

Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Thursday, November 21, 2024
665 Johnson Street, Alpena, MI 49707

On Thursday, November 21, 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 5:59 p.m. by Chair John Briggs.

Trustees present in person: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent trustees: none.

Also present in person: ACC President Dr. Don MacMaster, Board Secretary Denis “Jay” Walterreit, Vice President of Administration and Finance Nick Brege, and Alpena County Deputy Mike Lash.

Workshop Session

After opening the meeting Chair Briggs announced a workshop session to discuss ideas being offered by Trustee Hilberg and Trustee Gentry related to a campus climate survey and a new presidential evaluation tool. Briggs asked Hilberg to lead the conversation.

Trustee Hilberg introduced the topics by recounting two recent experiences at MCCA meetings that touched on presidential evaluation processes. Hilberg has also conducted research on her own. Two ideas emerged from those experiences: conducting a college climate survey and a new presidential evaluation tool. Hilberg shared a proposed college climate survey created by Trustee Gentry with the trustees and asked for their feedback.

The trustees and President MacMaster asked a series of questions related to the purpose of the proposed survey, how it would be administered, and how would the survey results be used. Trustee Gentry recounted his experiences using an institutional climate survey at one of his previous employers and how that process worked out. The trustees also discussed alternate ways of receiving feedback from the College community and the public.

At 6:40 p.m. Chair Briggs asked if the trustees wished to do more work on the topic; Trustee Gentry suggested this would be a good topic for a winter retreat and Trustee Townsend agreed.

Chair Briggs then recessed the workshop session while audience members were arriving for the regular portion of the meeting.

Pledge of Allegiance

At 7:00 p.m. Chair Briggs called the meeting to order again and led the Pledge of Allegiance.

Approval of Agenda

Trustee Townsend made the motion to approve the agenda as presented; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the October 17, 2024, Regular Board Meeting, and the October 29, 2024, Special Board Meeting

Trustee Gentry made the motion to approve the proposed minutes of the October 17, 2024, regular meeting and the October 29, 2024, special meeting; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person: Alpena County Deputy Mike Lash; Dr. Paige Gordier, ACC administration; Dr. Nick Brege, ACC administration; Adam Keyes, ACC administration; Kurt Konieczny, ACC administration; Kristen Wisniewski, ACC administration; Tim Kuehnlein, ACC faculty; Amanda Campbell, ACC faculty; Kaitlin Noiles, ACC student; Mike Mahler; Xavier Blumberg, ACC student; Louis Demarrais, ACC student; Jen Turske, ACC staff; Abigail Platt, ACC student; Lillian Adams, ACC student; Karesten Roberts, ACC student; Zaharias Zahos, ACC student.

Guests attending via Webex: Bob Tosch.

Bob Tosch delivered public comments via Webex.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Townsend reported the Property Subcommittee met on November 12 and referred to the upcoming action item 2.923, Support for Target Alpena Development Project.

Faculty Report

History/Geography instructor Amanda Campbell Crawford and student Kaitlyn Noiles gave a presentation entitled “Voices from the Battlefield: Uncovering Psychological Narratives in Civil War Letters.”

Student Report

Students Xavier Blumberg, Abby Platt, Lillian Adams, Karesten Roberts, and Zaharias Zahos reported on their athletic teams and other student activities.

President’s Report

President’s Report to the Alpena Community College Board of Trustees
November 21, 2024

President's FY25 Goals

Annually the College president shares a list of priorities to the Board of Trustees for the year ahead. The list below is from May 2024 and represents key institutional goals for FY25.

