

**Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Thursday, October 16, 2025
665 Johnson Street, Alpena, MI 49707**

On Thursday, October 16, 2025, 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 7:03 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 in attendance: Dr. Don MacMaster, ACC president; Denis (Jay) Walterreit, board secretary, and Deputy Mike Lash.

Pledge of Allegiance

Trustee Duncan led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes of the September 17, 2025, Regular Meeting and the September 30, 2025, Visioning Session

Trustee Stibitz made the motion to approve the proposed minutes of the September 17, 2025, ACC regular meeting and the proposed minutes of the September 30, 2025, visioning session; Trustee Stender seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person were: Reagan Voetberg, The Alpena News; Dr. Nick Brege, ACC administration; Dr. Paige Gordier, ACC administration; Chelsea McConnell; Ryan Dziedzic, ACC faculty; Scott Ratz, ACC faculty; Adam Keyes, ACC administration, Tim Kuehnlein, ACC faculty; and Karen Bennett, ACC attorney.

Mary Eagan, ACC administration, attended via Webex.

No public comment was given.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan gave the following report on the ACC Foundation:

- Jim Berles has established a new endowed fund for housing stipends that will give first priority to Early College students. The fund has been established in memory of his late wife, Kristin, who was instrumental in establishing the Early College program in Alpena. The fund will begin its endowment at \$80,000, with another \$5,000 placed in its spendable account so we can bypass the one-year investment requirement for disbursement and make an award for the 2026/2027 school year.
- The family of Harry V. Werth established a program support fund for ACC's electrical apprentice and electrical maintenance technician programs. The fund honors Mr. Werth, who was in ACC's second graduating class and who founded Werth Electric.
- ACC Foundation Trustee Mary Lappan is stepping down from the board to focus on other commitments. She will be dearly missed and has been a wonderful advocate for our students and their right to have access to the best possible education.
- Mary Eagan has been working closely with the Student Nurses Association to assist them in fundraising for their planned 5k run on ACC's Alpena Campus on October 25.
- The Foundation continues to process an unprecedented number of John Berg Student Assistance Fund requests. Books have been a major expense this year, which indicates a possible direction for fundraising.

Trustee Stibitz gave following report on the recent MCCA Board of Directors meeting September 25-26, 2025:

Michigan Apprenticeship Pathways

The Michigan Community College Association (MCCA), in partnership with the Michigan Department of Labor and Economic Opportunity (LEO) and labor leaders, is building a framework to award college credit for registered apprenticeships. Working with the American Council on Education (ACE), the initiative will recommend and promote credit equivalencies across community colleges, document them in the Michigan Transfer Network, and support colleges in creating clear pathways to associate degrees that honor apprenticeship learning. Across all community colleges it varies widely. After years of apprenticeships a person comes to the community college and is expected to get 60 credits for an associate degree. The goal of MCCA is to have all community colleges give credit equally.

Student Report

None.

Faculty Report

Chemistry instructor Scott Ratz introduced new ACC biology instructor Ryan Dziedzic; Dziedzic told the trustees about his previous experience as an adjunct instructor for Mid Michigan College and how his first semester with ACC was progressing.

President's Report

President's Report to the Alpena Community College Board of Trustees
October 16, 2025

Alpena Community College Hosts 151st Annual Michigan History Conference

ACC hosted the 151st annual Michigan History Conference on September 26-28, 2025. According Historical Society of Michigan event organizer Emily Powell, more than 200 people attended the conference, which included Day 1 seminars of local interest such as an open house at the Besser Museum, a glass-bottom boat tour courtesy of Thunder Bay National Marine Sanctuary, a Foundations tour of the World Center for Concrete Technology and Dinosaur Gardens, and a tour of Temple Beth-El, Michigan's second oldest synagogue. Day 2 presentations included Sunrise Side Lighthouses, a history of the 1973 PBB environmental disaster, the Carl D. Bradley maritime tragedy, and 70 years of history of Wurtsmith Force Base, among many interesting topics. Conference attendees expressed interest in learning about Northeast Michigan and Alpena Community College.

