

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

August 14, 2019

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

On Wednesday, August 14, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting began at 5:30 p.m. to conduct a visioning workshop.

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.

Following are comments from the visioning workshop.

Van Lare Hall Renovation Project

- 500-level documents were submitted to the Michigan State Department of Technology, Management, and Budget (DTMB).
- The construction bid process will follow after the DTMB approves the documents.
- After construction bids are finalized, groundbreaking on the project is projected to be this fall some time.
- The project is progressing as fast as it can.
- The goal for completion of the project is by the end of December 2020.

Student Housing

Chairman Briggs: Is lack of housing causing students to not attend ACC? Are students living in poor off-campus housing?

Cindy DeRocher: Demand for on-campus housing is strong. It is hard to tell if lack of on-campus housing is keeping students away.

Trustee Townsend: Have the apartments always been full?

Cindy DeRocher: The apartments were full last year. This year so far we have had a few cancellations but they have been mostly filled.

Richard Sutherland: The apartments have been maintained well due to approximately \$25,000 more revenue than budgeted last year. ACC will recommend increasing rental rates for next year.

Cindy DeRocher: Since May we have been telling students the apartments are essentially full. We have helped approximately 25 students find off-campus housing. Several off-campus rentals are working well, including the Edgewater Motel. Parents often mention their desire for their children to live on campus for safety and convenience reasons.

Nick Brege: We have the original plans for the apartments, and there is room in the designs for the addition of a third 32-student unit. A couple years ago a commercial contractor estimated a new 32-student unit would cost approximately \$2 million based on OTC building standards.

Trustee Stender: What would be the ideal size for a new unit? What would be the size of the smallest unit we build? We need to research that.

Chairman Briggs: The Board is willing to listen to proposals for new on-campus housing. Demand for the coming year should be documented and following up with students in off-campus housing should be done to see how they're doing.

Cindy DeRocher: She will track the data and follow up with students.

Richard Sutherland: We will look into the best timing for a new building project. Sutherland will work with Nick Brege to assemble assumptions and dollar figures and generate a cash-flow analysis.

Trustee Gentry: Is there a possibility of utilizing the convent at St. Mary's?

Trustee Townsend: It would need a lot of work, and it's not on campus.

President MacMaster: If the College is going to spend money on additional housing he suggests it would be better spent on new on-campus units.

Trustee Duncan: Since the apartments are full it is probable that we are losing students. We should look at expanding on-campus housing sooner rather than later. Increased activity in athletics could also be a factor in expanded interest in on-campus housing.

Trustee Hilberg: Looking into expanding housing options sooner rather than later makes sense.

Trustee Stender: Yes, the sooner the better. Is a 32-bed unit too small? That's a numbers issue and possibly a space issue for the current apartments location.

Trustee Townsend: Should there be a community space included with a new building? Please cost that out separately.

### Ambient Learning

Trustee Gentry: Dr. Brent Knight of Lansing Community College made a presentation at the MCCA summer event about ambient learning. Hallways and rooms at LCC have been updated to become beautiful learning centers. They made a conscious decision to beautify their whole campus space. ACC has so much opportunity to do the same.

President MacMaster: He would be happy to invite Dr. Knight to come to ACC and make a presentation on ambient learning.

Nick Brege: It would be good to engage with more people in the process of commissioning art to be added to ACC. Finding artists has been a challenge.

Chairman Briggs: People enjoy seeing bold and interesting things. There is a lot of enthusiasm for those things from younger people.

President MacMaster: There is an aluminum sheet metal kiosk in the center of LCC's campus that features campus directions, the word "welcome" in a number of languages, and lights up from the inside at night.

### ALICE

Trustee Stibitz: The ALICE presentation was the topic that really caught her attention.

ALICE stands for: Asset Limited Income Constrained Employed. ALICE households earn more than the Federal Poverty Level but less than the basic cost of living for the state (the ALICE Threshold). Handouts showed that 43% of Michigan households fall below the ALICE Threshold.

Debbie Bayer: She has worked with faculty to be more aware of student needs such as offering core courses at better times for working parents and offering an LPN to RN program in the evening for people who are already working. The food pantry is helpful, but many students need something to eat while on campus just to get through classes. Food like granola bars. ACC students with children in school have suggested the College close when the schools close so that parents don't have to miss classes to care for children.