- 1) Grow enrollment 4 percent over FY24
- 2) Finish #1 in completion among Michigan's 28 community colleges
- 3) Maintain 25 percent aggregate fund balance in General Fund and Maintenance and Replacement accounts
- 4) Complete \$4.7 million fundraising for Student Housing and begin construction
- 5) Obtain Capital Outlay and match funding for NRC remodel, or \$8.5 million
- 6) Fund and construct \$4.6 million Solar Array
- 7) Fund Tower Project (second UTT climbing range)
- 8) Obtain federal earmark for ITV replacement equipment
- 9) Reach 80 percent of a \$50 million fundraising target from Trustee Visioning Session (February 2020), or \$40 million
- 10) Solidify and improve College and ACC Foundation relations, including signing a joint Memorandum of Understanding (MOU)
- 11) Extend VCS outreach to three more K-12s
- 12) Grow ADN/BSN enrollment by 10 percent over FY24
- 13) Complete Ellucian Colleague and Ad Astra upgrades
- 14) Prepare to rollout men's and women's soccer teams
- 15) Sustain nursing enrollment at FY24 levels
- 16) Continue college-wide Strategic Planning and Budgeting process
- 17) Organize for Accreditation
- 18) Continue campus beautification initiatives, including signage and landscaping
- 19) Maintain institutional focus on student retention
- 20) Maintain positive and productive relationships with all work groups
- 21) Continue growing a college culture and embraces change while seizing opportunities

Trustees were provided with an advanced copy of the 2023-24 ACC annual report, produced by the Office of Public Information & Marketing. Secretary Walterreit briefly thanked the writers who contributed articles to the publication.

SIP Grant Director Kristen Wisniewski was invited to speak about the partnership between ACC's Student Counseling Services and the University of Michigan Healthy Minds Network. Wisniewski reported that a number of students and employees had participated in a survey administered by Healthy Minds Network staff and other activities are planned.

Action Items

2.922 Affirmation of Election Results

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

The Board of Trustees officially accepts the results of the November 5, 2024, election and certifies the election of John Briggs and Joseph Gentry II for six-year terms in office beginning January 1, 2025 and ending December 31, 2030.

Ayes: 7. Nays: 0. Motion approved.

2.923 Support for Target Alpena Development Project

Target Alpena director Mike Mahler addressed the trustees to give details about the Gardens of Alpena Project and answer questions.

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

The Alpena Community College Board of Trustees officially supports the Gardens of Alpena project as described by Target Alpena and the City of Alpena.

Ayes: 7. Nays: 0. Motion approved.

2.924 Appointment of John Briggs to Serve as a Trustee on the Oscoda-Wurtsmith Airport Local Development Finance Authority

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

NOW, THEREFORE BE IT RESOLVED THAT Alpena Community College does hereby appoint Mr. John Briggs to serve as Trustee on the Oscoda-Wurtsmith Airport – Local Development Finance Authority until December 31, 2026.

Ayes: 7. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$693,591 are \$31,347 more than those for October 2023.
- Tuition/fee receipts of \$4,548,690 are \$476,983 more than last year primarily due to an increase in the number of billable contact hours.
- State aid for the current year is \$675,520 and is \$14,643 more than October 2023.
- 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 of hire for new faculty.
- 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.
- Physical plant is up slightly compared to this time last year due to the timing of campus security contract payments.
- Net income through the first four months of the year shows as a gain of \$905,464 which is typical for this time of year as spring tuition revenue is building up.

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

- Advertising expenses are on track for the current fiscal year, but ahead of last fiscal year due to the timing of expenses.
- Spending for supplies is on track for the current year. The current year budget for supplies expenses includes the cost of nursing supply packages, which was an unbudgeted expense last year.
- Insurance is down due to the timing of expenses.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month-to-Month Comparison through October 2024

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

Personnel Report

New hires, terminations, and status changes from October 12 to November 4, 2024.

New Hires:

- Kevin Romel, Women’s Assistant Basketball Coach, effective 10/21/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- 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 the ACC Foundation between October 11 and November 14, 2024.

Total Donors:	95
New Gifts:	\$895,745.91
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

Chair Briggs noted the recent retiree event hosted by the President’s Office and several conversations he had at the event.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, December 19, 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. The meeting will begin at 7:00 p.m.

Adjournment

The regular meeting was adjourned at approximately 7:55 p.m.

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

PROPOSED