Emily Powell sent this note after the conference was complete. "On behalf of the Historical Society of Michigan, I would like to extend our sincere gratitude for your participation and hope you found the sessions meaningful, engaging, and inspiring. A special thank you to the City of Alpena and Alpena Community College for their generous hospitality and support in hosting this year's conference."

Lieutenant Governor Garlin Gilchrist Visits Alpena Campus

Garlin Gilchrist, Lieutenant Governor of Michigan, visited ACC on Thursday, October 2, 2025. A Democratic candidate in Michigan's 2026 gubernatorial race, Gilchrist came to campus to meet with staff and students, particularly those in occupational programs leading to high-wage in-demand careers. Hosted by Vice President Dr. Nick Brege and Dean of Workforce Development Dawn Stone, Lieutenant Governor Gilchrist toured the Electrical Power Technology Center, walked through ACC's Farming the Sun Solar Array, took a drive in one of our CDL Class A combination vehicles, and engaged in conversation with Utility Tech students on their thoughts about the future.

Dean Stone summarized her impression of the visit this way: "You should be very proud. Our faculty and students did an amazing job today talking to Lt. Governor Gilchrist. I was impressed and honored to be part of our college community."

Dr. Brege added, “I also thought it went really well — I’m confident we left a strong impression. Dawn did a fantastic job highlighting our workforce programs, and it was great to see the faculty and students so engaged.”

Kudos to Dr. Brege and Dean Stone for their outstanding advocacy for ACC. Congratulations also to our faculty and students for their engagement with Lieutenant Governor Gilchrist. These positive impressions make a difference in Lansing.

Action Items

2.958 Fiscal Year 2025 Audit Report

Chelsea McConnell, an auditor with Straley Lamp & Kraenzlein, P.C., addressed the trustees with a PowerPoint presentation explaining how the Fiscal Year 2025 audit was conducted and detailing a number of salient points.

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

The Board of Trustees accepts the financial report and approves the Fiscal Year 2025 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.

2.959 Proposed New Policy: 7014 Anti-Hazing Policy — First Reading

During the discussion of this action item Trustee Stender noted two inconsistencies in the policy text. After examining the proposed policy text the trustees and College Attorney Karen Bennett agreed that the bullet point that reads “Any activity against another person that includes a violation of local, state, tribal, or federal law” should be removed from the proposed policy language.

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

The Alpena Community College Board of Trustees approves on first reading proposed Policy 7014 Anti-Hazing Policy with edits as mentioned during the board meeting. The proposed policy will be scheduled for second reading at the next regularly scheduled meeting of the Board of Trustees on November 20, 2025.

College officials, with direction from the Clery Committee and College Attorney, are directed to prepare the required Campus Hazing Transparency Report in accordance with the Stop Campus Hazing Act.

Ayes: 6. Nays: 0. Motion approved.

2.960 Proposed New Policy: 1018 Trustee Code of Ethics — First Reading

During the discussion of this action item Trustee Stender noted one typo in the policy text. After examining the proposed policy text College Attorney Karen Bennett suggested fixing the typo by adding the word “in” before the word “spite” in the first bullet item under the “Collaboration” subhead. The updated sentence should read as follows: “Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue.”

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

The Alpena Community College Board of Trustees approves new Policy 1018 Trustee Code of Ethics with edits noted by the trustees on first reading.

Ayes: 6. Nays: 0. Motion approved.

2.961 Proposed Edits to Administrative Procedure 5527, Conflict of Interest Procedures — First Reading

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

The Alpena Community College Board of Trustees approves the proposed changes to Administrative Procedure 5527, Conflict of Interest Procedures, on first reading.

Ayes: 6. Nays: 0. Motion approved.

2.962 Five-Year Campus Master Plan and Capital Outlay Request

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

The Alpena Community College Board of Trustees authorizes staff to submit the ACC Five-Year Campus Master Plan 2027-31 for capital outlay to the State Budget Office.

