

**Approved Minutes of the  
Alpena Community College Board of Trustees Regular Meeting  
May 21, 2020**

Meeting was held online via Webex  
665 Johnson Street, Alpena, MI 49707

On Thursday, May 21, 2020, the Alpena Community College Board of Trustees held its regular monthly meeting online via Webex. The meeting began at 6:00 p.m.

Present via Webex: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none. Also present: President Don MacMaster and Board Secretary Jay Walterreit.

Trustee Hilberg 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 April 16, 2020, Regular Board Meeting**

Trustee Townsend moved to accept the proposed minutes from the April 16, 2020, regular board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

**Approval of the Proposed Minutes of the May 18, 2020, Special Board Meeting**

Trustee Townsend moved to accept the proposed minutes from the May 18, 2020, special board meeting; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

**Introduction of Guests and Public Comment**

Guests attending the online meeting included: Ben Stevens, WATZ; Richard Sutherland, ACC administration; Mark Grunder, ACC administration; Deborah Bayer, ACC administration; Nick Brege, ACC administration; Meghan Cameron, ACC faculty; Officer Chet Spencer, Alpena Police Department; Chief Joel Jett, Alpena Police Department; Dustin Ruehle, ACC faculty; Noel Curtis, ACC administration; Lauren Mixon, WBKB; Jacob Braman, ACC student; Yuki Nishibashi, ACC student; Todd Graham, ACC student; Shelby Seaver, ACC student; Makayla Standen, ACC student; Kali Spomer, ACC student; Musa Kabbah, ACC student; and Meryem Demirkol, ACC student.

**Workshop Session to Discuss Budget Scenarios for Fiscal Year 2021**

At 6:07 p.m. Chairman Briggs moved the meeting to a workshop session in order to hear a budget scenarios presentation by Richard Sutherland, Vice President for Administration and Finance. Sutherland showed a PowerPoint presentation which showed the potential implications of possible state aid reductions, fluctuations in enrollment, and other factors. Trustees discussed the pros and cons of not increasing the tuition rate for next year.

Sutherland noted that many budget factors were not yet clear and could continue to change between now and the end of June.

The budget workshop session ended at approximately 7:00 p.m. At that time a number of new guests joined the meeting to participate in the regular proceedings.

### **Communication(s)**

None.

### **Board Member and Subcommittee Reports**

Trustee Townsend noted the Property Subcommittee met on May 12 and that President MacMaster would share details during the discussion of Action Item 2.770, Van Lare Hall Roofing Bids.

Trustee Duncan gave a brief report on the ACC Foundation's recent quarterly meeting.

- The Foundation has three new trustees, including ACC Instructor Tim Kuehnlein.
- Kuehnlein was also named the winner of the 2020 Endowed Teaching Award for his proposal related to campus beautification.
- The ACC Foundation's finances have taken a bit of a hit with the downturn on the national economy but has shown recent signs of improvement.

### **Student and Faculty Report**

ACC Instructor Meghan Cameron and Student Leadership Commission members Yuki Nishibashi, Todd Graham, Shelby Seaver, Makayla Standen, Kali Spomer, Musa Kabbah, and Meryem Demirkol gave an overview of SLC activities throughout the year.

### **President's Report**

President's Report to the ACC Board of Trustees

May 21, 2020

#### **Award of CARES Act Paycheck Protection Program Loan**

The Paycheck Protection Program (PPP) is a loan program that initiated from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The program is intended to provide American small businesses with eight weeks of cash-flow assistance through a 100-percent federally guaranteed loan.

The loan carries no fees and requires no collateral. The loan carries an interest rate of 1%. The loan can be forgiven and essentially turned into a grant if at least 75% of funds are used for payroll and full employment is maintained. If not forgiven, the loan would need to be paid back within 24 months of origination. At least 75% of the proceeds must be used to fund payroll and

payroll related items while the remaining 25% can be used to cover mortgage interest, rent and lease payments, and utilities.

At the end of the eight-week spend-down period, all records and receipts supporting the use of the funds will be provided to mBank. The bank will then submit the information to the Small Business Administration (SBA) for debt forgiveness.

A PPP loan for \$2,435,600 was awarded to Alpena Community College on May 19, 2020. Kudos to Dick Sutherland and his staff and Jerry Tracey at mBank for their focus on this timely initiative.

