

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

March 21, 2018

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

On Wednesday, March 21, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The trustees began with a workshop session at 6 p.m. to discuss the Board's role in meeting Clery Act responsibilities.

The trustees recited the Pledge of Allegiance. Then College Attorney Karen Bennett began the workshop by giving the trustees an overview of federal requirements including the Clery Act and Title IX. She then used a PowerPoint presentation to outline how ACC handles complaints and point out perceived missteps on the part of the Michigan State University Board of Trustees.

Takeaways from the workshop include:

- While the trustees should not be involved in the details of investigations, they should have a general awareness of what investigations are going on, especially if those investigations may rise to the level of an Office of Civil Rights or like complaint or significantly involve ACC employees.
- The trustees should be included in the annual distribution of the College's annual security report.
- Karen Bennett will research how to add trustee indemnification into the Board bylaws.
- The trustees were invited to participate in the Blackboard CSA training.
- The trustees were supportive of efforts to increase Clery-related training and participation for the athletic department.

The workshop ended at 6:50 p.m. and the Chairman Briggs called for a recess to seat the audience for the regular meeting.

The regular meeting was called to order by Chairman Briggs at 7:04 p.m.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none.

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

Chairman Briggs led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Townsend that the agenda be approved as written; seconded by Trustee Stibitz. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the February 21, 2018, Regular Board Meeting

Trustee Gentry moved to accept the proposed minutes from the February 21, 2018, regular board meeting; Trustee Hilberg seconded the motion. Ayes: 7. 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; Carolyn Daoust, ACC administration; Debbie Bayer, ACC administration; Nancy Seguin, ACC administration; Cindy DeRocher, ACC administration; Alpena Police Department Chief Joel Jett; Josh Quinn, ACC student; Mary Myers, ACC student; Evangeline Michalski, ACC student; Chris Myers, ACC student; Garret McHarg, ACC student; John A. McHarg; Susan McHarg; Melissa Fournier, ACC administration; and Karen Bennett, College Attorney.

Communication(s)

President MacMaster read a letter from Michigan First Lady Sue Snyder.

Chairman Briggs mentioned a letter he had received requesting an honor be bestowed on an ACC student. Briggs asked that he, President MacMaster, and Secretary Walterreit confer on how to handle the request.

Board Member and Subcommittee Reports

Trustee Townsend reported the Property Subcommittee met and received a status update from President MacMaster on the Van Lare Hall renovation project.

Student Report

Director of Student Activities Cindy DeRocher and Dean of Students Nancy Seguin briefed the trustees on several recent student life activities, including focus groups being held Tuesday, March 20. DeRocher said many of the comments were positive and affirming of the College's efforts.

Faculty Report

None.

President's Report

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

President's Report to the Board of Trustees
March 21, 2018

Student Activities at ACC

Student activities are alive and well at ACC. Three recent examples are noted here:

- Approximately 100 students and staff stopped by or participated in the Lumberjack Mixer on Wednesday, March 14. Thanks to the Student Life Activities Committee, students and advisors from ACC clubs and organizations, staff who brought games and coolers, Fremont Catering, custodians, and staff who helped set up and participate in the event.



Attendees at the ACC Student Mixer on Wednesday, March 14, in the Lumberjack Shack.

- Three focus groups comprised of about 30 ACC students provided feedback to staff on March 19, 2018. Organized by Nancy Seguin, Dean of Student Services, and Cindy DeRocher, Director of Student Life and Campus Housing, with facilitator services capably provided by Mike Kollien, Director of Admissions, participants provided

authentic input to staff on what they liked about services provided to ACC students and what we could do better. Topics included student perceptions of course scheduling, communication of events to students, availability of online courses, mandatory orientation, instructional quality, and thoughts on improving the overall quality of campus life for students. Kudos to Nancy, Cindy, and Mike for extending the opportunity to hear the thoughts of ACC students and to ACC videographer Gary Hollingsworth for capturing their feedback on tape. The focus group activity was a very positive event.

- The ACC Student Food Pantry is now in its sixth week of operation. Located in Besser Tech Center 126A, the food pantry is stocked by donations from ACC faculty, staff, and Trustees with all items offered free of charge. Food items such as bread, peanut butter, juice, canned fruits and vegetables, cereal, and power bars are available to ACC students, who have expressed gratitude for the support.

Phi Theta Kappa Award Winners

The 2018 All-Michigan Academic Team awards luncheon was held on Wednesday, March 14 at the Kellogg Hotel and Conference Center on the campus of Michigan State University. Co-sponsored by Phi Theta Kappa and the Michigan Community College Association, the awards ceremony honored 69 Phi Theta Kappa participants from 25 Michigan community colleges. ACC's award recipients were Garret McHarg and Mary Myers. Both students represented ACC and themselves in exemplary fashion. Congratulations, Garret and Mary!

