

**Proposed Minutes of the Regular Meeting**  
**Alpena Community College Board of Trustees**  
Thursday, October 17, 2024  
665 Johnson Street, Alpena, MI 49707

On Thursday, October 17, 2024, 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 brought to order at 6:59 p.m. by Chair John Briggs.

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

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

Secretary Walterreit led the Pledge of Allegiance.

### **Approval of Agenda**

Trustee Stibitz made the motion to approve the agenda as presented; Trustee Gentry seconded the motion. Ayes: 6. Nays: 0. Motion approved.

### **Approval of the Revised Proposed Minutes of the September 18, 2024, Regular Board Meeting**

Trustee Stender made the motion to approve the revised proposed minutes of the September 18, 2024, regular 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: Alpena County Deputy Mike Lash; Dr. Paige Gordier, ACC administration; Dr. Nick Brege, ACC administration; Kendall Sumerix; Melanie Sumerix; Mark Grunder, ACC administration; Adam Keyes, ACC administration; Kurt Konieczny, ACC administration; Dawn Stone, ACC administration; Tim Kuehnlein, ACC faculty; Yuko Fellows; Amber Fellows; Greg Resnick; Steve Lewis; Max Lindsay; Bob Tosch; Jesse Huizenga, ACC staff; and Melissa Guy, ACC administration.

Bob Tosch delivered public comments.

### **Communication(s)**

None.

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

Trustee Duncan offered the following report:

- A draft of the Memorandum of Understanding was sent to the ACC Trustees for consideration. Foundation leadership is still reviewing the draft before they present it to the Foundation Board. The next quarterly Foundation Board meeting is October 24, 2024.
- The ACC Board of Trustees has spoken about hosting a joint meeting between the two boards at least once per year to build relationships and facilitate ongoing communication and mutual support. Is it reasonable to host a meeting before the end of the year?

Trustee Hilberg and Trustee Gentry reported they had met as the Presidential Evaluation Subcommittee to discuss possible new evaluation tools to be used for the next presidential evaluation process. Hilberg and Gentry proposed meeting for a workshop session an hour prior to the start of the November 21, 2024, board meeting to look at other evaluation tools. Also, Hilberg and Gentry suggested the College conduct a campus culture climate survey as part of the ongoing Higher Learning Commission evaluation process. Trustee Gentry noted the College has a lot of new employees and a survey would be helpful for the board to ensure things are going well. The trustees agreed to meet at 6 p.m. on November 21, 2024, for a workshop session to discuss presidential evaluation tools and a campus culture climate survey.

Trustee Stibitz reported that she and President MacMaster had attended the Michigan Community College Association Board of Directors meeting at West Shore Community College last month. She noted that MCCA officials were encouraging trustees to attend the Trustee and Regent Governance Leadership Institute 2-day conference hosted in partnership with the Association of Community College Trustees. That conference is scheduled for December 5-6, 2024, and will be held at the Crowne Plaza Lansing in Lansing.

### **Faculty Report**

None.

### **Student Report**

None.

### **President's Report**

President's Report to the Alpena Community College Board of Trustees  
October 17, 2024

#### President's Contribution to the Alpena Community College 2023-24 Annual Report

We had a good year at ACC. In the changing landscape of higher education, where questions persist about escalating costs and long-term value, ACC graduates across our occupational programs enter the workforce with little to no debt launched on a trajectory toward a lifetime of career accomplishment. Our transfer students also do well, often achieving higher grade point averages at transfer institutions than students who began at these four-year colleges and universities — again well-prepared to succeed academically with little to no debt.

At Alpena Community College we take our mission seriously and intend to keep doing our best to help students succeed. Below are some highlights from 2023-24.

