

Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Thursday, November 20, 2025
665 Johnson Street, Alpena, MI 49707

On Thursday, November 20, 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 7:00 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 in attendance: Dr. Don MacMaster, ACC president; Denis (Jay) Walterreit, board secretary, and Alpena County Sheriff's Deputy Mike Lash.

Pledge of Allegiance

Trustee Gentry led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes of the October 16, 2025, Regular Meeting

Trustee Stibitz made the motion to approve the proposed minutes of the October 16, 2025, ACC regular meeting; Trustee Hilberg seconded the motion. Ayes: 7. 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; Adam Keyes, ACC administration; Nancy Seguin, ACC administration; Rob Mills, ACC faculty; Christopher Mundie, ACC faculty; Mary Eagan, ACC administration; David Cummins, ACC faculty; Jen Turske, ACC staff; Jesse Huizenga, ACC staff; Scott Samp; Emily Samp, ACC student; and Clayton Thomson, ACC student.

Public comment was given by a concerned citizen.

Communication(s)

Dr. MacMaster mentioned a postcard from Emily Powell of the Historical Society of Michigan thanking the College for hosting the recent Michigan History Conference.

Board Member and Subcommittee Reports

Trustee Duncan gave the following report on the ACC Foundation:

1. We have a new program support fund for our electrical apprentice and electrical maintenance technician programs. The Harry V. Werth Electrical Program Support Fund was established in honor of the founder of Werth Electric. Harry Werth was in our second graduating class at ACC and was very proud of that accomplishment. Before he passed, Harry made it known that he wanted memorials in his honor to go to a support fund for the program that produced the kind of tradesmen he employed for the better part of 60 years. Harry's son, Dane Werth, is the lead instructor of our electrical apprentice and electrical maintenance technician programs, making this memorial support fund all the more meaningful.
2. We are getting ready to launch the application process for our Early College housing support stipends, which includes the new Kristen Berles Housing Assistance program. The application process will be from December 1 to January 15, which is earlier than in past years. We met with our admissions and student housing directors and determined that the old application timeframe was complicating things by being too late. Also new this year is the possibility of the Foundation making some partial awards for housing, which would allow us to help more students. Whether we give full or partial awards will depend on need and our funding resources.
3. There has been an incredible demand for assistance with basic student needs. Use of the John Berg Fund alone has dwarfed demand from prior years. This semester alone, we have awarded \$2,837.92 from the Berg Fund, along with \$2,000 more in ACC Bookstore charges that were generously donated by Follett. Had Follett not given that gift, those book charges would have gone through the Berg Fund. To put the need in perspective, we spent \$2,103 in all of FY25, \$743 in FY24, \$341 in FY23, \$475 in FY22, and \$85 in FY21.
 - a. The need this year is all the more apparent when you factor in use of a second student support fund, from a donor who wishes to remain anonymous, that has awarded \$2,525 in housing assistance to two students who were facing homelessness.
4. Alpena Power Company has donated a 2008 Altec Digger Derrick DM47BR truck. It weighs 23,790 pounds and has been a part of the Alpena Power fleet for 17 years. The truck will be used for putting in power poles at the climbing range.
5. The Foundation plans to expand its membership in 2026 and seeks input from the Board of Trustees for potential new Foundation trustees from Iosco County.
6. We are excited about the joint board meeting December 11th.

Student Report

Instructor David Cummins introduced two of the three members of the Aquajacks ROV team that competed in the MATE ROV World Championship held in June at the Thunder Bay National Marine Sanctuary. Students Clayton Thomson and Emily Samp talked about their experiences building the ROV and competing in the event. Samp also mentioned new learning opportunities that came about because of her participation in the event.

Faculty Report

Vice President of Instruction Paige Gordier introduced new Speech Instructor Christopher Mundie, who discussed his teaching background and personal interests. Gordier also introduced Criminal Justice Instructor Rob Mills, who talked about the success his program has experienced in recruiting and educating corrections officers in cooperation with the Michigan Department of Corrections.

President's Report

President's Report to the Alpena Community College Board of Trustees
November 20, 2025

Alpena Community College Honored by the Aspen Institute as a Top 200 Community College

WASHINGTON D.C., October 28, 2025 – Today, the Aspen Institute named Alpena Community College as one of the 200 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's premier recognition of high achievement and performance among two-year colleges. The 200 colleges were selected based on their student outcomes data, including retention, completion, transfer, and bachelor's attainment rates. Started in 2010, this is the ninth cycle of the Aspen Prize.

