

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

February 20, 2019

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

On Wednesday, February 20, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

The meeting began at 6:03 p.m. with a workshop session to discuss proposed changes to the Mission and Goals statements.

Present: John Briggs, 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.

The trustees were joined by members of the Strategic Budgeting and Planning Committee, which included Tim Kuehnlein, Karol Walchak, Deb Bayer, Jim Berles, Jewel Lancaster, Nancy Seguin, and Melissa Fournier. Dawn Stone joined the audience later in the discussion

Chairman Briggs began the workshop by welcoming the committee members and stating there had not been a lot of conversation between the trustees about the proposed new statements. He noted there had been a brief exchange about the phrase “community service” in the proposed Mission Statement and how that was wording used by service groups and did not accurately describe what ACC strives to do.

Dr. Karol Walchak responded to Briggs by offering edits that better capture the Board’s intended meaning. Suggested was “service to the community” in place of “community service.”

The conversation turned to the phrase “effective stewardship of resources,” which is in the current Mission Statement but not in the proposed statement. Trustee Townsend noted this phrase was considered important by the trustees when they formulated the current Mission Statement. Committee members noted their decision to include a mention about that area in their proposed College Goal #4 – Value.

Instructor Tim Kuehnlein distributed a document showing a matrix containing four categories in columns, with various subjects listed below each category header. He offered the document as an illustration of how the committee categorized College activities. This corresponds with the proposed Goals statements.

Chairman Briggs talked about the different perspectives used by the trustees and the committee members to create the statements. He theorized that the committee had more interest in internal College matters and the trustees focused more on external areas that they wanted the President to emphasize and prioritize.

Kuehnlein stated he was excited the Board is now having a discussion about the statements.

Trustee Hilberg stated that she thought the proposed statements were thought-provoking and well done.

Kuehnlein mentioned the committee had researched other colleges' statements and they had identified a trend to make general statements and then pin-point specifics in lower level statements like objectives.

Trustee Gentry replied that the trustees had chosen specific language because they wanted the president to focus on those areas. The result was that President Joynton was diligent in pursuing those areas and connecting the College's activities to College's Mission and Goals.

Kuehnlein stated the committee's intention to detail specifics in the Strategic Plan. He then suggested the trustees could take a two-step approach to editing the proposed statements. The trustees could edit the text of the proposed statements and then address subjects not included in the proposed statements.

Chairman Briggs drew attention to the College's Values statements as an additional area to consider as part of the larger picture of the College's communicating with external audiences.

Trustee Stibitz expressed her opinion that she appreciated the work done by the committee, but the matrix document couldn't be used for publishing in documents like the Annual Report.

Kuehnlein responded by saying the committee wanted to simplify the current language and then elaborate on it at the next level.

Trustee Townsend said the trustees felt a need to be specific about what they wanted because the Board was going from the previous president to a new president. The Mission and Goals need to say what the trustees intended for president.

Kuehnlein suggested the trustees could take a turn editing the statements.

Chairman Briggs noted there seems to be internal and external goals and it is important to articulate the external goals to outside groups. He then suggested a Board subcommittee that could meet with SPBC members. He suggested trustees Stibitz and Gentry be on the subcommittee. Trustee Gentry agreed to consider being on the subcommittee.

President MacMaster said he thought a subcommittee makes sense.

Trustee Duncan said she appreciated the format offered by the committee. She agreed that objectives statements could be used to address specific areas and concerns. She was thrilled to see the grass roots effort in the committee, and she agreed with forming a subcommittee.

Nursing Director Melissa Fournier noted that the accrediting process for her program is easier when the College's statements are more general.

President MacMaster noted the Higher Learning Commission encourages this type of interaction.

Trustee Hilberg said she has learned a lot about how the College operated and she would like to participate in the subcommittee but had a very constricted schedule. Despite that fact, she would like to be on the subcommittee.

Vice President for Instruction Deb Bayer said the committee had evaluated the current statements by asking if they were still relevant. They asked “what are we currently doing and where are we going?”

Dr. Walchak said the committee didn’t want to change the content of the statements, but perhaps add more verbs.

Trustee Stender expressed an interest in being in the subcommittee.

Trustee Hilberg suggested that for the sake of accreditation activities the College could keep the goals general and flesh out details in a set of objectives.

Chairman Briggs said he thought it was good to have two or three trustees involved in the subcommittee. It would also be good to ask the community for feedback. Trustee Townsend noted that having three trustees on the subcommittee would necessitate posting the meetings for the sake of Open Meetings Act compliance.

Instructor Jim Berles wondered how the Mission, Goals, and objectives would be measured. He suggested that it was important to measure results, gather feedback, and then see if we are using the results to change and improve.

Chairman Briggs said the Mission and Goals are the institution’s goals and they need to make sense to the College and community.

At 6:51 p.m. Chairman Briggs called for a recess to allow for audience members to be seated.

The regular portion of the Board meeting reconvened at 7:02 p.m.

Chairman Briggs led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes from the January 16, 2019, Regular Board Meeting

Trustee Gentry moved to accept the proposed minutes from the January 16, 2019, 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: Julie Goldberg, Alpena News; Ben Stevens, WATZ; Officer Ethan Webster, Alpena Police Department; Debbie Bayer, ACC administration; Lyn Kowalewsky, ACC administration; Andrew Paad, ACC faculty; Dr. Karol Walchak; ACC faculty; Jim Berles, ACC faculty, Robert Roose, ACC administration; Jane Roose; Leslie Scheen; Nancy Seguin, ACC administration; Garrett Mead, ACC student; Ben Gould, ACC student; Peter Huizinga, ACC student; Olivia Haske, ACC student; Charlie Rieman, ACC student; Walter Hoover, ACC student; and Melissa Fournier, ACC administration.