#### Alpena Community College 2020 Video Commencement

The 2020 ACC commencement video was released Thursday, May 14. Kudos to Jess Haselhuhn for her inspired work putting the pieces together. Thanks to everyone who played a role in this milestone accomplishment. The project went from concept to completion in 10 days.

#### Alpena Early College Cohort 4 Graduation Data

Lee Fitzpatrick, Early College Specialist with Alpena Public Schools, on Friday afternoon reported final results for Alpena Early College cohort 4:

- 2125.5 total ACC credits earned
- Average of 51.8 ACC credit hours per student
- 20 ACC degrees obtained
- 15 students achieved grade point averages between 3.5 – 3.9
- 2 students achieved perfect 4.0 grade point averages

Lee also mentioned that 9 previous Alpena Early College students completed their degrees at ACC this semester as well. “I love it when kids from the past finish,” he said. Fall semester 2019, 10 percent of ACC’s headcount came from our Alpena Early College partnership with Alpena Public Schools.

#### **Action Items**

##### 2.768 John M. Grant Front Runner Awards

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

The Alpena Community College Board of Trustees congratulates 2020 John M. Grant Front Runner Award winners Cynthia Tchorzynski and Jacob Braman for demonstrating unusual dedication in the pursuit of higher education and for their many academic achievements.

Ayes: 7. Nays: 0. Motion approved.

2.769 Anna and Jesse Besser Awards

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

The Alpena Community College Board of Trustees congratulates 2019-20 Anna and Jesse Besser Award winners Kennedy Chmura and Todd Graham for their outstanding contributions to the life of the College through scholarship, leadership, and expression of responsibility in solving social problems.

Ayes: 7. Nays: 0. Motion approved.

2.770 Bids for the Purchase of Videoconferencing Equipment

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

The Alpena Community College Board of Trustees approves the purchase of 30 CISCO videoconferencing delivery systems to be installed in Alpena Campus classrooms for a cost not to exceed \$170,660.70. Funding for the purchase will come from money received through the CARES Act.

Ayes: 7. Nays: 0. Motion approved.

2.771 Van Lare Hall Roofing Bids

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

The Alpena Community College Board of Trustees approves a contract with Great Lakes Roofing & Insulation Systems, Inc., to replace the entire Van Lare Hall roof membrane at a cost not to exceed \$292,500.00.

Ayes: 7. Nays: 0. Motion approved.

2.772 Bids for Chassis Dynamometer

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

The Alpena Community College Board of Trustees approves the purchase of a chassis dynamometer from Mustang Dynamometer of Twinsburg, OH, for a cost not to exceed \$34,955.00. Funding for the purchase will come from the Auto Service program auxiliary fund account.

Ayes: 7. Nays: 0. Motion approved.

**Information Items**

During the Financial Report Trustee Stender asked about the status of state aid payments for the current fiscal year. Vice President for Administration and Finance Richard Sutherland responded by saying the College would normally receive one more state aid payment in this fiscal year, but

there is the possibility the state aid payment will be reduced in some way. The College doesn't know right now what the state intends to do.

New hires, terminations, and status changes from April 9 to May 14, 2020.

New Hires:

- None

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Retirements:

- Kevin Sylvester, FT Concrete Technology Instructor, effective June 1, 2020.

President MacMaster also noted the pending retirement of Officer Chet Spencer, who has been providing enhanced on-campus safety since January 2019. President MacMaster and the trustees expressed their appreciation to Officer Spencer and wished him well in the future.

The Gifts and Grants Report showed the following activity between April 9 and May 13, 2020:

Total Donors: 35

New Gifts:	\$14,020.00
Pledge Payments:	\$18,695.00
New Pledges:	\$0.00

**Board Discussion**

Chairman Briggs asked the trustees if they would prefer to move the date of the June regular Board meeting to allow for more time to collect information about the status of state aid payments and other budget factors. All the trustees agreed to move the date of the June meeting to Thursday, June 25, 2020.

**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, June 25, 2020. Please note the date change. The meeting is tentatively scheduled to be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707, but this may change to an online meeting if necessary.

### **Adjournment**

The regular meeting was adjourned at approximately 8:12 p.m.

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