"We're delighted to receive this special recognition as a 2027 Aspen Prize: Top 200 institution," said ACC President Dr. Don MacMaster. "The Aspen Prize is widely recognized as the premier community college award nationally. It represents a milestone institutional accomplishment that's the result of faculty, staff, and K-12 partners working together with a shared focus on the multitude of factors leading to student success. I would like to thank everyone who contributed to ACC receiving this award. Your effort makes a difference."

John Briggs, chair of the ACC Board of Trustees, said of the Aspen Institute designation at a Top 200 Community College: "This designation from the Aspen Institute reaffirms what has been reported to us from independent sources, that ACC faculty and staff do an excellent job of preparing graduates for the world of work and transfer programs."

"The Aspen Prize rewards colleges that achieve the kind of outcomes that actually matter to students — completing college degree programs that, in turn, lead to lifelong success," said Josh Wyner, executive director of the Aspen Institute College Excellence Program. "Aspen Prize winners offer a powerful message: Community colleges can deliver the kind of life-changing education that makes the American Dream real."

Community colleges educate nearly six million students. Yet community college student outcomes fall short in both the rate at which students graduate and the percentage of students who achieve success after graduation. The Aspen Prize

process identifies and celebrates community colleges that demonstrate that achieving stronger outcomes is possible, providing a roadmap of effective practices and strategies for other colleges to follow.

The next steps in the process include:

- November 13/December 9, 2025: Application deadlines for the 2027 Prize
- April 2026: Announcement of 25 semifinalists, selected based on assessments of extensive data and the application by a group of 11 experts in community colleges, higher education, and workforce
- June 2026: Announcement of 10 finalists, selected by the same group of experts
- Fall 2026: Collection of additional data from the 10 finalists, including employment and earnings data for graduates from 2020 and 2025, as well as qualitative assessments of practices by field experts during multi-day site visits to each of the 10 finalists
- February 2027: The Aspen Prize winner selected by a distinguished, independent jury
- Spring 2027: Announcement of the Aspen Prize winner and celebration of the 10 finalists at an event in Washington, D.C.

Below is a sample of ACC institutional data, courtesy of Director of Institutional Research Lisa Snyder:

IPEDS 150% GRAD RATES				
Community College Name	As of			
	8/31/2023	8/31/2022	8/31/2021	8/31/2020
Alpena Community College	50%	44%	42%	38%
Bay de Noc	21%	32%	33%	34%
Delta	17%	15%	18%	16%
Glen Oaks	37%	36%	40%	31%
Gogebic	32%	29%	37%	30%
Grand Rapids	18%	19%	20%	17%
Henry Ford	11%	11%	10%	10%
Jackson	17%	16%	15%	12%
Kalamazoo Valley	23%	23%	21%	21%
Kellogg	26%	8%	19%	15%
Kirtland	26%	34%	25%	23%
Lake Michigan	22%	21%	16%	21%
Lansing Community	23%	19%	17%	17%
Macomb County	16%	12%	12%	12%
Mid Michigan	18%	12%	10%	16%
Monroe County	31%	31%	23%	22%
Montcalm	27%	38%	16%	34%
Mott	15%	16%	15%	11%
Muskegon	31%	26%	23%	16%
North Central Michigan	24%	33%	27%	24%
Northwestern Michigan	25%	24%	23%	23%
Oakland Community	19%	17%	15%	15%
Schoolcraft	15%	17%	20%	19%
Southwestern Michigan	27%	32%	29%	29%
St. Clair County	32%	25%	21%	23%
Washtenaw	30%	28%	22%	27%
Wayne County	23%	13%	10%	14%
West Shore	30%	30%	26%	26%
Source: https://nces.ed.gov/ipeds/datacenter/				

Alpena Community College's 2024-25 Annual Report has Arrived

The 2024-25 Alpena Community College Annual Report has arrived. With 28 pages full of ACC news, fast facts, and photos, the publication is an attractive and accurate document that captures institutional highlights from 2024-25. Kudos to Jay Walterreit, Director of Public Information and Marketing, for his efforts in bringing this project to fruition. It represents ACC beautifully.

Food Pantries Address Needs at Alpena Community College

ACC's Student Success Center has fostered a student food pantry for the last 3-4 years. We have two locations: a larger pantry in the Besser Technical Center and a pop-up pantry outside of the Student Success Center in Van Lare Hall. Each pantry has been greatly utilized and restocked every 3-4 weeks with the help of generous community donors such as Hunters for Harvest and area church groups. We are very fortunate to offer this student service. Attached is a picture of the pop-up pantry and the new Jack's Rack.

