

**Approved Minutes of the  
Alpena Community College Board of Trustees Regular Meeting**  
January 21, 2021  
665 Johnson Street, Alpena, MI 49707

On Thursday, January 21, 2021, the Alpena Community College Board of Trustees held a regular monthly meeting in Newport Center 106 and the Webex videoconferencing system. The meeting was called to order at 7:00 p.m. by Chairman Briggs.

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

Trustee Gentry led the Pledge of Allegiance.

### **Approval of Agenda**

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

### **Approval of the Proposed Minutes from the December 17, 2020, Regular Board Meeting**

Trustee Townsend made the motion to accept the proposed minutes from the December 17, 2020, regular Board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

### **Introduction of Guests and Public Comment**

Guests attending the remote meeting included: Ben Stevens, WATZ; Steve Fosgard, ACC administration; Dawn Stone, ACC administration; Richard Sutherland, ACC administration; Officer Jason Collegnon; Terry McKenzie, ACC administration; and Mark Grunder, ACC administration.

No public comment.

### **Communication(s)**

Dr. MacMaster read a message from Oscoda Campus instructor Cathy Kappius which recognized Alcona Public Schools superintendent Dan O'Connor for allowing ACC instructors to get COVID-19 vaccinations through the Alcona school district.

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

Trustee Stibitz reported on the MCCA directors meeting conducted Friday, January 15. She noted that MCCA President Mike Hansen had announced his intention to retire at the end of June. Hansen's announcement sparked discussions about the services the MCCA provides, the amount of the dues the association charges, and the process that will be used to replace Hansen. After the discussion, Hansen offered to postpone his retirement until the end of December 2021

so the MCCA directors had more time to make decisions about the future operation of the association. Trustee Stibitz praised the decision-making process with the MCCA, noting the association is always able to come up with the best decisions.

On the topic of the MCCA directors meeting, President MacMaster noted that Hansen has advised community colleges to wait to see what may happen with the BSN legislation after state appropriations for next year are set.

Trustee Townsend mentioned he had recently toured Van Lare Hall and that significant progress had been made.

Trustee Duncan noted that the next ACC Foundation board meeting is scheduled for January 29, 2021. On a different topic she mentioned that District Health Department #4 was looking for volunteers to help with COVID-19 vaccination events.

### **Student Report**

None.

### **Faculty Report**

None.

### **President's Report**

President's Report to the Alpena Community College Board of Trustees  
January 21, 2021

#### Center for Health Sciences Van Lare Hall Renovation Update

Dr. Nick Brege, Director of Facilities and operational lead on the Van Lare Hall Renovation project, is here tonight to provide a virtual update on the Center for Health Sciences project. Current project completion date is July 31, 2021.

#### CARES Act Hardship Grants Distributed to ACC Students

The Coronavirus Aid, Relief, and Economic Security Act or, CARES Act, was passed by Congress and signed by President Donald Trump on March 27, 2020. This bill allotted \$2.2 trillion to provide fast and direct economic aid to the American people negatively impacted by the COVID-19 pandemic. Of that money, approximately \$14 billion was given to the Office of Postsecondary Education as the Higher Education Emergency Relief Fund, or HEERF. Institutions of Higher Education such as ACC were required to allocate no less than 50 percent of funds received under the CARES Act to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. Below is a summary of CARES Act distribution of hardship grants to ACC students.

- Amount distributed: \$379,927
- Number of students who received CARES Act hardship grants: 742

- Amount per student: \$35.11 per contact hour
- Average: \$512 per student

Eligibility criteria: Students had to be actively enrolled on March 18, 2020, for the 2020 Spring Semester. They had to be Title IV eligible or could have been Title IV eligible. This eliminated the dual enrolled high school students, early college, foreign students, students not meeting satisfactory academic progress, and those who did not have a high school diploma or GED before 1/13/20. Also, any student enrolled entirely in online courses was not eligible.

The Higher Education Emergency Relief Fund II (HEERF II), authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 and signed into law on Dec. 27, 2020, mandates a similar amount to be allocated to hardship grants for students. ACC expects these grants to be distributed to eligible students during spring semester.

