

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting
June 25, 2020**

Granum Theatre, Newport Center Room 107
665 Johnson Street, Alpena, MI 49707

On Thursday, June 25, 2020, the Alpena Community College Board of Trustees held its regular monthly meeting in the Granum Theatre, Room 107 of the Newport Center on the Alpena Campus. The meeting was called to order at 6:02 p.m. by Chairman Briggs.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none. Also present: President Don MacMaster and Board Secretary Jay Walterreit.

Trustee Stibitz made the motion to go into closed session to conduct the president's yearly evaluation. That motion was seconded by Trustee Stender. A roll call vote was taken:

Duncan: Aye
Gentry: Aye
Hilberg: Aye
Briggs: Aye

Stender: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 7. Nays: 0. Motion passed. Secretary Walterreit closed the doors and the trustees began the president's evaluation.

At 7:07 p.m. Trustee Townsend made the motion to end the closed session; the motion was seconded by Trustee Gentry. Ayes: 7. Nays: 0. Motion passed. The closed session ended and the meeting recessed while the doors were opened and the audience was admitted.

At 7:17 p.m. the recess ended and the regular portion of the meeting commenced. Trustee Townsend led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Stibitz that the agenda be approved with the addition of Action Item 2.779, Resolution of Support for EDA Grant Application. The motion was seconded by Trustee Townsend. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the May 21, 2020, Regular Board Meeting

Trustee Gentry made the motion to accept the proposed minutes from the May 21, 2020, regular board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the online meeting included: Ben Stevens, WATZ; Crystal Nelson, The Alpena News; Richard Sutherland, ACC administration; Deborah Bayer, ACC administration; Nick Brege, ACC administration; Officer Jason Culligan, Alpena Police Department; Susan Wooden,

Interim Alpena Public Schools Superintendent; Amanda Sumerix, ACC administration; Mary Eagan, ACC administration; and Brenda Herman, ACC administration.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Hilberg summarized the presidential evaluation process by saying that ACC had an incredibly good year considering all of the fundraising and ongoing projects and the impact of the COVID-19 pandemic. She praised President MacMaster for his leadership.

Specifically, Trustee Hilberg noted President MacMaster’s efforts in the areas of community outreach, advocacy for the Oscoda Michigan Launch Initiative, campus beautification, maintaining good relationships with ACC employees, and expansion of the video conferencing course delivery system.

Hilberg ended her summary by saying the College had a remarkable year despite the COVID-19 pandemic, and that the Emergency Management Team and other ACC employees have done an outstanding job moving the College online. She gave President MacMaster five out of five stars for his efforts during the year.

Chairman Briggs then outlined the president’s compensation for Fiscal Year 2021. President MacMaster would move to Step F5 in the administrative pay scale.

FY21 President’s Compensation (1-step increase):

| | |
|------------|-----------------|
| Step F5 | \$154,262 |
| Longevity | \$4,200 |
| Auto/Other | <u>\$14,000</u> |
| | \$172,462 |

Chairman Briggs offered his own summary of the year, saying that it was remarkable that only one student withdrew and asked for their money back for Spring Semester. This is a testimony to the efforts of the faculty and staff.

Student Report

None.

Faculty Report

None.

President’s Report

President’s Report to the Board of Trustees
June 25, 2020

ACC Focuses on Selection and Safety for Fall 2020 Course Options

In response to the ongoing COVID-19 pandemic, Alpena Community College has created a plan to provide the best mix of safety and course content for Fall Semester 2020.

In short, ACC is offering four course delivery methods to allow students to choose the way they prefer to take courses. This includes a mix of traditional face-to-face, online, remote, and hybrid courses to meet the needs of all students and academic programs.

The four course delivery methods are:

1. Traditional in-person converting to remote (as conditions allow) — These courses meet in the traditional format via on-campus face-to-face classroom/lab meetings. Students are expected to meet on-campus during designated class times. As conditions allow, these courses may be converted from a traditional in-person course to a remote offering or vice versa.
2. Remote all semester — These courses utilize the Blackboard Learning Management System and include a synchronous (scheduled meeting times) component via WebEx meetings. Students are expected to meet virtually via WebEx during designated class times.
3. Online all semester — These courses are entirely online and utilize the Blackboard Learning Management System in an asynchronous format. Online courses are not self-paced, but provide flexibility because there are no scheduled meeting times.
4. Hybrid/blended course of online/remote/in-person (as conditions allow) — These courses will utilize the Blackboard Learning Management System and include a synchronous (scheduled meeting times) component via on-campus face-to-face classroom/lab meetings. Students are expected to meet on-campus during designated class times. Communication with students will be through face-to-face meetings, ACC email, discussion boards, etc. Coursework is distributed and collected in person and/or via the Blackboard Learning Management System. (This option is for occupational programs that must have a hands-on component.)

For all course delivery formats at ACC, students will need access to the Internet (to access Blackboard, WebEx, and ACC email), a computer, and a webcam.

