to participate should contact ITS@kirtland.edu or phone 989-275-5000, ext. 221. You will be directed to an advisor who supports students with disabilities. The Zoom platform accessibility information is available at https://zoom.us/accessibility

**Items on the Agenda**

First, the public may comment on any item on the agenda during a period at the beginning of meetings, with a total comment period of ten minutes and individual comments limited to two minutes. A Board vote may extend this comment period.

Second, prior to each Board vote, the public will be invited to speak directly to the issue being voted upon.

Third, any member of the public may make a lengthier presentation on agenda items, provided that a request for such a presentation is made in writing in advance of the meeting. Permission to make such presentations, and their length is at the discretion of the Board Chair.
Information to the Audience
The Board members receive the complete agenda along with background material that they study individually before action is taken at the meeting. Any member of the Board may remove items from the Consent Agenda at the time of the meeting.

Examples of Motions for Closed Session
Remember that a motion to move into Closed Session needs to state the subject, provide justification, and state a time and place for the return to open Session

CLOSED SESSION: Non-Elected Personnel
Sample Subjects: Employee job performance, employee evaluations, or annual review of probationary employees. I move that we recess for an executive session for discussion of (insert subject to be discussed), pursuant to the non-elected personnel exception, OMA. Open Session will resume at (insert time) in KCC, Graying Campus, Room #. Those invited to attend are: (list attendees).

CLOSED SESSION: Negotiations
Sample Subject: Faculty and Board proposals. I move that we recess for an executive session to discuss (insert subject to be discussed), pursuant to the employer-employee negotiation exception, OMA. Open Session will resume at (insert time) in KCC Grayling Campus, Room #. Those invited to attend are: (list attendees).

CLOSED SESSION: Possible Acquisition of Real Estate
Sample Subject: For future expansion. I move that we recess for an executive session for discussion of (insert subject to be discussed), pursuant to the preliminary discussion on acquisition of real estate exception, OMA. Open Session will resume at (insert time) in KCC Grayling Campus, Room #. Those invited to attend are: (list attendees).