

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**

June 19, 2019

Roger C. Bauer Board Room, Charles R. Donnelly Natural Resources Center
665 Johnson Street, Alpena, MI 49707

On Wednesday, June 19, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting began at 5:35 p.m. to conduct the president's personnel evaluation.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none.

Seated at the Board Table: President Don MacMaster and Board Secretary Jay Walterreit.

Trustee Townsend made a motion to go into closed session to conduct the president's evaluation. Trustee Duncan seconded the motion. A roll call vote was taken:

Duncan: Aye
Gentry: Aye
Hilberg: Aye
Briggs: Aye
Stender: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 7. Nays 0. Motion approved.

The meeting went into closed session and Secretary Walterreit locked the doors and elevator.

At 7:01 p.m. Trustee Townsend made a motion to end the closed session. Seconded by Trustee Gentry. All ayes. Motion approved. Chairman Briggs then called for a recess to allow for audience members to be admitted.

At 7:13 p.m. the meeting was reconvened. Trustee Gentry led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Townsend that the agenda be approved as presented; seconded by Trustee Gentry. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the May 15, 2019, Regular Board Meeting

Trustee Stibitz moved to accept the proposed minutes from the May 15, 2019, regular board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the regular meeting included: Julie Goldberg, Alpena News; Ben Stevens, WATZ; Chet Spencer, Alpena Police Department; Rob Roose, ACC administration; Jane Roose; Richard Sutherland, ACC administration; David Cummins, ACC faculty; and Debbie Bayer, ACC administration.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Hilberg gave a report on the president's evaluation.

- ACC was the only community college in Michigan with growth last semester.
- President MacMaster has laid out 20 goals and accomplished or made significant progress on all of them.
- He is strong at cultivating legislative relationships and chasing dollars.
- His communication with the trustees is strong.
- He maintains a strong work culture at ACC.

Chairman Briggs noted that President MacMaster's evaluation was very positive and the trustees are very happy with his performance. MacMaster is currently at Step F3 in the administrative pay scale. Giving him the same raise as other administrators would move him to Step F4. President MacMaster expressed an interest in being consistently fair with all of the employees. Briggs and the trustees recommended that MacMaster be moved to Step F4.

Chairman Briggs then reported on the joint boards meeting held at noon that day. The ACC Board of Trustees and the ACC Foundation Board met for lunch and a presentation by ACC Foundation Executive Director Brenda Herman and ACC Foundation board member Augie Matuzak. The boards agreed to meet again and to talk more about fundraising and community interaction.

Student Report

None.

Faculty Report

Instructor David Cummins gave a presentation on recent classroom activities related to operating drones, ROVs, and CAD classes.

President's Report

President's Report to the ACC Board of Trustees

June 19, 2019

Wireless Broadband Access—2.5GHz Educational Broadband Service Spectrum

(Excerpt from a letter to U.S. Senator Gary Peters from Carl Cadwallader, founder of Barger Creek Wireless, Montmorency County, co-signed by Dr. Don MacMaster)

“Expanding rural broadband access is one of the key challenges of our time. The purpose of this letter is to share our vision for rural broadband deployment and to demonstrate the work that my company is doing in rural northern lower Michigan to further the development of the wireless infrastructure, which many Michiganders currently lack today. We are seeking your support regarding the Educational Broadband Service (EBS) license issuance and to encourage you to preserve the educational characteristics of the band. My company has developed a partnership with Alpena Community College to collaborate in this effort and to enable wireless broadband for the rural communities of the area, which would benefit students, faculty, and the community.

Barger Creek Wireless (BCW) is a wireless ISP founded in western Montmorency County providing high-speed and broadband internet at very affordable prices. The BCW project is very personal for me. I grew up in the area and have given much thought about how to give back to the community. It is my desire to see this platform used to address the many urgent needs of the rural community including telemedicine, education and affordable communication, and economic development opportunities. Ultimately, my family, friends and I have experienced first-hand that there is a significant need for wireless broadband connectivity in my community. A solution already exists, and it is 2.5GHz EBS spectrum. Unfortunately, the Federal Communications Commission (FCC) has not issued new EBS licenses since 1995. This critical resource remains unused in many rural parts of the country, including my community in rural Michigan and many others like it.

The FCC is currently considering making new EBS licenses available to educational entities through priority filing windows. BCW supports this plan for three key reasons:

1. Affordability and speed of deployment
2. Licensed spectrum gives investors certainty
3. Power levels are higher than other bands

It is our hope that you will support our request to encourage the FCC to rule in favor of education and help us take a huge step forward for our community.”

