

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

May 15, 2019

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

On Wednesday, May 15, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting began at 5:33 p.m. with a workshop session to discuss the assumptions for the fiscal year 2020 budget.

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.

Vice President for Administration and Finance Richard Sutherland led the budget discussion with the help of a PowerPoint presentation. Following are notes from the discussion.

The presumptions for FY2020 revenues were:

- A 1% increase in tuition and fees revenue based on a \$4 increase in in-district tuition, a \$7 increase in out-of-district tuition, and a 3% enrollment decline.
- An increase of 2.4% for property tax revenue.
- State aid increasing by 1.5%.

The presumptions for FY2020 expenses were:

- An increase in steps, if available, and a 3% increase in the base wages for all regular faculty and staff.
- Health insurance costs to the College would increase by 1.9% under the State-mandated healthcare premium maximum college contribution rates.
- MPSERS retirement contributions would rise to 27.5% of wages for most wage earners and up to about 30% for new hires.
- Information technology costs would be nearly level.
- Most expenses would be held level or adjusted to meet funding requirements.
- Transfer to the Maintenance & Replacement fund would be level with FY2019.

Sutherland expressed hope that enrollment for FY2020 will be better than the budgeted 3% down due to expansion of dual enrollment and early college activities. President MacMaster detailed the status of schools which plan to participate in dual enrollment next year. He noted there also was a possibility of expansion of early college programs.

Class offerings and enrollment at the Oscoda Campus is predicted to increase in FY2020. Part of that increase may be attributed to a workforce development grant which will pay for 60 students to take 12 credits as part of a pre-apprentice program with Kalitta.

Sutherland discussed the College's five-year facilities projected expenditures and noted that a number of projects on the list will be addressed by the Center for Health Sciences Van Lare Hall renovation project. Trustee Townsend asked that reroofing Van Lare Hall after the completion of the renovation project be added to the list of projected facilities expenditures.

The budget workshop finished by noting future budgeting considerations, including:

- Enrollments could be lower than budgeted.
- State aid may differ from what is currently being budgeted.
- Personal property tax reimbursements may be lower than estimated.
- Legislated retirement and healthcare provisions may change.

Chairman Briggs called for a recess at 6:50 p.m. to allow for audience members to be seated. At 7:00 p.m. the meeting was reconvened. Trustee Hillberg led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes from the April 17, 2019, Regular Board Meeting and the May 13, 2019, Special Board Meeting

Trustee Hilberg moved to accept the proposed minutes from the April 17, 2019, regular board meeting and the May 13, 2019, special board meeting; Trustee Stender 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; Joel Jett, Alpena Police Department Chief; Nick Brege, ACC administration; and Dawn Stone, ACC administration.

Communication(s)

President MacMaster read an email from student Grace Balog. Balog expressed appreciation for the College's concern for student safety during the periods of inclement weather in January and February.

Board Member and Subcommittee Reports

Trustee Duncan gave a report on recent ACC Foundation activities, including:

- The ACC Foundation presented the 2019 Distinguished Alumni Award to Alpena attorney Keith Wallace.
- The 2019 Endowed Teaching Chair award was presented to Jim Berles and Matt Dunckel at the Staff Recognition Dinner on May 10, 2019. The Endowed Teaching Chair program recognizes and promotes academic excellence at ACC. Made possible by a generous gift from the late Lucas and Janet Pfeiffenberger, the program honors noteworthy faculty members and provides a \$5,000 stipend for improving instruction, academic programs, and professional development. Berles and Dunckel developed an Endowed Teaching Chair project that centers around geological and geographical research. For three weeks in June 2019 both instructors will participate in an archaeological research study at and around the buried Bronze Age city of Gournia, on the island of Crete in Greece and on the island of Chrissi along the southern shore of Crete. They will participate in activities such as GIS mapping of the topography of three arch sites as they were in the Bronze Age, field and lab work at the Gournia archaeology site and coastal cliffs stratigraphic analysis. Since the inception of the Endowed Teaching Chair, \$65,000 has been granted to ACC faculty members.
- The family and friends of the late Samantha Schrader held the 5th annual Sam's Gift fundraiser on April 27. This year they raised over \$10,000 which will be used to provide twenty \$500 scholarships to Alpena High School seniors attending ACC in the fall of 2019.
- In April, Brenda and Don attended the final session of the MCCA's Academy for Fundraising Excellence. The sessions began in September and ended in April. The overall goal for the Academy was to position Michigan community colleges for consistent success in attracting large-scale private philanthropic investment. At the January session, Brenda and Don were joined by Trustee Teresa Duncan and Foundation Trustee Augie Matuzak. The group is excited to share some of what they learned at the joint board meeting in June.
- The Healthy Futures Start Here campaign is nearing completion with approximately \$35,000 left to raise of the \$2.95 million goal set last summer.

Trustee Hilberg outlined the proposed process for conducting President MacMaster's annual evaluation. MacMaster will submit his self-evaluation by the end of May and Secretary Walterreit will forward that document and other information to the trustees for their review. Prior to the June 19 Board meeting the trustees will conduct a closed session for the president's evaluation discussion.

Student Report

None.

Faculty Report

None.

President's Report

President's Report to the Board of Trustees
May 15, 2019

Graduation Week 2019

Thanks to all who participated in 2019 graduation week activities. Beginning with the inaugural Firefighters Academy graduation on May 2 through Evening with the Arts, Medical Assistants' Pinning, Nurses Pinning, Honors Breakfast, Commencement, Staff Recognition dinner, and Alpena Early College graduation last night, the season was inspiring and full of memorable moments. I would like to personally thank all the members of the ACC team who collaborated on the professional delivery of these milestone events.

