

**Approved Minutes of the  
Alpena Community College Board of Trustees Regular Meeting**  
September 18, 2019

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

On Wednesday, September 18, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting began at 7:00 p.m.

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

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

Trustee Townsend led the Pledge of Allegiance.

**Approval of Agenda**

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

**Approval of the Proposed Minutes from the August 14, 2019, Regular Board Meeting**

Trustee Gentry moved to accept the proposed minutes from the August 14, 2019, regular board meeting; Trustee Duncan seconded the motion. Ayes: 6. Nays: 0. Motion approved.

**Introduction of Guests and Public Comment**

Guests attending the regular meeting included: Julie Riddle, Alpena News; Ben Stevens, WATZ; Chet Spencer, Alpena Police Department; Richard Sutherland, ACC administration; Nick Brege, ACC administration; Nancy Seguin, ACC administration; Dawn Stone, ACC administration; Mark Grunder, ACC administration; Runi Demirkol, ACC student; Austin Brain, ACC student; Nomunzul Bayarzorig, ACC student; Musa Kabbah, ACC student; Yuki Nishibashi, ACC student; and Meryem Demirkol, ACC student.

**Communication(s)**

None.

**Board Member and Subcommittee Reports**

Trustee Duncan noted the ACC Foundation Board had met in August. The Scramble for Scholarships had 25 teams and brought in approximately \$18,600, just a bit less than last year. The Foundation also added two new endowed scholarships and was participating in a collaborative community outreach program with MidMichigan Health of Alpena and the Northeast Michigan Community Foundation. The project would bring a speaker to Alpena to talk about human trafficking. Several presentations were possible.

## **Student Report**

International students Runi Demirkol, Austin Brain, Nomunzul Bayarzorig, Musa Kabbah, Yuki Nishibashi, and Meryem Demirkol, talked to the trustees about how they came to attend ACC and their impressions of the College.

## **Faculty Report**

None.

## **President's Report**

President's Report to the Alpena Community College Board of Trustees

September 18, 2019

### Fall Enrollment at ACC

According to the most recent MACRAO data, ACC finished first among Michigan's 28 community colleges in enrollment growth, finishing up 4.2% in credit hours and 4.5% in headcount compared to fall semester 2018. Data points of note:

- Early College enrollment increased 31.7% in credit hours, 29% in headcount
- Dual enrollment increased 7.6% in credit hours, 6.5% in headcount
- 5-county service district enrollment increased 13.8% in credit hours, 14.9% in headcount
- Oscoda campus enrollment increased 23% in credit hours, 6.9% in headcount
- VCS course delivery enrollment increased from 24 to 39 sections and 203 to 412 students

Thanks to the entire ACC team for their contribution to this institutional milestone.

### Consultation Education and Training (CET) Grant Award

(From Dawn Stone)

Although the State of Michigan has not approved a state budget for Fiscal Year 2020, and therefore no awards can be made at this time, MIOSHA has tentatively approved ACC's Consultation, Education and Training (CET) project for the amount of \$45,000. The purpose of the project is to provide free safety related training to four high-hazard occupations: (a) medical and residential care facilities; (b) construction; (c) manufacturing; and (d) forestry and logging. We plan to provide a Safety Forum which brings MIOSHA staff and business from across the region into a non-punitive, low pressure setting for information and Q&A sessions, OSHA 10 courses, ergonomics and lifting training, asbestos awareness, and presentations on other applicable topics. In addition, we have partnered with Thunder Bay Tree Service and will be offering a boot-camp style safety training in the spring, covering such things as electrical hazard awareness training, aerial rescue, and chainsaw operation. Activities performed with this grant have been successful in the past and we are looking forward to enhancing that trend.

**Action Items**

2.750 Computer Lab Rotation Purchase

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

The Board of Trustees authorizes appropriate College officials to purchase 35 HP mini-tower computers for a cost of \$43,051.05.

Ayes: 6. Nays: 0. Motion approved.

**Information Items**

Vice President for Administration and Finance Richard Sutherland noted he had included more detail in the Financial Report summary based on his conversations with Trustee Stender. He noted tuition revenue for Fall Semester was approximately \$220,000 more than was budgeted. Revenue from state aid had not been set yet due to the extended budget negotiations going on in Lansing. It is possible the College will receive a .8% increase over last year along with an additional small amount related to state equalized tax values.

New hires, terminations, and status changes from August 8 to September 10, 2019.

New Hires:

- None.

Transfers:

- None.

Resignations:

- None.

The Gifts and Grants Report showed the following activity between August 12 and September 11, 2019:

Total Donors:	82
New Gifts:	\$45,200.50
Pledge Payments:	\$20,378.00
New Pledges:	\$200.00

## **Board Discussion**

Chairman Briggs announced his appointment to a state board had ended and his schedule was open to going back to meeting on Thursday nights. He asked the other trustees and President MacMaster if they wished to change the regular Board of Trustees meeting day.

President MacMaster expressed his opinion that going back to Thursday evenings would help his work weeks. Trustee Townsend also said that going back to meeting Thursday nights would help his work schedule. Trustee Stibitz noted that going back to Thursday nights may create a conflict with some MCCA meetings. Other trustees checked their schedules and were available both Wednesday and Thursday nights.

Hearing no objections, the trustees decided to move the day of their regular monthly meetings back to the third Thursday of each month (except July, in which there would not be a meeting).

Trustee Townsend made a motion to move the ACC Board of Trustee's regular monthly meeting day to the third Thursday of every month in which the Board usually meets. Trustee Duncan seconded the motion. Ayes: 6. Nays: 0. Motion approved. Secretary Walterreit will assign the action item number 2.751.

Chairman Briggs then introduced the topic of the MCCA 2020 Summer Conference, which is scheduled to be held on Mackinac Island July 22-24, 2020. He asked the trustees to consult their schedules to see if they wish to attend the conference. Once it is known how many trustees wish to attend, he suggested that arrangements could be made for ACC trustees to stay together in less expensive accommodations on the island.

## **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. Thursday, October 17, 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 change in date from the published yearly meeting calendar.

## **Adjournment**

The regular meeting was adjourned at approximately 7:50 p.m.

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