

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

June 21, 2018

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

On Thursday, June 21, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

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

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

The trustees began the meeting at 5:37 p.m. Trustee Townsend called for a closed session for the president's evaluation; Trustee Stender seconded the motion. A roll call vote was taken:

Briggs: Aye
Gentry: Aye
Hilberg: Aye
Stender: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 6. Nays: 0. Motion approved. Secretary Walterreit secured the doors and elevator and the closed session began.

Trustee Gentry made the motion and Trustee Townsend seconded the motion to end the closed session at 7:07 p.m. The vote was 6-0 in favor of ending the closed session. The meeting was recessed to admit the public. The regular meeting was called to order at 7:14 p.m.

Trustee Hilberg led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes from the May 16, 2018, Regular Board Meeting

Trustee Stibitz moved to accept the proposed minutes from the May 16, 2018, regular board meeting; Trustee Townsend 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; Brenda Herman, ACC administrator; Carolyn Daoust, ACC administrator; Greg Hurd, ACC staff; Jen Turske, ACC staff; Nick Neuman, ACC staff; Eric Hamp, Alpena Police Department; and Karen Bennett, College Attorney.

Communication(s)

Thunder Bay Transportation invited the trustees to attend their building opening.

Board Member and Subcommittee Reports

Trustee Hilberg summarized the president's evaluation.

Strengths

Major things were accomplished this year

- College successfully achieved another 10 years of accreditation.
- Three labor contracts were successfully completed using mutual gains bargaining.
- The student apartments were successfully assimilated into the College's operation.
- The focus on campus safety was appreciated by the trustees.

Focus for the Next Year

- Millage
- VLH renovation

It's been an eventful year and the trustees are appreciative of the president's efforts.

Chairman Briggs recommended the president be moved to Step F3 for salary for FY19; all other compensation and the 6-month separation clause remains the same.

Student Report

None.

Faculty Report

None.

President's Report

None.

Action Items

2.704 Approval of Presidential Contract

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

The Alpena Community College Board of Trustees approves the new three-year employment contract for Dr. Donald C. MacMaster as ACC president starting July 1, 2018.

Ayes: 6. Nays: 0. Motion approved.

2.705 Labor Contract with the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA

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

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

Ayes: 6. Nays: 0. Motion approved.

2.706 New Business Office Policies and Procedures (Second Reading)

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

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

Ayes: 6. Nays: 0. Motion approved.

2.707 New Office of Civil Rights Resolution Agreement for Web Accessibility

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

The Alpena Community College Board of Trustees approves the U.S. Department of Education Office of Civil Rights Resolution Agreement 15-18-2004 and directs appropriate officials to execute it.

Ayes: 6. Nays: 0. Motion approved.

2.708 Computer Lab Rotation Purchase

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

The Board of Trustees authorize appropriate College officials to purchase 50 Dell mini-tower computers and 30 Dell Inspiron laptops from CDWG for a cost of \$82,436.12.

Ayes: 6. Nays: 0. Motion approved.

2.709 Fiscal Year 2019 Tuition Rate

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

The Alpena Community College Board of Trustees authorizes the removal of the contact hours cap and an increase of tuition effective with the 2018 Fall Semester.

TUITION AND FEES	FROM	TO
In-District Tuition (per contact hour)	\$129.00	\$133.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$203.00	\$210.00

Ayes: 6. Nays: 0. Motion approved.

2.710 Fiscal Year 2019 Administrative Salary Schedule

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

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2019 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

Ayes: 6. Nays: 0. Motion approved.

2.711 Fiscal Year 2019 Proposed Budget

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

The Board of Trustees accepts the budget as presented for FY 2019.

Ayes: 6. Nays: 0. Motion approved.

2.712 Certification of MCCA Board of Directors Representatives

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

Dr. Don MacMaster is appointed to the 2018-19 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2018.

Florence Stibitz is appointed to the 2018-19 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2018.

Teresa Duncan is appointed to the 2018-19 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2018.

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. He noted that it is likely the College will finish FY18 in the black. Vice President Sutherland noted the budgeted revenues and expenses for FY18 are very close to the actual amounts. The GoingPro program has been a significant boost to summer enrollment.

New hires, terminations, and status changes from May 11 to June 14, 2018.

New Hires:

- Brenda Herman, FT Executive Director of the ACC Foundation & Executive Director of Development, effective 6-4-18.
- Corey Sarnia, FT ESP2, Technology Support Specialist, 6-18-18.

Resignations:

- Ross Corpe, Faculty Advising Asst. – TRIO, 6-1-18 (retired).
- Penny Boldrey, FT Exec Dir of ACC Foundation & Exec Dir of Development, 7-1-18 (retired).
- Bonnie Johnson, FT ESP2, PT Advising Asst. South – TRIO, 7-1-18 (retired).
- Sue Geiersbach, FT ESP1, Asst to the Dir of Admission, 7-1-18 (retired).
- Randy Repke, FT ESP2, Technology Support Specialist, 7-1-18 (retired).
- Carol Wyers, FT ESP2, Switchboard Operator, 7-1-18 (retired).

Status Changes:

- Lorie Cadieux-Lawrence from FT ESP1, A/R Secretary/Cashier to PT ESP2 Switchboard Operation, 7-1-18.

- Kerrie Kamyszek from FT ESP1, TAACCCT Grant Secretary to ESP1, FT ESP1, Secretary, Facilities Mgmt., 7-1-18.
- Jenniffer Watson additional appointment to PT ESP2, Switchboard Operator, 7-1-18.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. It showed 204 donors gave \$1,021,243.40 in pledges and gifts between May 9 and June 11, 2018.

Board Discussion

Chairman Briggs asked the trustees if there were any new topics to discuss. Trustee Hilberg mentioned the passing of Jim Miesen and said it was a loss to the College community.

Chairman Briggs mentioned the MCCA summer conference and trustees Gentry, Stender, and Stibitz said they would be attending.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is scheduled for 7:00 p.m. on Wednesday, August 15, 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 7:59 p.m.

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