Manufacturing Pre-Apprenticeship Certification Grant

(From Dawn Stone, Dean of Workforce Development and Director of the WCCT)

ACC is partnering with Michigan Works! Region 7B to deliver Manufacturing Pre-Apprenticeship Certification training. The Manufacturing Pre-Apprenticeship Certification allows students to increase career exploration, as well as business and education collaboration, is competency-based and can lead into multiple career pathways in manufacturing. The curriculum covers a broad area of manufacturing and gives a good base for any employee that is entering a skilled position. The competency-based curriculum includes:

- Industrial Safety
- Applied communications
- Technical Math
- Hydraulic & Pneumatic Power

The goal of this grant is to create an Industry Recognized Credential, Manufacturing Pre-Apprenticeship Certification, in the Northeast and East Central Region among manufacturers to increase the number of USDOL Registered Apprentices. Kalitta Air intends to enroll/hire 60 apprentices from this pre-apprenticeship program.

ACC proposes serving 60 pre-apprentices with four classes each, encompassing 12 out-of-district contact hours per trainee, plus fees and books. Training is expected to be fully delivered by the end of July 2020.

Student Housing Report

(From Cindy DeRocher, Director of Student Housing and Assistant Athletic Director)

Campus housing in year two of College Parks Apartments at ACC went very well. Our goal was to improve on what we experienced in year one and to proactively institute measures to mitigate the problems that we experienced. We exceeded our own expectation in that we only had one minor discipline issue the entire year and the apartments were left in much better condition than last year.

College Park Apartments were at 100 percent occupancy for both semesters. Summer 2019 residents are projected to include one ACC student, three students from other colleges participating in internships at Lafarge and NOAA, 11 correction academy residents from May 20 to June 14, and a 60-person military training group from July 17 to August 9.

There are currently 61 confirmed applicants for 2019/20, which will present a need for off-campus housing arrangements for many of our students. A concern perhaps again will be finding adequate off-campus housing for students who do not live at College Park Apartments.

Maintenance plans for the summer include exterior door replacement, and continuing replacement of floor covering, refrigerators, and minor furniture.

Security was enhanced this year by adding 14 outdoor cameras and installing all new door locks. We hired and trained more student leaders and provided an Understanding Your Lease workshop for new student residents on move-in day August 25, 2018. In addition, this year residents are required to take free online campus safety courses in Alcohol Awareness, Bystander Intervention, and Sexual Violence Awareness.

With those measures in place, we made rapid progress on our goal of creating a living learning culture with more time spent on fun activities.

Action Items

2.739, Newport Center Roof Replacement Bids.

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

The Board of Trustees approves IRT Commercial Services to replace the Newport Center roof with a 20-year warranty for a cost not to exceed \$245,869.00.

During discussion of the bids Facilities Director Nick Brege gave details of the process used to arrive at the recommended vendor and product. After participating in a pre-bid meeting and reviewing the project specifications, three bidders submitted bids. Each company submitted bids for a polyurethane fluid applied membrane; one bidder, IRT Commercial Services, also

submitted a bid using a PVC membrane. Bidders were also asked to specify prices for various warranty periods.

After evaluation of the initial bids, Brege contacted the low bidder, IRT Commercial Services, and asked them to price out the total cost of replacing all three areas of the Newport Center roof with the polyurethane fluid applied membrane with a 20-year warranty. The resulting IRT bid was still less than the cost of the next lowest bid for the initial specs. Brege then determined the best choice to be the polyurethane fluid applied membrane with a 20-year warranty. That is the package Brege is recommending for Board approval.

Ayes: 7. Nays: 0. Motion approved.

2.740, Proposed New Mission and Goals Statements (First Reading).

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

The Board of Trustees approves the changing of the College's Mission and Goals statements as specified in the Mission and Goals Subcommittee meeting of April 2, 2019.

Ayes: 6. Nays: 1. Motion approved.

Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. He noted the College was waiting to receive Tier 3 personal property tax reimbursement money from the State; the amount could be around \$120,000 though nothing is certain at this time.

New hires, terminations, and status changes from April 9 to May 8, 2019.

New Hires

- None.

- Kerrie Kamyszek, from ESP, Secretary - Facilities Management to ESP, Assistant to the Director of ACC Foundation and Secretary to the President, effective 06/24/19.

Layoffs

- None.

Resignations

- Dru Sadler, ESP, Health Fitness/Activities Technician, effective 04/09/19.
- Rose Bisanz, ESP, Art Studio Technician - Ceramics and Art Studio Technician - Photography, effective 05/13/19.

Retirements

- None.

The Gifts and Grants Report was showed the following activity between April 10 and May 8, 2019:

Total Donors:	54
New Gifts:	\$24,630.00
Pledge Payments:	\$6,537.00
New Pledges:	\$110,529.00

Board Discussion

Chairman Briggs noted the ACC Foundation's proposal to conduct a joint boards meeting the week of June 10. Each of the trustees shared their schedules; the result was no one day during that span when all ACC trustees were available. An alternate date of Wednesday, June 19, at noon, as agreed upon as a counter proposal. Secretary Walterreit was asked to communicate with ACC Foundation Executive Director Brenda Herman about the proposed new date.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is Wednesday, June 19, 2019, 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 5:30 p.m. start time for the president's evaluation closed session. The regular portion of the meeting will begin at approximately 7:00 p.m.

Adjournment

The regular meeting was adjourned at approximately 8:05 p.m.

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