

Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
October 20, 2022
665 Johnson Street, Alpena, MI 49707

On Thursday, October 20, 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 7:00 p.m. by Chairman Briggs.

Prior to the start of the regular meeting the trustees met in the Auto Service lab, BTC 119, for a tour led by instructor Dustin Ruehle. No official business was conducted during the tour.

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

Trustee 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 a 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 trustees: none.

ACC President Dr. Don MacMaster joined the meeting remotely via Webex; Board Secretary Denis “Jay” Walterreit attended the meeting in person.

Trustee Gentry led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Townsend that the agenda be approved with the modification of removing Action Item 2.856; the motion was seconded by Trustee Stender. Ayes: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the September 15, 2022, Regular Board Meeting

Trustee Stibitz made the motion to approve the proposed regular meeting minutes from the September 15, 2022, board meeting; Trustee Stender 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; Richard Sutherland, ACC administration; Nick Brege, ACC administration; Andrew Paad, ACC faculty; Chelsea McConnell; Matty Wilkinson, ACC student; Alexis Anderson, ACC student; Alex Ostrander, ACC student; Nancy Seguin, ACC administration; Brenda Herman, ACC administration; Mary

Eagan, ACC administration; Matt Gallarno, ACC faculty; Matt Mertz, ACC faculty; and Robert Tosch.

Robert Tosch addressed the trustees during the public comment portion of the meeting.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Townsend reported that the Property Subcommittee met on Monday, October 17, to discuss the Center for Manufacturing Excellence project and the bids for construction manager.

Trustee Stibitz summarized the MCCA directors meeting held at Kirtland Community College on Friday, September 30.

- The directors discussed the location of the MCCA Center for Student Success. The meeting participants used a process called compression planning. The MCCA will prepare a report summarizing the results of the process.
- The MCCA has discontinued the Michigan Colleges Online program.
- The MCCA has postings for two new positions.
- Kirtland officials provided a tour of the campus. During the tour Trustee Stibitz noted sound absorption material on the gym walls and wondered if that was something ACC might consider adding to Park Arena.

Student Report

Students Matty Wilkinson, Alexis Anderson, and Alex Ostrander shared recent activities in the College Park Apartments, including:

- The creation of themed nights for CPA students attending volleyball games.
- The presentation of an outdoor movie as a fun entertainment activity for apartment residents.
- Birthday parties for CPA residents who had birthdays in September and October.

Alex Ostrander also noted that the Outdoor Club conducted its first activity of the semester, which was an overnight trip to Ocqueoc Falls Campground.

Faculty Report

Instructor Matt Gallarno introduced new Accounting Instructor Matt Mertz; Mertz shared some of his professional background with the trustees and expressed his excitement to be an ACC instructor.

President's Report

President MacMaster noted three recent activities:

- The women's volleyball team has had a pretty good season and has made it to the conference playoffs.
- Certified Nursing Assistant classes have begun at the Oscoda Campus.
- MacMaster attended the first funding formula meeting; his perception was that others on the committee were interested in tweaking the formula but not totally changing it.

Action Items

2.855 Fiscal Year 2022 Audit Report

Chelsea McConnell of Straley Lamp & Kraenzlein P.C. attended the meeting and presented an overview of the FY22 audit process and the results of the audit.

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

The Board of Trustees accepts the financial report and approves the Fiscal Year 2022 audit as submitted by Straley Lamp & Kraenzlein P.C., and commends all parties for their dialogue and exactness in assuring the audit has been produced in full compliance with state law and the new principles of accounting as adopted by G.A.S.B. It is further noted that appropriate officials at the College are directed to communicate the results of this important process to all interested parties.

Ayes: 6. Nays: 0. Motion approved.

2.856 Contracting for Enterprise Resource Planning Student Information System

This action item was tabled until the November Board meeting.

2.857 Selection of Construction Management Firm for the Center for Manufacturing Excellence Renovation Project

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

Pending EDA approval, the Alpena Community College Board of Trustees approves Spence Brothers of Saginaw, MI, as the construction management firm for the Center for Manufacturing Excellence renovation project for a cost not to exceed \$2,435,000.

Ayes: 6. Nays: 0. Motion approved.

2.858 Five-Year Campus Master Plan and Capital Outlay Request

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

The Alpena Community College Board of Trustees authorizes staff to submit the ACC Five-Year Master Plan 2024-28 for Capital Outlay to the State Budget Office.

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 \$604,088 are \$22,678 more than those for September 2021, as expected.
- Tuition/fee receipts of \$3,037,934 are \$75,779 more primarily due to the tuition rate increase.
- State aid for the current year is zero because of the normal start month of October.
- There were three payrolls processed in July for both FY22 and FY23.
- Instruction is lower due to a couple of faculty retirements.
- OIT's increase is due to planned wage increases and timing of software purchases.
- Instruction support is up due to scheduled wage increases and timing of Accuplacer test purchases.
- Student services is lower due to timing of advertising and promotion purchases.
- Physical plant is up primarily from the timing of the elevator maintenance agreement payment.
- Net income through the first three months of the new fiscal year shows as a loss of \$124,434, which is typical for this time of year.

Personnel Report

New hires, terminations, and status changes from September 8 to October 10, 2022.

New Hires:

- Ricky Smith, FT Faculty – Utility Technology Technician Instructor, effective 09/19/2022.
- Eric Soik, Maintenance, effective 09/12/2022.
- Christy Gibson, ESP2 Student Success Center Technician, effective 10/03/2022.
- Vicki Goodburne, Assistant Controller/Payroll Manager, effective 10/06/2022.

Re-Hires:

- None.

Transfers:

- Douglas Mayo, Transferring from Adjunct – Nursing to ADM Director of Nursing – Oscoda Campus, effective 10/17/2022.

Resignations:

- Kasey Kowalski, Assistant Controller/Payroll Manager, effective 09/21/2022.
- Christine Young, Campus Services Coordinator for the Oscoda Campus, effective 09/22/2022.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between September 7 and October 9, 2022.

Total Donors:	30
New Gifts:	\$1,454,965.00
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

None.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular meeting of the ACC Board of Trustees will be Thursday, November 17, 2022, at 7:00 p.m., in the Roger C. Bauer Board Room, 400 Donnelly Natural Resources Center. Virtual attendance will be available through Webex.

Adjournment

The regular meeting was adjourned at approximately 7:46 p.m.

Respectfully submitted by
Denis J. Walterreit
Secretary of the Board of Trustees
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