Kirtland Community College

Board of Trustees
Regular Meeting Minutes

Date: Thursday, May 15, 2025
Time: 7:00 pm
Location: Kirtland Campus Comm. Room A

Type: Regular Meeting
Notice Provided in Advance: Yes
Quorum: Satisfied (minimum of four required)

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

Absent: None

Kirtland Community College Guest:
Gary Roberts – President
Chris Bowman, Renee Artman
Michelle Vyskocil, John Thiel
Barb Walden, Matt Biermann
Matt Rice, Tom Pavelek
Dave Cable, Heather Appold
Luann Mabarak, Zack Russell
Cesalee Kuffel, Dan Davis
Erine Wescoat, Abby Shrock
Alex Murphy, Sharon Livernois

I. ROUTINE

- Chairperson MaryAnn Ferrigan called the meeting to order at 7:00 p.m. in the Kirtland Campus Community Room A.
- Pledge of Allegiance, led by Trustee Roy Spangler.
- Vice Chair, Jack Kramer, read Kirtland's Mission Statement.
- Roll Call – Everyone present

WELCOME OF GUESTS
Chairperson MaryAnn Ferrigan welcomed Douglas Marsh from Oscoda, Ogemaw, and Arenac newspapers.

II. ADDITION/DELETION TO AGENDA

Chairperson MaryAnn Ferrigan requested that the Foundation update be added to the President's report.
Motion by Vice Chair, Jack Kramer, to approve the agenda with the addition.
Seconded by Trustee Roy Spangler. The motion passed without dissent.

III. CONSENT AGENDA

A. Minutes from March 19, 2025, Regular Board Meeting
B. Minutes from March 19, 2025, Finance Board Meeting

Motion by Trustee Amy Knepp to accept Consent Agenda (A-B).
Seconded by Trustee Alan Bruder, there was no further discussion. The motion passed without dissent.

IV. New Employee Introduction:

Corin McDonald - Financial Aid Advisor - Absent
Dan Davis - Assistant Registrar
Zach Russell - Academic Advisor

V. OLD BUSINESS

None

VI. POSTPONED/TABLED BUSINESS

None

VII. NEW BUSINESS

C. Revision of 2025-2026 Academic Calendar (Spring Break)

Motion by Trustee Alan Bruder to approve the revised 2025-2026 Academic Calendar.
Seconded by Trustee Amy Knepp, there was no further discussion. The motion passed without dissent.

D. Board Members Annual 2025-2026 Conflict of Interest Disclosures. The Board members present signed their annual disclosures and submitted them to the President's Assistant.

E. Board Bylaws revision.

Motion by Trustee Alan Bruder to move the Board Bylaws to a second reading at the June meeting.
Seconded by Trustee Tom Ritter. No further discussion. The motion passed without dissent.

F. POL 1.065 Board of Trustees Members' Ethical Code revision.

Motion by Trustee Amy Knepp to accept the changes presented.
Seconded by Trustee Tom Ritter. No further discussion. The motion was passed without dissent.

VIII. PRESIDENT'S REPORT

Sharon Livernois - Title III Project Director: Title III updates
Sharon Livernois reported on the grant project's progress, including the development of various dashboards and website resources, as well as the acquisition of new software platforms. The project has shown success through faculty development sessions and student retention efforts, with success coaches playing a key role in these initiatives.

Matt Rice - Director of Communications & Marketing: Marketing Updates:
Matt Rice gave updates on various projects and events, including billboard campaigns, newsletters, and the Firebird Game Convention, in addition to ongoing promotional campaigns for summer camps and community education initiatives.

Heather Appold - Kirtland Foundation Director: Foundation update:
Heather Appold discussed the Foundation's approved budget for the next fiscal year and mentioned that two grant requests were approved, including one for student mental health spaces and another for graphing calculators. She highlighted the Foundation's support for athletics through scholarships and the upcoming garage sale event, which will raise funds for scholarships. She also noted that the endowment reached $3.3 million in investments, and the Foundation had exceeded its fundraising goal, having raised 194,004.88 so far this year.

Matt Bierman - Director of IT: Phishing Awareness:
Matt Bierman discussed phishing emails, highlighting their characteristics and the importance of vigilance against such scams. He explained that the email was crafted well and emphasized the importance of employees verifying the authenticity of emails, especially those requesting sensitive information or payments. He advised employees to contact IT if they receive suspicious emails.

Gary Roberts - President: New VPAA:
Dr. Roberts introduced John Thiel as the new Vice President of Academic Affairs, effective July 1, 2025.

Gary Roberts - President: Strategic Planning update:
Dr. Roberts discussed the strategic planning process, highlighting the development of a new strategic

plan that began in March 2024. He mentioned the creation of internal tracking tools to monitor progress. He encouraged the Board to review the plan and ask questions, with the goal of finalizing the document by next Friday to bring to the Board next month (June) for a vote. He emphasized the importance of carrying out the plan effectively, with primary and secondary champions responsible for different aspects.

Gary Roberts - President: Negotiations:
Dr. Roberts reported that progress is being made in negotiations with the Faculty Union and the team of administrators.

IX. Closed Session:
Vice Chair Jack Kramer motioned that the Board go into a closed session, as permitted under the Open Meeting Acts, to discuss the negotiation of the Kirtland Federation of Teachers' Collective Bargaining Agreement.
Trustee Amy Knepp seconded the motion.

The motion to go into closed session passed on a roll call vote of 7 ayes, 0 Nays:

Farrigan	Aye	Kramer	Aye	Pearen	Aye	Spangler	Aye	Ritter	Aye
Knepp	Aye	Bruder	Aye						

The meeting went into closed session in connection with the negotiation of collective bargaining agreement at 7:54 pm.

The meeting returned to open session at 8:18 pm

X. BOARD MEMBER REPORTS/OPEN DISCUSSION:
Trustee Roy Spangler asked about reverse transfers. Michelle Vyskocil explained that reverse transfer agreements allow students who transfer to a four-year college before completing their associate's degree to use credits earned there to obtain their two-year degree.

Chair MaryAnn Ferrigan addressed the presidential and board evaluations. Trustee Amy Knepp agreed to chair the committee for the presidential evaluation within the next three months and Chair MaryAnn Farrigan will chair the committee for the Board evaluations.

Vice Chair Jack Kramer encouraged attendees and other board members to contact their local representatives regarding education funding concerns.

Dr. Roberts recommended that the Board hold a retreat to discuss the College's operations. It was decided that June 19th at 2:00 pm, before the Finance meeting and the regular Board of Trustees' meeting would work for all members.

XI. ADJOURNMENT
With no further business to discuss, Chairperson MaryAnn Ferrigan adjourned the meeting at 8:31 p.m.

Minutes submitted by:
Sherri Wallace
Secretary to the Board
Kirtland Community College
Grayling, MI
Approved by the Board on: June 19, 2025