

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**

January 17, 2018

Roger C. Bauer Board Room, Charles R. Donnelly Natural Resources Center
665 Johnson Street, Alpena, MI 49707

On Wednesday, January 17, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting was called to order by Chairman Briggs at 7:00 p.m.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none (Trustee Gentry joined the meeting after it started).

Seated at the Board Table: President Don MacMaster and Board Secretary Jay Walterreit.

Trustee Hilberg led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Hilberg that the agenda be approved; seconded by Trustee Townsend. Ayes: 6. Nays: 0. Motion approved.

Approval of Minutes from the December 20, 2017, Regular Board Meeting

Trustee Stender moved to accept the proposed minutes from the December 20, 2017, regular board meeting; Trustee Hilberg seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the regular meeting included: Jordan Spence, The Alpena News; Ben Stevens, WATZ; Richard Sutherland, ACC administration; Melissa Fournier, ACC administration; Joel Jett; and Elijah Baker, WBKB.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Report

None.

Faculty Report

None.

President's Report

Following is the President's Report as it was distributed.

President's Report to the ACC Board of Trustees
January 17, 2018

Besser Foundation Commitment to the Center for Health Sciences and Student Success

Besser Foundation trustees recently approved a multi-year matching grant request to support the \$6.7 million Center for Health Sciences and Student Success project. The maximum grant will not exceed \$600,000 and will be disbursed over a 3-5 year period. Besser Foundation trustees also approved the release of \$340,000 jointly managed by ACC and the Besser Foundation from the sale of property to Alpena Village by the College 10 years ago. The Besser Foundation's total investment of \$940,000 in the Center for Health Sciences and Student Success project is an extraordinary demonstration of community leadership and support for the College. We thank the Besser Foundation for its vote of confidence in ACC.

ACC Closes on Property Sale

On January 10, 2018, Alpena Community College closed on the sale of approximately eight acres of property located on the corner of Johnson and Wilson Streets for \$500,000 to Macaulay Alpena Properties LLC, owned and operated by Melissa "Missy" Hinkson. Ms. Hinkson owns and operates several attractive and successful assisted living, memory care, and independent living facilities in the Upper Peninsula. She plans to build a similar business on the Johnson Street site with construction expected to begin in the spring. Listed below are reasons why this property sale makes sense:

- Employment opportunities for local healthcare workers.
- Clinical opportunities for ACC Nursing students.
- Employment opportunities for ACC Nursing and Medical Assistant graduates.
- A valuable piece of property will now be on the tax rolls.
- Assisted living and memory care aligns with the human services corridor established by the most recent sales of College property.

- Revenue from the sale will contribute to the 50 percent local match requirement on the \$6.7 million Center for Health Sciences and Student Success capital outlay project to renovate Van Lare Hall.

Spring 2018 Enrollment

After the purge for nonpayment, enrollment for spring semester 2018 is down 1.7 percent in headcount compared to spring semester 2017, 5.6 percent in credit hours, and .01 percent below budget for the semester. Dual enrollment, Early College, and out-of-district students continue to trend up. Continuing students and the average numbers of contact hours taken are down. College staff members are mining institutional data to come up with a comprehensive plan to improve retention.

Staff will soon begin to register direct or concurrent credit in partnership with Alpena Public Schools, Alcona Community Schools, and Iosco RESA. An additional 400-450 Career and Technical Education (CTE) students each taking one college credit from ACC will be added to the spring semester 2018 enrollment through direct or concurrent credit. None of these additional enrollments are reflected in the numbers reported tonight.

Action Items

None.

Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. He noted that revenues from Spring Semester promised to be at or near the budgeted amount.

New hires/Terminations/Status Changes from December 12, 2017, to January 12, 2018.

New Hires:

E. Gwen Spence, ESP1, FT Accts Payable Secretary/Cashier, 1/8/18.

Resignations:

N/A

Status Changes:

Shelly Clarke, transfer from ESP1 MIS Operator/Help Desk Coordinator to ESP2 Programmer/Analyst, 1-8-18.

Deb Kozlowski, transfer from ESP1 FT Clerical Asst. – Registrar's Office to ESP1 MIS Operator/Help Desk Coordinator, 1/22/18.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. It showed 181 donors gave \$61,246 in pledges and gifts between December 12, 2017, and January 15, 2018.

Board Discussion

Chairman Briggs asked about arrangements for the upcoming Chamber dinner. Secretary Walterreit promised to work with Barb Szczesniak and the trustees to arrange seating for all those who wish to sit at the ACC table.

President MacMaster mentioned a proposed meeting with the ACC trustees and the ACC Foundation trustees. All of the ACC trustees were in agreement to meet for an informal luncheon. The luncheon will be on Friday, January 26, at noon in Besser Technical Center 126. President MacMaster suggested the current plans for the Van Lare Hall renovation project could be discussed.

Trustee Stibitz asked for an update on the Student Non-Cognitive Obstacles Survey. Secretary Walterreit conveyed the plan to begin the survey the week of January 22 by sending e-mails to students. Walterreit promised to share initial results of the survey with the trustees at the February Board meeting.

Trustee Duncan asked President MacMaster if he had further thoughts about starting a food bank or other projects to help students in need. He related several discussions he had related to a food bank, but expressed the opinion that action could wait until after the Student Non-Cognitive Obstacles Survey delivered results so that the College had a better understanding off the issues students are experiencing.

Trustee Hilberg related a conversation she had with a community member about the status of the club hockey team, and wondered if there was any thought to making it a scholarship sport. President MacMaster said the team had been developed as a club team with no intention to make it a scholarship sport, but changing its status was not out of the question. Regarding the team's activities, MacMaster said he had not heard any negative feedback. He also offered to talk to anyone who has questions or suggestions related to the team.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is at 7:00 p.m. on Wednesday, February 21, 2018, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707.

Adjournment

The regular meeting was adjourned at 7:36 p.m.

Jay Walterreit
Secretary of the Board of Trustees
(989) 358-7215