Action Items

2.741, Video Conferencing System Expansion Bids

The following resolution was proposed by Trustee Townsend and seconded by Trustee Stender:

The Alpena Community College Board of Trustees approves the purchase of eight in-school video conferencing units and one delivery unit for placement on the Alpena Campus from CDWG for a cost not to exceed \$88,362.55. Financing for the purchase will be secured through a Cisco five-year, no-interest loan. The cost of the purchase will be paid for through Technology Fee revenue and/or grant monies obtained for the purchase.

Ayes: 7. Nays: 0. Motion approved.

2.742, Proposed New Mission and Goals Statements (Second Reading).

The following resolution was proposed by Trustee Gentry and seconded by Trustee Hilberg:

The Alpena Community College Board of Trustees approves the changing of the College’s Mission and Goals statements as specified in the Mission and Goals Subcommittee meeting of April 2, 2019.

Ayes: 7. Nays: 0. Motion approved.

2.743, Fiscal Year 2020 Tuition Rate

The following resolution was proposed by Trustee Stibitz and seconded by Trustee Gentry:

The Alpena Community College Board of Trustees approves the following tuition rate for the 2020 fiscal year effective with Fall Semester 2019.

Tuition	From	To
In-District Tuition (per contact hour)	\$133.00	\$137.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$210.00	\$217.00

Ayes: 7. Nays: 0. Motion approved.

2.744, Fiscal Year 2020 Administrative Salary Schedule

The following resolution was proposed by Trustee Hilberg and seconded by Trustee Duncan:

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2020 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

Ayes: 7. Nays: 0. Motion approved.

2.745, Fiscal Year 2020 Proposed Budget

The following resolution was proposed by Trustee Stender and seconded by Trustee Townsend:

That the Alpena Community College Board of Trustees accepts the budget as presented for FY 2020.

Ayes: 7. Nays: 0. Motion approved.

2.746, Certification of MCCA Board of Directors Representatives

The following resolution was proposed by Trustee Townsend and seconded by Trustee Gentry:

Dr. Don MacMaster is appointed to the 2019-20 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2019.

Trustee Florence Stibitz is appointed to the 2019-20 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2019.

Trustee Teresa Duncan is appointed to the 2019-20 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2019.

Ayes: 7. Nays: 0. Motion approved.

Information Items

President MacMaster noted that Vice President for Administration and Finance Richard Sutherland had aggregated the financial information on where the College stood after 11 months in Fiscal Year 2019. MacMaster noted that it looked like the College would have a good year budget-wise.

New hires, terminations, and status changes from May 9 to June 7, 2019.

New Hires

- None.

Transfers

- E. Gwen Spence from ESP Accounts Payable Secretary/Cashier to ESP Secretary - Facilities Management, effective 06/24/19.
- Connie Kaczorowski from ESP Clerical Assistant/Word Processor – Registrar’s Office to ESP Financial Aid Office Coordinator, effective 07/01/19.

Layoffs

- None.

Resignations

- Melissa Guy, Assistant to the Director of Human Resources, effective 06/21/19.

Retirements

- None.

The Gifts and Grants Report showed the following activity between May 9 and June 10, 2019:

Total Donors:	53
New Gifts:	\$13,932.00
Pledge Payments:	\$13,970.00
New Pledges:	\$60,420.00

Board Discussion

Trustee Stibitz noted that she was impressed by the fundraising presentation given by Brenda Herman and Augie Matuzak. She also noted that Foundation trustees had expressed an interest in knowing what the College’s direction will be in 10 years. Trustee Stibitz suggested that the ACC Board of Trustees engage in a visioning session to talk about where they see ACC in a decade.

President MacMaster agreed that the ACC trustees should conduct a visioning session, and that fundraising should be an ongoing institutional priority conducted full-throttle all of the time.

After discussing their schedules the trustees agreed to change the date of their regular August Board meeting to Wednesday, August 14, 2019, and to conduct a visioning session beginning at 5:15 p.m. that day.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting has been moved to Wednesday, August 14, 2019, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707. Please note the 5:15 p.m. start time for a visioning workshop. The regular portion of the meeting will begin at approximately 7:00 p.m.

Adjournment

The regular meeting was adjourned at approximately 8:23 p.m.

Jay Walterreit
Secretary of the Board of Trustees
(989) 358-7215