Ayes: 6. Nays: 0. Motion approved.

2.963 Notice of Federal Interest, Student Housing Facility

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

The Alpena Community College Board of Trustees, authorizes the President to properly execute the attached Notice of Federal Interest, with the attached legal description, in recordable form as approved by the College Attorney, and to record such Notice of Federal Interest with the Alpena County Register of Deeds and to deliver same to the U.S. Department of Agriculture.

Ayes: 6. Nays: 0. Motion approved.

2.964 Bids: Installment Purchase Agreement for New Student Housing Project

ACC trustees discussed the best way to approve the resolution provided by the Thrun law firm. It was decided by the trustees to approve a resolution that aggregated the approval of all 12 points under the “NOW, THEREFORE, BE IT RESOLVED THAT:” subhead.

Following is the text of the 12 points approved by the ACC Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board determines that it is in the best interest of the Issuer to accept the pricing of the Vendor. The Issuer has complied with all legal requirements with respect to the acquisition of the Property.
2. The Board determines that it is in the best interest of the Issuer accept the Bid of the Bank to finance a portion of the acquisition of the Property through an Installment Purchase Agreement among the Issuer, the Bank and the Vendor for a total amount not to exceed One Million Dollars (\$1,000,000.00) at an interest rate of four and eighty-nine hundredths percent (4.89%) per annum over a period of not to exceed ten (10) years with equal annual principal payments beginning March 24, 2026, with semi-annual interest thereon, based upon a 360-day year, 30-day month.
3. The President or the Vice President for Administration and Finance or the Chair, Vice Chair, Secretary or Treasurer of the Board shall execute an Installment Purchase Agreement in substantially the form attached hereto as Exhibit D on behalf of the Issuer, and the executed Installment Purchase Agreement shall be delivered to the Bank.
4. The Installment Purchase Agreement may be prepaid in whole or in part at any time without penalty, with funds withdrawn from the Issuer’s cash reserves.
5. The Issuer hereby irrevocably pledges to make the principal installments and interest payments on the Installment Purchase Agreement, beginning with the fiscal year 2025-2026 and during each fiscal year for which an operating budget is adopted, the first operating budget obligation within its authorized millage until such time as the principal installments and interest payments have been paid in full.
6. The Issuer hereby pledges its limited tax full faith and credit for the payment of the principal installments and interest payments on the Installment Purchase Agreement, payable from ad valorem taxes which will be levied within the authorized constitutional, statutory, and charter millage rate available to the Issuer and an irrevocable appropriation of a sufficient amount of taxes will be made each year from said millage rate for the payment of principal installments and interest payments on the Installment Purchase Agreement.

The obligation to pay the principal installments and interest payments will be the limited tax general obligation of the Issuer, and if tax collections are insufficient to pay the principal of or interest on the borrowing when due, the Issuer pledges to use any and all other resources available for the payment of principal and interest on the Installment Purchase Agreement.

7. The President, Vice President for Administration and Finance, Chair, Vice Chair, Secretary, and Treasurer, are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may

designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

8. The useful life of the Property is hereby determined to be not less than thirty (30) years.
9. The Issuer hereby covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the “Code”), that must be satisfied subsequent to the execution of the Installment Purchase Agreement in order that interest thereon be or continue to be excluded from gross income for federal income tax purposes, including the filing of Form 8038-G or 8038-GC with the Internal Revenue Service.
10. The Issuer hereby designates the Installment Purchase Agreement as a “qualified tax-exempt obligation” for purposes of deduction of interest expense by financial institutions under the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2025 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.
11. The outstanding balance of all of the Issuer’s contractual agreements for the purchase of real or personal property, exclusive of interest, and other non-voted debt of the Issuer does not exceed 1.5% of the first \$250,000,000 plus 1% of the excess over \$250,000,000 of the last confirmed state equalized valuation of all taxable property in the community college district of the Issuer.
12. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

The Alpena Community College Board of Trustees approves the 12 points listed in the section entitled “NOW, THEREFORE, BE IT RESOLVED THAT:” in Action Item 2.964.