- Finished first among Michigan's 28 community colleges in graduation rate according to the most recent IPEDS (Integrated Post-Secondary Education Data System) federal data, six percentage points higher than the second-ranked community college. This is the third consecutive year ACC finished first in graduation rate among Michigan community colleges.
- Experienced a 5 percent enrollment increase in headcount and 7.4 percent increase in contact hours for Fall Semester 2024 after a 7 percent enrollment increase in Spring Semester 2023.
- Saw enrollment in the Nursing program grow to 132 students, up from 54 in Fall 2020. Twenty-three students are currently enrolled in the ADN/BSN partnership with Saginaw Valley State University.
- Completed the \$3.5 million Besser Company Center for Manufacturing Excellence and Holcim Industrial Education and Welding Center upgrades of manufacturing and welding labs.
- Received a \$1.75 million Congressionally Directed Spending (earmark) appropriation for student housing through the support of Senator Gary Peters.
- Received a \$453,000 ITEMS (Infrastructure, Technology, Equipment, Maintenance, and Safety) appropriation from the State of Michigan for student housing.
- Received a \$485,000 bequest from the estate of Ed Grezlak for the support of student housing.
- Began design work on the \$4.7 million addition to ACC student housing.
- I personally enjoyed receiving the Shirley B. Gordon Distinguished Service Award from Phi Theta Kappa in April, one of 20 community college presidents nationally to receive the award in 2024.
- Ended FY24 with a general fund balance exceeding the 15 percent threshold mandated by College Board policy.
- Completed more than \$650,000 in deferred maintenance projects in the Besser Tech and Newport Center buildings including three new boilers and related HVAC infrastructure and new roofs over the welding lab and bookstore.
- Organized staff led by Dean of Workforce Development Dawn Stone and Vice President of Instruction Dr. Paige Gordier to begin work in preparation for re-accreditation by the Higher Learning Commission in 2027.
- Experienced a substantial increase in Besser Blockmakers training courses and attendees.
- Increased capacity in a Secretary of State approved CDL training program with two Class A combination vehicles with air brakes for Utility Tech students and the community.
- Exceeded \$37 million in external fundraising toward the Trustees' \$15 million five-year goal established at a February 2020 visioning session.

- Delighted in a video produced by two members of the ACC baseball team taking infield practice on a frozen pond wearing a baseball glove and hockey skates. The video was picked up by Major League Baseball and received nearly 500,000 views in its first weekend available online.
- Felt pride in ACC's inaugural Lumberjack Legends event honoring inductees into ACC Sports Hall of Fame.
- Noted with pride that ACC's cross-country and baseball teams achieved team-wide academic excellence, earning top three status for teamwide grade point average among the 34 community colleges in the region.
- Hosted diversity, inclusion, and belonging presentations for staff and the community including a powerful and compelling exoneration event, a lecture by award-winning Ojibway author Angeline Boulley, and Michigan Poet Laureate Nandi Comer.
- Enjoyed delivering a Ted Talks-style presentation on ACC and its advocacy efforts at the Michigan Community College Association's summer conference on Mackinac Island in July.
- Won a \$4.617 million grant award from the Michigan Public Service Commission to site a six-acre solar array on the Alpena Campus down Woodward Avenue. This is the largest grant award in the 73-year history of Alpena Community College.

As we look ahead to FY25, four projects are on the horizon: complete the addition of 32 more beds of student housing; secure funding and begin renovation of the Charles R. Donnelly Natural Resources Center; build a six-acre solar array on ACC property up Woodward adjacent to the disc golf course; and land funding to support the construction of a second climbing range for the highly successful Utility Technology lineworkers program. These are exciting times at ACC. We thank you for your continued support.

### **Action Items**

#### 2.918 Emeritus Status for Yuko Fellows, Steve Lewis, Kendall Sumerix, and Richard Sutherland

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds Yuko Fellows, Steve Lewis, Kendall Sumerix, and Richard Sutherland for their service to the College and its students, and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

Ayes: 6. Nays: 0. Motion approved.

## 2.919 Five-Year Campus Master Plan and Capital Outlay Request

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

The Alpena Community College Board of Trustees authorizes staff to submit the ACC Five-Year Campus Master Plan 2026-30 for capital outlay to the State Budget Office.

Ayes: 6. Nays: 0. Motion approved.

## 2.920 Addition of New Policy 7009A, Amendment to Sexual Misconduct Policy 7009 — Second Reading

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

The Alpena Community College Board of Trustees approves on second reading the proposed Policy 7009A Amendment to Sexual Misconduct Policy 7009.

Ayes: 6. Nays: 0. Motion approved.

## **Financial Report**

Monthly General Fund Revenue and Expense through September 2024 (Year-to-Year Actual Comparison)

- The property tax receipts of \$688,553 are \$30,051 more than those for September 2023.
- Tuition/fee receipts of \$3,691,993 are \$354,593 more than last year primarily due to an increase in the number of billable contact hours.
- State aid for the current year is comparable to last year and is typical for this time of year. Regular monthly revenue from the state is expected to resume when the state fiscal year begins in October.
- Interest is higher this year compared to last year because of the way the College invests its funds. We are now taking full advantage of the higher rates available through certificates and savings.
- Instructional expenses are up due to contractual wage rate adjustments and the timing for the hiring of new faculty.
- Physical plant is up slightly compared to this time last year due to the timing of campus security contract payments.
- Student Services is up primarily due to contractual wage rate adjustments and fall semester athletic waivers.
- Institutional Administration is down due to lower legal expenses.
- Net income through the first three months of the year shows as a gain of \$906,492 which is typical for this time of year as fall tuition revenue has built up.