Communication(s)

Chairman Briggs noted a letter he had received from the Thunder Bay National Marine Sanctuary thanking the College for the use of the Granum Theatre for the recent Thunder Bay International Film Festival.

Board Member and Subcommittee Reports

Trustee Duncan noted the cancelling of the February 8 joint boards meeting due to inclement weather.

Trustee Townsend said the Property Subcommittee had nothing to report.

Student Report

ACC Nursing students Garrett Mead and Ben Gould told the trustees how they came to be ACC Nursing students and how much they appreciated the program instructors and ACC's affordability.

Faculty Report

Machine Tool Technology Instructor Andrew Paad and four students talked about the Machine Tool Technology program and showed a variety of student projects. They all were appreciative of Paad's real-world approach to collaborative projects. Paad read a list of projects the students had accomplished.

President's Report

President's Report to the Board of Trustees
February 20, 2019

Governor Gretchen Whitmer Visits Campus

Michigan Governor Gretchen Whitmer visited campus on Tuesday, February 19, to learn more about occupational programs at ACC. During her hour-long visit, Governor Whitmer toured through welding, manufacturing, CAD, GIS, marine technology, the WCCT and EPTC, speaking with faculty, students, and staff along the way. A tour highlight was ACC student Tylor Ross's conversation with Governor Whitmer about the drone courses he's taken and how they align with his career goals. During her State of the State address last Tuesday, Governor Whitmer talked about two initiatives — debt-free community college and a pathway to reconnect workers to in-demand jobs — that potentially could benefit community colleges statewide. We enjoyed having Governor Whitmer on campus and look forward to working with her administration to extend post-secondary educational opportunities to students.

Cross-Country Academic All-Americans

For the fourth consecutive season, the ACC men's cross-country team earned Team Academic All-American status with a combined grade point average of 3.47. Kudos to the team and Coach Mark Jacobs for this terrific accomplishment.



Group picture left to right: Tylor Ross, Caleb Burger, John Siegert, Aidan Francis, Mason Kaniszewski, Dallin Toth, Cam DeCaire, Coach Mark Jacobs. Individual Academic All-

Americans (holding framed awards): Aidan Francis, Mason Kaniszewski, Dallin Toth, Coach Mark Jacobs.

Thunder Bay International Film Festival

From Dr. Rebecca Holyoke, Deputy Director, Office of National Marine Sanctuaries:

Dear Dr. MacMaster,

On behalf of the entire National Marine Sanctuary System, I sincerely thank you for hosting the 2019 Thunder Bay International Film Festival. The willingness of you and your staff to provide critical assistance during the partial government shutdown ensured that hundreds of volunteer screening and planning hours for the film festival were not lost. Not only was the festival able to take place, but I understand that more students were reached this year than ever before! Given the last-minute logistics juggling and below-average temperatures in northeast Michigan, this accomplishment is particularly impressive.

The power of film is integral to raising awareness and inspiring stewardship of the National Marine Sanctuary System. Film festivals allow us to bring the amazing places we protect in our ocean and Great Lakes to those who might never be able to visit in person. As a regular attendee of the Thunder Bay International Film Festival, you have first-hand experience with how powerful these stunning films can be as conservation and education tools.

The dynamic partnership that you have helped foster among Alpena Community College, surrounding sanctuary communities, and Michigan's government and elected leaders on behalf of Thunder Bay National Marine Sanctuary (TBNMS) serves as a model for other sanctuary communities around the country. Your efforts through the college, as a Friend of TBNMS, and as a Sanctuary Advisory Council member exemplify the type of support that strengthens not only TBNMS, but the entire National Marine Sanctuary System. Thank you for working with us to advance protection and understanding of our national marine sanctuaries.

*Best regards,
Becky*

Computer Donation to Sunrise Mission

Sunrise Mission of Alpena is currently renovating its facility to add a computer lounge for resident and public use. The Mission connected with the ACC Bookstore to purchase four computers recently rotated out of service from the student labs. ACC decided to waive the purchase price. OIT cleared the memory of each machine and Mission staff will take delivery in two weeks.

Action Items

2.733 Revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients

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

The Alpena Community College Board of Trustees approves on first reading the proposed revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients.

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. Controller Lyn Kowalewsky noted the budget was on track and there were no surprises so far. Net income is ahead of last year due to higher than expected enrollment for Spring Semester. There were more contract costs with the College attorney, and cash-back rewards were lower than last year due to a changing of the card provider. The College is watching to see what it will receive for personal property tax revenue.

Trustee Hilberg asked Kowalewsky to pass along the trustees' thanks to staff helping to fill in for Vice President Sutherland during his absence.

New hires, terminations, and status changes from January 11 to February 11, 2019.

New Hires

- Linda Howe - Part-time Custodian - Oscoda Campus, effective January 21, 2019.
- Dru Sadler - ESP2 Part-time Health Fitness/Activities Technician - Wellness Center, effective January 21, 2019.

Transfers

- None.

Layoffs

- None.

Resignations

- Shantel Spoor - Part-time Custodian - Oscoda Campus, effective December 22, 2018.

Retirements

- None.

The Gifts and Grants Report was showed the following activity for the time period of December 11, 2018, to January 7, 2019:

Total Donors:	112
New Gifts:	\$22,551.00

Pledge Payments: \$1,427,867.00
New Pledges: \$4,100.00

Board Discussion

None.

New Business

None.

Suggested Future Agenda Items

Second reading of the revision to Policy 5024, In-State Tuition for Veterans Educational Benefit.

Trustee Stibitz expressed an interest in a report from the College on online classes being offered and how ACC students are fairing in those classes.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is Wednesday, March 20, 2019, 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