

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

November 21, 2019

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

On Thursday, November 21, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting began at 6:00 p.m.

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 Stender led the Pledge of Allegiance.

**Approval of Agenda**

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

**Approval of the Proposed Minutes from the October 17, 2019, Regular Board Meeting**

Trustee Stibitz moved to accept the proposed minutes from the October 17, 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: Ben Stevens, WATZ; Chet Spencer, Alpena Police Department; Deborah Bayer, ACC administration; Nancy Seguin, ACC administration; Matt Galarno, ACC faculty; Wendy Brooks, ACC administration; Matt Dunckel, ACC faculty; Jim Berles, ACC faculty; Mike Kelley, ACC faculty; Jeremiah Pemberton, ACC student; Michael Lazarowicz, ACC student; Brian Brain, ACC student; Todd Graham, ACC student; Karah Dunson, ACC student; and Jason Barbeau.

**Communication(s)**

None.

**Board Member and Subcommittee Reports**

Trustee Duncan informed the trustees about the ACC Foundation's Giving Tuesday efforts and distributed a flyer. The proceeds from the Giving Tuesday fundraising will go toward the Healthy Futures Start Here campaign for the renovation of Van Lare Hall. She noted the fundraising for the renovation project was approximately \$186,000 from completion.

## **Student Report**

Northwood University representative Jason Barbeau told the trustees about how the ACC Go Make a Difference (MAD) activity started and Northwood and came to ACC. He noted:

- Approximately 65 ACC students volunteered their time and efforts
- The volunteers contributed approximately 140 hours of community service
- Activities included yard work for elderly homeowners, volunteering at the Huron Humane Society, and conducting activities with kids at the Boys and Girls Club

Students who spoke about their experiences included Karah Dunson, Todd Graham, and Jeremiah Pemberton.

## **Faculty Reports**

ACC faculty members Jim Berles and Matt Dunckel gave a presentation on their summer 2019 trip to Crete.

## **President's Report**

Dean of the Learning Resources Center/Media Wendy Brooks presented the Library's yearly report. She noted efforts to providing free textbooks to students and to upgrade the Library's carpeting, tables, chairs, and workstations.

Director of Public Information and Marketing Jay Walterreit distributed copies of the 2018-19 ACC Annual Report and mentioned several achievements from the year.

## **Action Items**

### 2.758 Proposed Revisions to 7000-Series Policies

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

The Board of Trustees approves on first reading the proposed changes to policies 7001, 7002, 7003, 7004, 7005, 7006, 7007, 7008, 7009, 7010, and 7012. Additionally, the Board of Trustees approves on first reading the new policy 7013, Policy on Maintaining Daily Crime Log.

Ayes: 7. Nays: 0. Motion approved.

## **Information Items**

During the financial report President MacMaster noted that revenue so far for fiscal year 2020 was up compared to budget. Reasons for this include higher-than-budgeted enrollment for Fall Semester and higher-than-usual early registrations for Spring Semester classes as compared to last year at this time.

New hires, terminations, and status changes from October 12 to November 13, 2019.

New Hires:

- Sheila Rupp, Administration, Registrar, effective 11/18/2019.

Transfers:

- None.

Retirements:

- Lori Dzieszinski, Administration, Registrar, effective 01/01/2020.
- Yvonne White, ESP2, Tutor Coordinator, effective 11/22/2019.

The Gifts and Grants Report showed the following activity between October 9 and November 12, 2019:

Total Donors: 37

New Gifts:	\$38,189.56
Pledge Payments:	\$72,345.00
New Pledges:	\$1,050.00

**Board Discussion**

Chairman Briggs asked the trustees to check their schedules for availability during the week of December 16-20 for a joint boards meeting with the ACC Foundation board. The trustees agreed on Wednesday, December 18, 2019, from 12:00 to 1:30 p.m. in Besser Technical Center 126.

Trustee Stibitz asked how the College plans to move forward with ambient learning ideas. The trustees agreed it would be good to devote time at the next meeting to discuss ideas, and that it would be good to include the ACC Foundation in those discussions.

**New Business**

None.

**Suggested Future Agenda Items**

None.

**Next Regular Meeting**

The next regular Board of Trustees meeting is scheduled for 7:00 p.m. Thursday, December 19, 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 change in date from the previously published yearly meeting calendar.

Also note: the ACC Board of Trustees has tentatively set a joint boards meeting with the ACC Foundation Board of Trustees for Wednesday, December 18, 2019, at 12:00 p.m. in Besser Technical Center, Room 126. This will be a workshop meeting with no official actions taken.

### **Adjournment**

The regular meeting was adjourned at approximately 6:45 p.m.

Jay Walterreit  
Secretary of the Board of Trustees  
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