

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**
June 16, 2022
665 Johnson Street, Alpena, MI 49707

On Thursday, June 16, 2022, the Alpena Community College Board of Trustees held its regular monthly meeting in the Roger C. Bauer Board Room, 400 Natural Resources Center. The meeting was called to order at 5:31 p.m. by Chairman Briggs.

Trustees present in person: John Briggs, Teresa Duncan, Joseph Gentry II, Susan Stender, Florence Stibitz, and Tom Townsend.

Lisa Hilberg joined the meeting remotely via Webex and did not participate in voting due to not being physically present at the meeting. The Alpena Community College Board of Trustees Remote Attendance and Voting Policy states a trustee who is physically absent from an Alpena Community College Board of Trustees meeting for reasons other than those listed in 15.263, Sec. 3, (2) of the Open Meetings Act but is attending the meeting via remote videoconferencing technology may participate in the meeting but may not vote on actions taken by the Board.

Absent: none.

Also present in person: President Dr. Don MacMaster, Board Secretary Denis “Jay” Walterreit.

Trustee Townsend made a motion to go into closed session at the request of President MacMaster to conduct the president’s 2021-22 performance review; Trustee Stibitz seconded that motion. A roll call vote was taken:

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

Ayes: 6. Nays: 0. Motion approved. Secretary Walterreit secured the entrances and the closed session began.

At 6:58 p.m. Trustee Gentry made a motion to end the closed session; Trustee Stibitz seconded the motion. Ayes: 6. Nays: 0. Motion approved. The closed session ended and Chairman Briggs declared a short recess while the doors were unlocked and the regular meeting audience was admitted.

The regular meeting resumed at 7:06 p.m. and Trustee Stibitz 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: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the May 19, 2022, Regular Board Meeting

Trustee Stibitz made the motion to approve the proposed minutes from the May 19, 2022, Regular Board Meeting; Trustee Duncan seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person or via Webex were: Officer Jason Collegnon, Alpena Police Department; Steve Fosgard, ACC administration; Rich Buchler, ACC staff; Andrew Paad, ACC faculty; Jen Turske, ACC staff; Stephen LaFebvre, ACC staff; Nick Brege, ACC administration; Nick Neuman, ACC staff; Roy Smith, ACC faculty; Todd Artley, ACC faculty; Tim Kuehnlein, ACC faculty; Richard Sutherland, ACC administration; Amber Vesotski, ACC faculty; Jeff Blumenthal, ACC administration, and community member Robert Tosch.

Robert Tosch addressed the trustees during the Public Comment portion of the meeting.

Communication(s)

None.

Board Member and Subcommittee Reports

Chairman Briggs and Trustee Hilberg gave a report on the president's evaluation. President MacMaster submitted two self-evaluation documents which detailed his work on duties outlined in the president's position description and on his proposed goals for 2021-22 and 2022-23.

Trustee Hilberg gave the following summary of the president's strengths:

1. Managing multiple building projects and prospective building projects and their funding
2. Outreach - with both alumni and with K-12s
3. Laid the groundwork for athletic eligibility for Early College students
4. Seeks every possibility to harvest funding
5. Entrepreneurial in his approach, always looking for the next opportunity

Chairman Briggs added the following information on the president's compensation:

- For Fiscal Year 2022 President MacMaster is at Step F6 in the administrative pay scale. Giving him the same raise as the rest of the administrators would move him to Step F7 for FY23. President MacMaster expressed an interest in being treated consistently with all of the employees. Briggs and the trustees agreed that MacMaster be moved to Step F7.
- MacMaster's total compensation for Fiscal Year 2023 would be as follows:

Salary (Step F7)	\$169,417
Longevity (25 years of service)	\$4,200
Auto/Other	<u>\$14,000</u>
	\$187,617

Trustee Duncan reported the ACC Foundation's Scramble for Scholarships is scheduled for July 16 this year and reminded the trustees about their hole sponsorship donations made last year.

Student Report

None.

Faculty Report

None.

President's Report

None.

Action Items

2.839 Bids for Replacement Maintenance and Grounds Utility Work Machine

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

The Alpena Community College Board of Trustees approves the purchase of a Bobcat UW56 utility work machine from Carleton Equipment of Saginaw for a price not to exceed \$66,351.40.

Ayes: 6. Nays: 0. Motion approved.