ACC is also taking proactive steps to protect people's health including promoting social distancing and other physical measures. Students can continue to take classes at ACC and work toward their academic goals in a safe, supportive atmosphere.

ACC's Fall Semester begins August 31, 2020. New students should contact Mike Kollien, Director of Admissions (kollienm@alpenacc.edu, 989.358.7339) as soon as possible for more information about applying for admission, orientations, and academic advising. Current students

can register for Fall classes online through [WebAdvisor](#). More Fall Semester information can be found on the [ACC website](#).

Action Items

2.773 Nonprofit Customer Relationship Management (CRM) Software Bid

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

The Alpena Community College Board of Trustees approves the purchase of a three-year subscription of Raiser’s Edge NXT, a nonprofit CRM software solution from Blackbaud at a cost not to exceed \$13,632.00 per year for three years. All purchases shall be made from SIP grant funds.

Ayes: 7. Nays: 0. Motion approved.

2.774 Fiscal Year 2021 Tuition Rate

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

The Alpena Community College Board of Trustees approves the following tuition rate for Fiscal Year 2021 effective with Fall Semester 2020.

| <u>Tuition</u> | <u>FY20</u> | <u>FY21</u> |
|---|-------------|-------------|
| In-District Tuition (per contact hour) | \$137.00 | \$137.00 |
| 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) | \$217.00 | \$217.00 |

Ayes: 7. Nays: 0. Motion approved.

2.775 Fiscal Year 2021 Technology Fee

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

The Alpena Community College Board of Trustees approves the change in the Technology Fee from \$4 per contact hour to \$6 per contact hour effective Fall Semester 2020.

Ayes: 7. Nays: 0. Motion approved.

2.776 Fiscal Year 2021 Administrative Salary Schedule

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

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2021 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

Ayes: 7. Nays: 0. Motion approved.

2.777 Fiscal Year 2021 Proposed Budget

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

The Alpena Community College Board of Trustees accepts the budget as presented for FY 2021.

Ayes: 7. Nays: 0. Motion approved.

2.778 Certification of MCCA Board of Directors Representatives

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

Dr. Don MacMaster is appointed to the 2020-21 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2020.

Florence Stibitz is appointed to the 2020-21 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2020.

Teresa Duncan is appointed to the 2020-21 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2020.

Ayes: 7. Nays: 0. Motion approved.

2.779 Resolution of Support for EDA Grant Application

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

The Board of Trustees supports the submission of a grant application to the U.S. Economic Development Administration. It commits the College to its match requirement of \$600,000, funding that is readily available and unencumbered through the Maintenance and Replacement Fund, and authorizes President Dr. Don MacMaster to serve as the Authorized Representative to sign and execute any grant documents on behalf of Alpena Community College.

Ayes: 7. Nays: 0. Motion approved.

Information Items

Vice President for Administration and Finance Richard Sutherland noted that Fiscal Year 2020 would have ended with a positive fund balance even without the PPP money due to higher-than-expected enrollment for Fall Semester 2019. He also mentioned that he made the first transfer from the PPP loan to the general fund to cover payroll costs. The state still hasn't said what it plans to do regarding remaining appropriations for this year and for next year's appropriations amounts.

New hires, terminations, and status changes from May 17 to June 15, 2020.

New Hires:

- None

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Tom Smith, Advising Assistant TriO Talent Search – South, effective 06/05/2020.

Retirements:

- Bob Newton, Director of TRiO Talent Search, effective 07/01/2020.

The Gifts and Grants Report showed the following activity between May 14 and June 10, 2020:

Total Donors: 32

| | |
|------------------|-------------|
| New Gifts: | \$27,018.38 |
| Pledge Payments: | \$12,573.00 |
| New Pledges: | \$0.00 |

Board Discussion

Chairman Briggs asked the trustees if they can be available for a special meeting on August 6 to conduct a first reading of proposed policy changes. After discussion, the trustees decided to meet at 7:00 p.m. that day for the sole purpose of the policy reading.

The trustees also discussed moving the date of the regular August Board meeting. They decided to move the meeting to Thursday, August 13. Additionally, the trustees asked for a tour of the Van Lare Hall renovation project. That will be scheduled for 5:45 p.m. at Van Lare Hall. No official business will be done during the tour. The regular meeting will be held at 7:00 p.m.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular Board of Trustees meeting has been rescheduled for 7:00 p.m. Thursday, August 13, 2020. Please note the date change. The meeting is tentatively scheduled to be held in Granum Theatre, Room 107 of the Newport Center, 665 Johnson Street, Alpena, MI 49707, but this may change to an online meeting if necessary. A tour of Van Lare Hall will be conducted at 5:45 p.m.; no official business will be done during the tour.

Also please note the addition of a special Board meeting on Thursday, August 6, at 7:00 p.m. This meeting will be held in Granum Theatre, Room 107 of the Newport Center, 665 Johnson Street, Alpena, MI 49707, but this may change to an online meeting if necessary.

Adjournment

The regular meeting was adjourned at approximately 8:30 p.m.

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