

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

April 18, 2018

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

On Wednesday, April 18, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting was called to order by Chairman Briggs at 7:02 p.m.

Present: John Briggs, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: Teresa Duncan and Joseph Gentry II.

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

Trustee Stender led the Pledge of Allegiance.

### **Approval of Agenda**

Moved by Trustee Townsend that the agenda be approved as written; seconded by Trustee Hilberg. Ayes: 5. Nays: 0. Motion approved.

### **Approval of the Proposed Minutes from the March 21, 2018, Regular Board Meeting and the March 28, 2018, Special Board Meeting**

Trustee Stibitz moved to accept the proposed minutes from the March 21, 2018, regular board meeting and March 28, 2018, special board meeting; Trustee Townsend seconded the motion. Ayes: 5. 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; Alpena Police Department Chief Joel Jett; Roy Smith, ACC faculty; Dillen Decker, ACC student; Jacob Reed, ACC student; Brennen Allen, ACC student; Francis Bedell, ACC student; Chris Myers, ACC student; Travis Bridson, ACC student; Thomas Koon, ACC student; Karen Bennett, ACC attorney; Jess Ruppert, ACC staff; Amanda Belusar, ACC staff; Lois Darga, ACC faculty; Melissa Fournier, ACC administration; and Sarah Burt, ACC administration.

### **Communication(s)**

Chairman Briggs read a letter from Marilyn Myers, mother of ACC student Mary Myers.

## **Board Member and Subcommittee Reports**

None.

## **Student Report and Faculty Report**

UTT Instructor Roy Smith informed the trustees about the recent UTT rodeo student trip. Two ACC students took first place in individual events and the team won first place in the team competition.



## **President's Report**

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

President's Report to the ACC Board of Trustees  
April 18, 2018

### Open Educational Resources (OER)

Open Educational Resources is the term used to signify the nationwide movement toward open source textbooks. Alpena Community College is increasingly involved in OER initiatives, saving money for students by reducing the cost of textbooks and classroom materials. Since 2011, according to ACC Bookstore Manager Bill Matzke, the bookstore has lowered the average cost of the textbooks to students by \$90 per semester or \$180 year. Vice President for Instruction Debbie Bayer is here tonight to discuss the current status of OER at ACC.

### Mechatronics Program Overview

Mechatronics is a multidisciplinary field that includes a combination of mechanical engineering, electronics, electrical engineering, computer engineering, systems engineering, and control engineering. A foundation in mechatronics is highly valued by manufacturers and employers, and leads naturally to specific occupational tracks that extend from a mechatronics base. Vice President for Instruction Debbie Bayer is here tonight to share recent program curriculum revisions in Manufacturing, CAD, and Marine Technology to create a Mechatronics credential.

### Going Pro Pre-Apprenticeship Grant

During Summer Semester 2018 ACC will partner with Kalitta Air and Michigan Works! Region 7B to deliver pre-apprenticeship training under a Going Pro Pre-Apprenticeship Grant. A \$179,000 workforce training grant funded through the Michigan Talent Investment Agency, the Going Pro grant is an 8-week, accelerated, 11-credit hour summer program offering four classes — hydraulics, tech math, tech communications, and industrial safety — to as many as 24 students at the Huron Shores Campus in Oscoda. Tuition and appropriate fees for this coursework will be charged to the grant. The goal of the project is to prepare trainees who complete the Going Pro grant to articulate into the new A & P apprenticeship at Kalitta Air. Dawn Stone wrote the Going Pro grant and will be in charge of managing the project. She is here tonight to discuss this promising venture for Iosco County.

### Hunter's Harvest

Alpena Community College was the recipient recently of a generous donation of \$1,300 of non-perishable food items by Hunter's Harvest to the ACC food pantry in Besser Tech. We are deeply grateful for this thoughtful gesture. The Hunter's Harvest donation will help ACC students who don't have enough to eat to access a range of nutritious food options through the end of the semester and finals week. Thank you Hunter's Harvest for this wonderful expression of community support.

## **Action Items**

### 2.700 Resolution of Appreciation for Megan Milostan

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

The Alpena Community College Board of Trustees recognizes the efforts of Megan Milostan to improve and increase the educational opportunities for students in Northeast Michigan, congratulates her for earning her Girl Scouts Gold Award, and thanks her for her efforts to promote Science Olympiad.

Ayes: 5. Nays: 0. Motion approved.

### 2.701 Labor Contract with the Alpena Community College Educational Support Professional MEA/NEA

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

That the Alpena Community College Board of Trustees approves the labor contract with the Alpena Community College Educational Support Professional MEA/NEA on which tentative agreement has been reached and ratification by the union has been accomplished.

Ayes: 5. Nays: 0. Motion approved.

### 2.702 Web Accessibility Policy (First Reading)

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

The Alpena Community College Board of Trustees approves on first reading the proposed Web Accessibility Policy.

Ayes: 5. Nays: 0. Motion approved.

## **Information Items**

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. Trustee Stender asked Vice President of Administration and Finance Richard Sutherland about abnormally high salaries and fringe benefits numbers for the month of March. Sutherland noted that the State of Michigan Office of Retirement Services authorized ACC and other entities to reimburse employees for healthcare payments wrongly deducted a number of years ago. Aside from that, expenses and income are tracking closely with budget estimates.

New hires, terminations, and status changes from March 17 and April 11, 2018.

New Hires:

None.

Resignations:

None.

Status Changes:

None.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. It showed 58 donors gave \$9,178 in pledges and gifts between March 14 and April 10, 2018.

**Board Discussion**

Trustee Hilberg outlined the proposed presidential evaluation process. President MacMaster will write a summary of his activities for the 2017-18 year and detail work toward the 20 goals he communicated to the trustees. That summary is due by May 31. The trustees will then review the President's documents and conduct a closed session evaluation prior to the June 20, 2018, regular board meeting.

Chairman Briggs also mentioned the Michigan Community College Association Summer Workshop schedule and encouraged the trustees to contact Barb Szczesniak to make arrangements for attending.

**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, May 16, 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 approximately 8:17 p.m.

Jay Walterreit  
Secretary of the Board of Trustees  
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