2.840 Bids for the Purchase of Apple Computer Equipment

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

The Alpena Community College Board of Trustees approves the purchase of Apple computer equipment from Apple Education Institutions of Cupertino, California, for a price not to exceed \$46,748.00.

Ayes: 6. Nays: 0. Motion approved.

2.841 Approval of the Proposed 2022-26 Faculty Contract

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

The Alpena Community College Board of Trustees approves the 2022-26 labor contract with the Alpena Community College Faculty Council MEA/NEA as presented.

A roll call vote was taken:

Briggs: Aye

Duncan: Aye

Gentry: Aye
Stender: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 6. Nays: 0. Motion approved.

2.842 Labor Contract with the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA

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

The Alpena Community College Board of Trustees approves the labor contract with the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA on which tentative agreement has been reached and ratification by the union has been accomplished.

A roll call vote was taken:

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

Ayes: 6. Nays: 0. Motion approved.

2.843 Tuition and Fees Rate for Fiscal Year 2023

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

The Alpena Community College Board of Trustees approves the following tuition rate for Fiscal Year 2023 effective with Fall Semester 2022.

Tuition	From	To
In-District Tuition (per contact hour)	\$141.00	\$145.00
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)	\$224.00	\$231.00
Student Activity Fee	\$6/contact hour	\$7/contact hour

Ayes: 6. Nays: 0. Motion approved.

2.844 Fiscal Year 2023 Administrative Salary Schedule

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

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2023 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

Ayes: 6. Nays: 0. Motion approved.

2.845 Fiscal Year 2023 Proposed Budget

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

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2023.

Ayes: 6. Nays: 0. Motion approved.

2.846 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 2022-23 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2022.

Florence Stibitz is appointed to the 2022-23 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2022.

Teresa Duncan is appointed to the 2022-23 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2022.

Ayes: 6. 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 \$2,836,165 are \$102,058 more than those for May 2021, about \$12,000 more than expected.
- Tuition/fee receipts of \$5,564,067 are \$376,731 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$4,851,314. This includes eight regular monthly payments of \$530,053, plus \$225,700 as a one-time appropriation payment, receipt of an offset payment, higher MPSERS offset contribution, and two semiannual personal property tax payments totaling \$221,938.

- The difference in Federal is due to \$2,435,600 in Paycheck Protection Program funding recorded through September of 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.
- The General Fund received \$763,887 for lost tuition and fee revenue and recovered bad debt generated during the pandemic through Federal HEERF funds.
- Student Services is higher due to increasing ACC's digital footprint by more than \$40,000.

Personnel Report

New hires, terminations, and status changes from May 12 to June 8, 2022.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- Alexis Young, transferred from ESP1 Accounts Receivable/Cashier to ESP2 Financial Aid Advisor, effective 05/25/2022 and will fully transition into the position 07/01/2022.
- **CANCELLED** Brandi Markey, transfer from ESP1Accounts Payable Secretary/Cashier to ESP2 Financial Aid Advisor, effective 05/02/2022 and fully will transition into the position 07/01/2022.

Resignations:

- None.

Terminations:

- None.

Retirements:

- Edward Howe, Maintenance/Adjunct Instructor, effective 4/17/2022.
- Lois Darga, FT Faculty – Accounting Instructor, effective 6/1/2022.
- Diane O'Connor, FT Faculty – Nursing Instructor, effective 6/1/2022.

Name Changes:

- None.

Position Name Changes:

- Bridget Hollinshead, Switchboard Operator to Campus Services Receptionist, effective immediately.

- Ruth McClean, Switchboard Operator to Campus Services Receptionist, effective immediately.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between May 11 and June 7, 2022.

Total Donors:	44
New Gifts:	\$59,505.00
Pledge Payments:	\$278.00
New Pledges:	\$0.00

Board Discussion

Chairman Briggs thanked the trustees for their efforts related to the president's evaluation.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular meeting of the ACC Board of Trustees will be Thursday, August 18, 2022, at 7:00 p.m., in the Roger C. Bauer Board Room, 400 Donnelly Natural Resources Center. The meeting is scheduled to be held in person but that may change if necessary due to pandemic conditions.

Adjournment

The regular meeting was adjourned at approximately 7:52 p.m.

Respectfully submitted by
Denis J. Walterreit
Secretary of the Board of Trustees
(989) 358-7215