Trustee Stibitz: She encourages the College to understand student needs, and also to help connect students with community support services. Would it be possible for someone to list the services available to ACC student during Start Up activities?

Trustee Stibitz: One final note from the presentation was that many college students graduate from programs which lead to jobs that don't pay a living wage. Would we dare to eliminate those programs?

### Placemaking

Trustee Gentry: The MCCA conference featured a speaker who flew around the country visiting rural areas in preparation for writing a book. What they found was that community colleges and libraries were driving rural communities forward nationally. 54% of college graduates come from community colleges. This is our time to play a significant role in our communities.

The opportunities for placemaking are wide open. What could the College offer the community and City of Alpena that it doesn't already offer? How do we define our role in the community?

One thing noted by the speaker was that community colleges should spend more time telling the stories of their successful graduates.

Chairman Briggs recessed the meeting at 6:55 p.m. to allow for the seating of guests. The meeting reconvened at 7:08 p.m. and Chairman Briggs led the Pledge of Allegiance.

### **Approval of Agenda**

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

### **Approval of the Proposed Minutes from the June 19, 2019, Regular Board Meeting**

Trustee Gentry moved to accept the proposed minutes from the June 19, 2019, regular 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; Chet Spencer, Alpena Police Department; Richard Sutherland, ACC administration; Debbie Bayer, ACC administration; Lois Darga, ACC faculty; Kathy Marsh, ACC retiree; Marlene Vanderwyst, ACC retiree; Vicky Kropp, ACC retiree; Carol Putkamer, ACC retiree; Sue Geiersbach, ACC retiree, and Nick Brege, ACC administration.

### **Communication(s)**

Chairman Briggs read a note from Kathleen Bruski thanking the trustees for awarding her emeritus status.

### **Board Member and Subcommittee Reports**

Trustee Duncan noted the ACC Foundation had a quarterly meeting next week and that the Scramble for Scholarships was scheduled for Saturday, August 17, 2019. Teams are still welcomed.

### **Student Report**

None.

### **Faculty Report**

Instructor Lois Darga reported that she and other faculty are back in their offices preparing their curriculums for the start of classes August 26.

## President's Report

President's Report to the Board of Trustees  
August 14, 2019

### Preliminary Fall Semester 2019 Enrollment Report

Fall semester enrollment looks promising with classes scheduled to begin August 26. Below is a summary of current enrollment data from other Michigan community colleges compared to the same point in 2018. Data source: MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) website.

<b>Community College</b>	<b>Report Date</b>	<b>% in Credit Hours</b>	<b>% in Head Count</b>
Alpena	8/7/19	+4.35%	+7.06%
Delta	8/12/19	-3.80%	-4.10%
Kirtland	7/18/19	-1.50%	+1.00%
North Central	8/9/19	-2.40%	-4.43%
Northwestern	8/5/19	-2.70%	-2.20%
Montcalm	8/8/19	-13.94%	-14.11%
Lansing	8/12/19	-3.00%	-2.20%
Mid Michigan	8/12/19	-0.6%	-3.00%
Gogebic	8/12/19	-8.26%	-8.46%
Mott	8/6/19	+0.9%	-0.9%
Grand Rapids	8/12/19	-1.3%	+0.4%
Oakland	7/29/19	-7.70%	-7.59%

### Scramble for Scholarships

Since 1996, the Alpena Community College Foundation has conducted its annual Scramble for Scholarships, raising more than \$386,000 and providing hundreds of students with much needed scholarships. In 2004, the tournament was renamed to memorialize a good friend, community leader, and ACC Foundation Trustee, Robert M. Granum.

The 24<sup>th</sup> annual Robert M. Granum Scramble for Scholarships will be held Saturday, August 17, 2019 at River's Edge Golf Club.

The tournament is a 4-person best ball scramble where golfers of all skill levels can enjoy themselves. Men under age 60 will shoot from the blue tees and those 60 and over shoot from the white tees. Ladies will shoot from the gold tees. Gold packages to premier courses will be awarded to the first, second, third and fourth place teams in addition to the best score for a mixed team. All golfers will have the opportunity to win great prizes and wonderful golf packages.