Ayes: 6. Nays: 0. Motion approved.

2.965 Alpena Power Company Easement for Solar Array Project

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

The Alpena Community College Board of Trustees authorizes the President to enter into an easement agreement with Alpena Power Company on terms that are reasonable and mutually agreeable, over and across such property as determined by the parties, subject to approval by the College Attorney of the terms and legal description, and in conformance with all requirements of the Federal Energy Regulatory Commission.

Ayes: 6. Nays: 0. Motion approved.

Financial Report

Monthly General Fund Revenue and Expense through September 2025 (Year-to-Year Actual Comparison)

- The property tax receipts of \$707,467 are \$18,914 more than those for September 2024.
- Tuition/fee receipts of \$3,961,441 are \$269,448 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 slightly lower this year compared to last year because of lower interest rates. The Fed lowered the federal funds rate by 0.25 percentage points in September 2025.
- Instructional expenses are down slightly due to retirements and the timing of 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 and new door restrictors for campus elevators as required by the new State Elevator Code.
- Student Services is up primarily due to contractual wage rate adjustments, the timing of promotional advertising expenses, and fall semester athletic waivers.
- Institutional Administration expenses are higher than this time last year due to the hiring of a new Foundation Executive Director following last year's vacancy, as well as increased insurance premium costs.
- Net income through the first three months of the year shows as a gain of \$1,059,146, which is typical for this time of year as fall tuition revenue has built up.

Monthly General Fund Revenue and Expense through September 2025 (Budget-to-Actual Comparison)

- Library Books and Equipment include expensed software contracts that are renewed on an annual basis. The College recognized some savings by consolidating certain software solutions, which were previously billed at different times throughout the fiscal year.
- 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 2025

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

Consolidated Income Statement for the first quarter of FY 2026

- The deficit in designated funds is due to Technology Improvement Funds invested in new manufacturing technologies, including a new collaborative robot station in the manufacturing lab.
- The deficit in restricted funds is due to the timing of drawdowns of federal aid and the reimbursement timing of the solar array grant.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades and information technology subscription agreements (Ellucian Colleague).
- Other balances are reasonable for this time of year.

Personnel Report

New hires, terminations, and status changes from September 10 to October 3, 2025.

New Hires:

- Kayla Maleport, Athletic Trainer, effective 09/08/2025.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- Colleen Jacobs, ESP2 Tutor Coordinator, effective 10/03/2025.

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 for the month of August 2025.

Total Donors: 177
Number of Gifts: 215
New Gifts: \$46,099

Board Discussion

Trustee Stibitz revisited the branding topic from the September 30, 2025, visioning session. Stibitz asked if the administration would schedule reports to update the trustees on progress

related to the branding priorities discussed at the visioning session. Chair Briggs suggested Board Secretary Walterreit, who also serves as director of public information and marketing, would be able to provide progress reports since branding falls under his responsibilities. Secretary Walterreit agreed to provide periodic updates on the signage project.

President MacMaster noted recent campus life activities led by Jaimie Wilson in the Human Resources Office — including free apple cider and donuts and a sidewalk-chalking activity — that were widely enjoyed by students and employees during the week.

Trustee Duncan mentioned the upcoming ACC Foundation quarterly meeting and noted that current ACC Foundation President Sue Fitzpatrick will transition to Past President. Tim Kuehnlein, ACC faculty member, ACC Foundation board member, and current Foundation Vice President, will become the new President. Chair Briggs asked Duncan to convey the ACC Board of Trustees' appreciation for Fitzpatrick's years of service to the ACC Foundation and to ACC.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting will be on Thursday, November 20, 2025, at 7:00 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Adjournment

The regular meeting was adjourned at approximately 8:32 p.m.

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