#### ACC Hosting Vaccination Event on January 23, 2021

Throughout the COVID-19 pandemic ACC has worked closely with Alpena County emergency personnel and District Health Department #4 to keep ACC students and employees safe. As part of that partnership ACC has agreed to host a public vaccination event this Saturday, January 23 in Park Arena. District Health Department #4 is currently contacting people who have pre-registered for the event. ACC employees who wish to be vaccinated are being scheduled to receive their first shots at the event. A second vaccination event is in the works.

#### Spring Semester 2021 Enrollment

As of January 20, 2021, spring semester enrollment is down 4.3 percent in headcount and 8.9 percent in credit hours compared to spring semester 2020. A total of 1,387 students enrolled at ACC for spring semester classes. Notable enrollment data points include:

- Early College enrollment: +25.9 percent
- Online, hybrid, remote: +133.8 percent
- 50.2 percent of headcount is enrolled in online, hybrid, or remote courses
- Dual enrollment: +5.9 percent
- Continuing students: -22.4 percent
- Oscoda Campus headcount: -32.4 percent

Enrollment at community colleges nationally continues to be very challenging during the COVID-19 pandemic. According to the National Student Data Clearinghouse, the decline in first-time students nationally from fall 2020 to 2021 is 21 percent. Community colleges in Michigan are also feeling the impact, as documented at the end of this report.

## Michigan Community College Student Services Association (MCCSSA) Spring 2021 Enrollment Report

As of January 21, 2021

Community College	Semester	Report date	% change in credit hours	% change in headcount	Total credit hours	Total headcount	Semester start date	Reported by
Alpena	Winter 2021	01/18/2021	-8.9	-4.2	12,150	1,387	01/11/2021	Sheila Rupp
Bay	Winter 2021	01/11/2021	-1	-2	15,618	1,753	01/11/2021	Travis Blume
Delta	Winter 2021	01/19/2021	-10.8	-8.8	57,204	6,683	01/09/2021	Terri Gould
Glen Oaks	Winter 2021	01/19/2021	-11	-12.5	8,179	909	01/11/2021	Amy Young
Gogebic	Winter 2021	01/18/2021	-9	-8	7,948	804	01/18/2021	Miranda Heglund
Grand Rapids	Winter 2021	01/18/2021	-9.7	-10.2	92,630	11,308	01/11/2021	Ann Isackson
Henry Ford	Winter 2021	01/20/2021	-9.4	-11.6	103,713	11,657	01/11/2021	Holly Diamond
Jackson	Winter 2021	01/15/2021	-19.6	-15.1	34,494	4,179	01/11/2021	Debbie L Schissler
Kalamazoo Valley	Winter 2021	01/08/2021	-13.5	-13.3	50,062	5,997	01/15/2021	Sarah Hubbell
Kellogg	Spring 2021	01/04/2021	-23.6	-10.2	20,595	3,286	01/19/2021	Colleen Wright
Kirtland	Winter 2021	01/04/2021	-1.3	-5.5	9,706	1,076	01/18/2021	Michelle Vyskocil
Lake Michigan	Winter 2021	01/18/2021	-11.3	-9.1	20,436	2,502	01/19/2021	Carrie Beukelman
Lansing	Winter 2021	01/11/2021	-11.8	-10.9	87,793	9,748	01/11/2021	Kou Khang
Macomb	Winter 2021	01/19/2021	-8.6	-11	144,975	16,190	01/11/2021	Carrie Jeffers
Mid Michigan	Winter 2021	01/19/2021	-14.2	-10.3	25,893	3,183	01/11/2021	Matt Miller
Monroe County	Winter 2021	01/15/2021	-3.3	-3.8	18,877	2,380	01/08/2021	Tracy Vogt
Montcalm	Winter 2021	01/19/2021	2.3	-2.8	11,178	1,422	01/16/2021	Debra Alexander
Mott	Winter 2021	01/05/2021	-17.2	-17.3	47,333	5,509	01/09/2021	Michele Traver
Muskegon	Winter 2021	01/19/2021	-9.6	-8.2	30,084	3,503	01/11/2021	Aaron Richman
North Central Michigan	Winter 2021	01/13/2021	-11.5	-26	12,752	1,540	01/11/2021	Joseph Balinski
Northwestern Michigan	Spring 2021	01/18/0021	-13.4	-10.1	26,682	3,039	01/11/2021	Cindy Deemer
Oakland	Winter 2021	01/19/2021	-5.1	-8	115,361	13,917	01/11/2021	Stephen Linden
Schoolcraft College	Winter 2021	01/15/2021	-13	-13	69,882	7,871	01/11/2021	Tracy Y Miller
Southwestern Michigan College	Winter 2021	01/18/2021	-18.9	-18.5	14,851	1,532	01/25/2021	Steve Carlson
St. Clair County	Winter 2021	01/18/2021	-7.6	-6	29,068	3,239	01/11/2021	Carrie Bearss
Washtenaw	Winter 2021	01/18/2021	-3.6	-5.8	89,544	10,785	01/11/2021	Mika McAskill
West Shore	Winter 2021	01/18/2021	-7.4	-9	9,057	1,060	01/11/2021	E. Bennetts