Monthly General Fund Revenue and Expense through September 2024 (Budget-to-Actual Comparison)

- Insurance is down due to the timing of expenses.

- Library Books and Equipment include expensed software contracts that are renewed on an annual basis. The College recognized some savings by consolidating some of these software solutions.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

#### General Fund Month-to-Month Comparison through September 2024

- The Month-to-Month comparisons are tracking as expected except as noted above.

#### Consolidated Income Statement for the First Quarter of FY 2025

- The deficit in designated funds is due to scheduled computer lab equipment rotation and Technology Improvement Funds invested in new manufacturing technologies including IT upgrades in the welding lab and a new turning center in the manufacturing lab.
- The deficit in restricted funds is due to timing of draw-downs of federal aid.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades and information technology subscription agreements.
- Other balances are reasonable for this time of year.

#### **Personnel Report**

New hires, terminations, and status changes from September 11 to October 11, 2024.

##### New Hires:

- Karl Momrik, Women’s Basketball Head Coach, effective 09/24/2024.
- Adam Keyes, Director of Information Technology, effective 10/07/2024.

##### Re-Hires:

- Ronald Bellenir, Substitute Custodian, effective 09/19/2024.
- Andrew Ornelas, Women’s Softball Head Coach, effective 01/01/2025.

##### Transfers:

- None.

##### Resignations:

- None.

##### Terminations:

- None.

##### Inactive:

- Shannon O’Donnell, Temporary Groundskeeper, effective 10/10/2024.

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 the ACC Foundation between September 10 and October 10, 2024.

<b>Total Donors:</b>	<b>56</b>
New Gifts:	\$600,903.85
Pledge Payments:	\$0.00
New Pledges:	\$0.00

**Board Discussion**

Chair Briggs reintroduced the topic of the Memorandum of Understanding with the ACC Foundation. He talked about how the MOU would help define the relationship between the ACC Board of Trustees and the ACC Foundation Board. Trustee Duncan mentioned that the Foundation really wants to follow the lead set for them by the ACC Board of Trustees and the MOU will create a working document that will help the Foundation pursue the goals set by the ACC Board of Trustees. Chair Briggs agreed that the document could help with communication between the boards. Trustee Duncan asked the other ACC trustees for input and questions related to the draft MOU. Chair Briggs said the ACC Foundation Board is meeting in a week and may review the MOU; Trustee Duncan noted the MOU was still being reviewed by ACC Foundation leadership and it may not be ready to submit to the whole Foundation Board by the time of the quarterly meeting.

Chair Briggs then mentioned the November 21 workshop session beginning at 6:00 p.m. to review potential new presidential evaluation instruments as well as institutional evaluation tools.

Trustee Hilberg mentioned a project connected to the Association of Lifelong Learners in which a number of ACC departments and employees helped design, create, and install bike racks on campus. Participants include: the Fine Arts Department, the Business Office, the CAD Department, the Welding Department, the Manufacturing Department, the Facilities Office, and Tim Kuehnlein and the Social Sciences Department.

Dean of Workforce Development Dawn Stone shared a report on the status of the solar array project.

## **New Business**

None.

## **Suggested Future Agenda Items**

None.

## **Next Regular Meeting**

Special meeting: The ACC Board of Trustees has scheduled a special meeting on Tuesday, October 29, 2024, beginning at 11 a.m. to review and approve the Fiscal Year 2024 audit. The meeting will be held in Room 400 of the Charles R. Donnelly Natural Resources Center. Virtual attendance will be available through Webex.

Next regular meeting: The next regular board meeting is scheduled for Thursday, November 21, 2024. The meeting is scheduled to be held in Room 400 of the Charles R. Donnelly Natural Resources Center. Virtual attendance will be available through Webex. Please note: A workshop session has been scheduled to begin at 6:00 p.m. for a discussion on potential new evaluation tools to be used in the next president's evaluation process. The workshop session will last approximately 45 minutes; the regular meeting agenda will start at approximately 7:00 p.m.

## **Adjournment**

The regular meeting was adjourned at approximately 7:53 p.m.

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