Graduation 2018

Graduation events are moving ahead according to schedule with the Distinguished Alumnus, Fellow of the College, and Commencement address speaker all in place. Graduation is set for Thursday, May 10, at 7 p.m. in Park Arena. Honor's breakfast is set for 9 a.m. on May 10 at the APlex. Nurses' Pinning is scheduled for 7 p.m. on May 9 in Park Arena. Staff will live stream graduation again this year for family and loved ones who cannot attend in person.

Action Items

Action items 2.695 (Resolution of Congratulations for 2018 PTK All-Michigan Academic Team Member Mary M. Myers) and 2.696 (Resolution of Congratulations for 2018 PTK All-Michigan Academic Team Member Garret S. McHarg) were combined.

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Mary M. Myers and Garret S. McHarg for their numerous contributions to increasing the quality of life at the College and for their outstanding scholarly accomplishments throughout their enrollment at the College.

Ayes: 7. Nays: 0. Motion approved.

2.697 Serial Millage Renewal Ballot Language

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

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on Tuesday, August 7, 2018.
2. On or before 4:00 p.m. on Tuesday, May 15, 2018, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the College district (the "Election Coordinator").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the school electors of the College district be called and held on Tuesday, August 7, 2018.
2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit "A".
3. The Election Coordinator is requested to:
 - a. Utilize *The Alpena News*, a newspaper published or of general circulation within the College district, for publication of notices in accordance with the election law requirements.
 - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in the form as set forth in Exhibit "B" attached hereto.
 - c. Provide a proof copy of the ballot to the College and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.
4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the College district by 4:00 p.m., on Tuesday, May 15, 2018.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

EXHIBIT “A”

MILLAGE RENEWAL PROPOSAL

This proposal will renew the full amount of the previously authorized serial millage for Alpena Community College which will expire at the end of 2018.

Shall the serial millage tax rate limitation of 1.0385 mills previously approved by the electors of Alpena Community College, Michigan, be renewed in the amount of 1.0385 mills (\$1.0385 on each \$1,000.00 of taxable valuation for a period of 10 years, 2019 to 2028, inclusive, to be used for all purposes authorized by law; if approved, the estimate of the revenue the community college district will collect the first year of levy, 2019, is approximately \$1,080,000 (this is a renewal of millage which will expire with the 2018 tax levy)?

EXHIBIT “B”

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

ALPENA COMMUNITY COLLEGE
MILLAGE RENEWAL PROPOSAL
1.0385 MILLS FOR 10 YEARS

Full text of the ballot proposition may be obtained at the administrative offices of Alpena Community College, 665 Johnson Street, Alpena, Michigan 49707-1495, telephone: (989) 358-7368.

Ayes: 7. Nays: 0. Motion approved.

Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. Vice President of Administration and Finance Richard Sutherland noted that revenues and expenditures are tracking closely with budget estimates.

New hires, terminations, and status changes from February 16 to March 16, 2018.

New Hires:

Patricia Fontaine, ESP1, FT Clerical Assistant – Registrar’s Office, 2/26/18

Resignations:

Kelly Jackson, ESP2, FT Learning Resources Center Library Technician, retired 3/1/18

Status Changes:

Kendra McInerney from ESP2, PT Learning Resources Center Library Technician to ESP2, FT Learning Resources Center Library Technician, 2/22/18

The Gifts and Grants Report was supplied to the trustees at the Board meeting. It showed 81 donors gave \$21,235 in pledges and gifts between February 14 and March 13, 2018.

Board Discussion

Chairman Briggs asked the trustees if there were topics which they would like discussed. He noted the ACC food pantry and said he was pleased with the things the College is doing for students.

Trustee Stibitz asked if there was another topic from the Non-Cognitive Obstacles Survey the trustees could examine. Chairman Briggs noted that transportation is always an issue in Northern Michigan, and he is glad the College is talking about ways in which it can help students find alternatives to daycare.

Trustee Stibitz then asked about the College's efforts toward using open-source books. President MacMaster offered to prepare a report on the subject for the April Board meeting.

Trustee Gentry brought up the topic of reviewing College policies on access to facilities. College Attorney Karen Bennett stated that work was on her to-do list.

Trustee Duncan asked about the status of a new cohort for the bachelor degree program. Vice President for Instruction Debbie Bayer reported that she has been working with the instructor on evaluating applicants and thinks there will be a solid cohort. She is also working on an articulation agreement with other institutions as a way to bring more students into the bachelor degree program.

New Business

None.

Suggested Future Agenda Items

President MacMaster asked the trustees if they were willing to hold a special meeting, if necessary, to vote on the faculty contract and the Center for Health Sciences project. The trustees agreed to the special meeting on Wednesday, March 28, 2018, at 7:00 a.m. in the Board Room.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is at 7:00 p.m. on Wednesday, April 18, 2018, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707.

Please note the addition of a **special board meeting on Wednesday, March 28, 2018, at 7:00 a.m.**

Adjournment

The regular meeting was adjourned at approximately 7:45 p.m.

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