## **Action Items**

### 2.793 Election of Board Officers

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

- a) The Board of Trustees approves the election of John Briggs as Chairperson of the Board of Trustees;
- b) The Board of Trustees approves the election of Thomas Townsend as Vice Chairperson of the Board of Trustees;
- c) The Board of Trustees approves the election of Susan Stender as Treasurer of the Board of Trustees;
- d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary of the Board of Trustees.

The term of office for all officers will extend through December 31, 2022, unless changed by official resolution of the Board of Trustees.

Ayes: 7. Nays: 0. Motion approved.

### 2.794 USDA Grant Purchase: Medicine Dispenser and Telemedicine Carts and Cameras

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 medicine dispenser training system from Medical Shipment LLC of Skokie, Illinois, for an amount not to exceed \$45,998, and the purchase of telemedicine carts, cameras, and accessories from CDW/Amwell of Boston, Massachusetts, for an amount not to exceed \$102,328.00. The cost of these purchases will be 85% reimbursed by the USDA DLT grant.

Ayes: 7. Nays: 0. Motion approved.

## **Financial Report**

Notable points from Vice President for Administration and Finance Richard Sutherland's financial report include:

- The property tax receipts of \$871,657 are \$100,778 more than those for December 2019, higher due to timing of receipts.
- Tuition/fee receipts of \$5,509,401 are \$296,159 less primarily due to lower than expected enrollments for Spring registrations.
- State aid is as expected.

- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through December. The College has applied for the forgiveness portion of the program and awaiting determination.
- There were three payrolls processed in December causing each area to be higher than last year.

## **Personnel Report**

New hires, terminations, and status changes from November 13 to December 9, 2020.

### New Hires:

- Bobbette Ross, TRiO Advisor – South, effective January 4, 2021.

### Re-Hires:

- None.

### Transfers:

- None.

### Resignations:

- Lorie Cadieux-Lawrence, Clerical Assistant – Registrar’s Office, effective January 1, 2021.

### Transfers:

- Michael Artrip, Adjunct – Utility Technology transferred to Temporary Full Time Faculty – Utility Technology, effective December 20, 2020.

### Retirements:

- None.

## **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 9, 2020, and January 13, 2021.

Total Donors:	114
New Gifts:	\$54,669.10
Pledge Payments:	\$291,595.00
New Pledges:	\$0

## **Board Discussion**

Chairman Briggs expressed an interest in conducting a retreat meeting to facilitate extended discussion of the vision statement the Board adopted in February 2020 as well as any other topics in which the trustees were interested. He asked Board Secretary Walterreit to send an email to the trustees soliciting possible retreat dates in mid-March and topics to discuss.

## **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, February 18, 2021. The meeting is tentatively scheduled to be held in Newport Center Room 106, 665 Johnson Street, Alpena, MI 49707, but this may change to a remote meeting if necessary.

## **Adjournment**

The regular meeting was adjourned at approximately 8:20 p.m.

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