So far this fiscal year, the ACC Food Pantry Fund has been used to purchase about \$720 worth of food for the pantry in Alpena. In FY25, about \$2,200 was spent, the highest amount since our Covid years. The ACC Foundation is looking to expand the pantry in Oscoda and beef up the main pantry in Besser Technical Center.



Action Items

2.966 Emeritus Status for Mark Grunder, Michael Kelley, Debra Kozlowski, Todd Artley, Matt Gallarno, Deb Hautau, and Colleen Jacobs

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds Todd Artley, Matt Gallarno, Mark Grunder, Deb Hautau, Colleen Jacobs, Michael Kelley, and Debra Kozlowski 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: 7. Nays: 0. Motion approved.

2.967 Proposed New Policy: 7014 Anti-Hazing Policy — Second Reading

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

The Alpena Community College Board of Trustees approves on second reading proposed Policy 7014 Anti-Hazing Policy.

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: 7. Nays: 0. Motion approved.

2.968 Proposed New Policy: 1018 Trustee Code of Ethics — Second Reading

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

The Alpena Community College Board of Trustees approves new Policy 1018 Trustee Code of Ethics on second reading.

Ayes: 7. Nays: 0. Motion approved.

2.969 Proposed Edits to Administrative Procedure 5527, Conflict of Interest Procedures — Second Reading

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

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

Ayes: 7. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$712,842 are \$19,251 more than those for October 2024.
- Tuition and fee receipts total \$5,742,854, which is an increase of \$1,194,165 compared to this time last year. The increase is driven primarily by earlier registration among early college, dual enrollment, and nursing students. Last year, many K-12 partners had not yet registered their students at this point in the semester.
- State aid for the current year is comparable to last year and is typical for this time of year.
- Interest is slightly lower this year compared to last year because of lower interest rates. The Federal Reserve lowered the federal funds rate by 0.25 percentage points in September 2025 and another 0.25 percentage points in October 2025.
- Instructional costs are higher this year because of wage rate adjustments and an extra pay period compared to the same point last year.
- 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 extra year-to-date pay period, and additional 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 four months of the year shows as a gain of \$1,604,497, which is typical for this time of year as spring tuition revenue begins to build up.

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

- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month-to-Month Comparison through October 2025

- October salaries were higher due to instruction overload payments and the occurrence of three pay periods within the month.
- All other Month-to-Month comparisons are tracking as expected, except as noted above.

Personnel Report

New hires, terminations, and status changes from October 4 to November 5, 2025.

New Hires:

- LuAnne Thurston, Registrar's Office Assistant, effective 11/10/2025.

Re-Hires:

- None.

Transfers:

- Ashley Nowicki, transferred from Financial Aid Office Coordinator to High School and Admissions Outreach Coordinator, effective 11/10/2025.
- Jeremy Kilbourn, transferred from Adjunct – Nursing to FT Faculty – Nursing Program Instructor, effective 11/10/2025.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- Darrin Lightner, Dual Enrollment/Early College Liaison, effective 10/16/2025.
- James Berles, FT Faculty – Mathematics Instructor, effective 02/01/2026.

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 October 2025.

Total Donors: 170
Number of Gifts: 202
New Gifts: \$146,173.48

Board Discussion

Chair Briggs noted the invitation from Alpena Community College Foundation President Tim Kuehnlein to the Alpena Community College Board of Trustees to engage in a joint board meeting in December to strengthen information-sharing and collaboration between the two boards. Kuehnlein's invitation suggested December 11 from 11:00 a.m. to 12:30 p.m. as the day and time for the meeting. The ACC trustees agreed this day and time was acceptable. Secretary Walterreit and Mary Eagan confirmed that Newport Center 106 was the tentative room but that would have to be confirmed.

Trustee Stibitz pointed out an Association of Lifelong Learners event that will be held in the afternoon the day of the joint board meeting and invited ACC trustees to attend the event.

Trustee Hilberg thanked President MacMaster and Dr. Tina Rossi for volunteering their time and talents for the Association of Lifelong Learners spaghetti dinner.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting will be on Thursday, December 18, 2025, at 7:00 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Please note: the ACC Board of Trustees will hold a joint meeting with the ACC Foundation Board of Trustees on December 11, 2025, beginning at 11:00 a.m. The meeting location has not been set yet.

Adjournment

The regular meeting was adjourned at approximately 8:27 p.m.

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