### **Action Items**

#### 2.747 Emeritus Resolution for 2017-19 Retirees

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

WHEREAS Penny Boldrey, Kathleen Bruski, Sue Geiersbach, Kelly Jackson, Vicky Kropp, Kathy Marsh, Carol Putkamer, Randy Repke, Beverly Suszek, Barb Szczesniak, Marlene Vanderwyst, Laurie Wade, and Carol Wyers have had continuous, honorable regular service with Alpena Community College as valued members of the faculty, administration, and staff prior to their retirement; and

WHEREAS nominations for emeritus status were initiated by the eligible retirees' primary academic unit or the President; and

WHEREAS the Alpena Community College Board of Trustees recognizes the efforts of each of the retirees on behalf of the College, its students, and the Northeast Michigan community and wishes to convey its deep appreciation;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds these dedicated faculty, administrators, and staff members and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

Ayes: 7. Nays: 0. Motion approved.

#### 2.748 TRiO Talent Search University Tours Bussing Bids

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

The Alpena Community College Board of Trustees approved a contract with Blue Lakes by the Bay of Traverse City, Michigan, for 11 bus trips for the ACC TRiO Talent Search program at a cost not to exceed \$32,149.00. The cost for these trips will be paid from the TRiO Talent Search funds.

Ayes: 7. Nays: 0. Motion approved.

## 2.749 Nursing Training Mannequins Bids

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

The Alpena Community College Board of Trustees approves the purchase of a Gaumard Pediatric HAL medium skin tone five year old simulator at the cost of \$22,450.00. The purchase will also include a bedside virtual monitor accessory at a cost of \$2,095.00; Gaumard Cares Gold 3 Year service plan for pediatric simulators at a cost of \$6,995.00; a one-day training and installation service at a cost of \$2,500.00; and a shipping and handling cost of \$228.00. Total cost of the purchase is not to exceed \$34,268.00. Funds for the purchase will come from the Michigan Department of Licensing and Regulatory Affairs Nurse Professional Fund Grant and funds raised for the Center for Health Sciences project.

Ayes: 7. Nays: 0. Motion approved.

### **Information Items**

Vice President for Administration and Finance Richard Sutherland noted that enrollment numbers are better than at the same point last year and the College may collect more revenue than budgeted for Fall Semester. If that happens it will start the budget year off well. He also noted the State has not finalized its appropriations to community colleges, so we do not know how much we will receive.

New hires, terminations, and status changes from June 8 to August 7, 2019.

#### New Hires:

- Jessica Sandahl, Part-time ESP II Health Fitness/Activities Technician, Wellness Center, effective 07/08/19.
- Alexis Young, Accounts Receivable Secretary/Cashier, effective 08/05/2019.
- Joseph Donna, Fine Arts Studio Technician, effective 08/19/2019.
- Marvin Pichla, Director of Oscoda Campus, effective 08/12/2019 (currently teaches as an adjunct instructor).
- Ruth McClean, Part-time Switchboard, effective 08/12/2019.
- Kelly Lewis, Athletics Office Secretary, effective 07/08/2019.
- Brandi Markey, Accounts Payable Secretary/Cashier, effective 06/24/2019.
- Cynthia Derocher, Athletic Coordinator, effective 07/01/2019.

#### Transfers:

- Jaimie LaBrecque, transfer from ESP Accounts Payable Secretary/Cashier to ADM SUPP Assistant to the Director of Human Resources, effective 07/01/2019.
- Dustin Ruehle, transferred from Adjunct Faculty – Automotive Service Lab to Full Time Faculty – Automotive Service Lab, effective 08/05/2019.
- Theresa Schulz, transferred from Adjunct Faculty – Biological Science to Full Time Faculty – Biological Science, Oscoda Campus, effective 08/19/2019.

- Lorie Cadieux-Lawrence, Registrar’s Office Clerical Assistant, effective 07/08/2019.

Resignations:

- Frank McCourt, Athletic Coordinator, effective 07/01/2019.

The Gifts and Grants Report showed the following activity between May 9 and June 10, 2019:

Total Donors:	125
New Gifts:	\$53,387.45
Pledge Payments:	\$145,487.50
New Pledges:	\$94,175.00

**Board Discussion**

Vice President for Instruction Deb Bayer told the trustees about the MODAC meeting held on the Alpena Campus July 31 through August 2.

Chairman Briggs asked for the Fall Start Up Schedule to be distributed to the trustees in case they wished to attend some activities.

**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. Wednesday, September 18, 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 7:57 p.m.

Jay Walterreit  
Secretary of the Board of Trustees  
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