

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting
May 16, 2018**

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

On Wednesday, May 16, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

The trustees began with a workshop session which started at 6:07 p.m. to hear a presentation from Vice President for Administration and Finance Richard Sutherland on the status of the Fiscal Year 2019 budget.

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

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

Sutherland gave a PowerPoint presentation which outlined the assumptions and premises that were included in the current version of the budget. A short question and answer period followed.

At 6:59 p.m. Chairman Briggs recessed the workshop session to allow for the audience to be seated. The regular meeting was called to order at 7:07 p.m.

Trustee Stibitz led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes from the April 18, 2018, Regular Board Meeting

Trustee Townsend moved to accept the proposed minutes from the April 18, 2018, 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; Fran Whitney, ACC faculty; Alexandria Nelson, ACC student; Ronda Gartland, ACC student; Brenda Herman, newly hired ACC administrator; and Nancy Seguin, ACC administration.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Report

Adjunct Instructor Fran Whitney and ACC students Alexandriah Nelson and Ronda Gartland talked about the results of Whitney's marketing class offered at the Huron Shores Campus. The presentation discussed a number of ideas to help market the campus, including using more social media and changing the name of the campus to Alpena Community College Oscoda Campus.

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
May 16, 2018

Brenda Herman Introduction

Alpena Community College is pleased to announce the hiring of ACC graduate Brenda Herman to fill the position of Executive Director of the ACC Foundation & Executive Director of Development. Brenda will replace Penny Boldrey, who has held the position of Executive Director for 16 years and will retire July 1, 2018.

Brenda is a 1996 ACC graduate and in 1999 earned a Bachelor of Science degree in Business Administration from Michigan Technological University. In 2013, she began employment with Hospice of Michigan as a Philanthropy Specialist and assumed the position as Philanthropy Manager in 2016. She is an active member of the Alpena community and volunteers for several organizations including the Rotary Club of Alpena. Brenda is also a member of the Association of Fundraising Professionals.

“Born and raised in Alpena, I have always known how valuable Alpena Community College is to the residents of Northeast Michigan,” said Brenda. “Spending my freshman and sophomore years at ACC gave me a great foundation for my educational career, which has carried over into my professional career. For the past twenty-two years since graduating from ACC, I have watched the college expand and grow, adding substantial value to our community through its innovative programming.”

The Executive Director of the Foundation & Executive Director of Development serves as the leadership for the ACC Foundation. Some of the position responsibilities include: planning, directing, and coordinating development activities for the College including all student groups, faculty, and staff fundraising efforts; developing and maintaining trusting relationships with volunteers, donors, prospective donors, and alumni; and ensuring that gifts are administered to honor the donor’s intent and Foundation requirements. The Executive Director reports to the College President and serves on various committees.

Please welcome Brenda as she begins her position on June 4. She will spend the month of June working with Penny to gain a thorough understanding of the position.

ACC Commencement Week Highlights

The following highlights from ACC’s 65th commencement week are worth noting:

- ACC had 369 candidates for graduation, up from 334 last year. Approximately 150 marched in the Commencement ceremony.
- Mary Myers and Jason Bradley, the first two graduates in the Electrical Systems Technology Baccalaureate degree, both marched at Commencement.
- Kelsi Shea, an Alpena Early College student, graduated with a Licensed Practical Nursing degree at Nurses Pinning on Wednesday evening.
- John M. Grant Frontrunner award winners were April Barres and Andrew Markowski.
- Jesse and Anna Besser award winners were Colin Ghidoni and Courtney Krentz.
- Fellow of the College was awarded to Ron Winter.
- Distinguished graduate was awarded to Dr. James Stoddard.
- Commencement and Nurses Pinning were livestreamed on YouTube.
- Commencement attendees unable to find seating in the gym were able to watch the ceremony in the Granum Theatre

Language Society Student

Emily Cloft, an ACC student and member of the Language Society group that journeyed to Europe last summer with Dr. Karol Walchak, died unexpectedly due to complications from a blood clot week before last. Please keep Emily and the Cloft family in your thoughts and prayers. Emily was a lovely young woman who will be missed by everyone fortunate enough to have known her.

Action Items

2.703 New Business Office Policies and Procedures (First Reading)

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

The Alpena Community College Board of Trustees approves on first reading proposed new policies 5025, 5026, 5027, and 5028, as well as procedures 5525, 5526, and 5527.

Ayes: 6. Nays: 0. Motion approved.

Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. Property tax revenue is higher than last year at this time and property values seem to have risen, which implies better property tax revenues in the future. Expenses and income are tracking closely with budget estimates.

New hires, terminations, and status changes from April 12 to May 10, 2018.

New Hires:

None.

Resignations:

Chris Lubiato, FT Faculty – Auto body, effective 5-15-18

Status Changes:

None.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. It showed 84 donors gave \$28,539 in pledges and gifts between April 11 and May 8, 2018.

Board Discussion

Chairman Briggs mentioned ACC's upcoming millage election on August 7 and mentioned the political action committee Citizens for ACC, which has formed for the purpose of promoting the College. Three ACC retirees, Tom Brindley, Max Lindsay, and Roger M. Phillips, are leading the group. Briggs noted the College's millage renewal request was a renewal only, for the same time period as the previous millage. He summarized the millage request as "the same funds to do the same good things."

Chairman Briggs mentioned the Michigan Community College Association Summer Workshop. He noted the interesting topics listed for the conference and encouraged the trustees to contact Barb Szczesniak to make arrangements for attending if they hadn't already.

The discussion then turned to the topic of enrollment. Chairman Briggs asked for the trustees to receive enrollment reports for the Fall semester.

Lastly, Chairman Briggs noted the scheduling of the president's evaluation for June. Trustee Hilberg will lead the evaluation, but she mentioned that an unforeseen family matter will make it difficult for her to attend the regularly scheduled meeting on June 20. Chairman Briggs asked the trustees if they could reschedule the June regular meeting. Hearing no objections, the June meeting was rescheduled for Thursday, June 21, 2018. The meeting would start at 5:30 p.m. and immediately go into closed session to conduct the president's evaluation. The regular meeting will begin at 7:00 p.m.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is on Thursday, June 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. Please note: this meeting has been rescheduled from the original date set in the yearly calendar. The meeting will begin at 5:30 p.m. and immediately go into closed session to conduct the president's evaluation. The regular portion of the meeting will begin at approximately 7:00 p.m.

Adjournment

The regular meeting was adjourned at approximately 7:59 p.m.

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