

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

August 13, 2020

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

On Thursday, August 13, 2020, the Alpena Community College Board of Trustees held a regular monthly meeting in Granum Theatre, Room 107 of the Newport Center on the Alpena Campus. The meeting was called to order at 7:00 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 Stender led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Townsend that the agenda be approved as presented. The motion was seconded by Trustee Hilberg. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the June 25, 2020, Closed Session and the August 6, 2020, Special Board Meeting

Trustee Townsend made the motion to accept the proposed closed session minutes from the June 25, 2020, regular board meeting and the proposed minutes from the August 6, 2020, special board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting included: Karen Bennett, ACC Attorney; Ben Stevens, WATZ; Mary Jane Thomson, ACC faculty; Larry Thomson, ACC faculty; Lois Darga, ACC faculty; Susan Cook, ACC faculty; Eric Kennedy, ACC faculty; Debbie Bayer, ACC administration; Richard Sutherland, ACC administration; Nick Brege, ACC administration; Melissa Fournier, ACC administration; Rob Roose, ACC administration; Jane Roose; Savannah Adkins, ACC student; Musa Kabbah, ACC student; Runi Demirkol, ACC student; and Officer Jason Culligan, Alpena Police Department.

Communication(s)

Dr. MacMaster read a note from Chuck Sherwin of MidMichigan Health Alpena thanking the College for providing housing for healthcare workers during the COVID-19 pandemic.

Board Member and Subcommittee Reports

Trustee Duncan noted the ACC Foundation's Scramble for Scholarships on Saturday, August 15, 2020, at River's Edge. She added that there is still room for a couple golf teams.

Student Report

Runi Demirkol and Musa Kabbah reported on their summer landscaping work. Dr. MacMaster and Trustee Stibitz complimented them for their efforts to keep the Alpena Campus looking beautiful.

Savannah Adkins introduced herself and briefly told the trustees about her experiences as a student in the Accounting program. Faculty members Mary Jane Thomson, Dr. Lois Darga, and Susan Cook also spoke on behalf of Adkins, informing them about Adkins' stellar performance on the Certiport Microsoft Office Specialist test for Excel. Based on her Excel testing score, Adkins took second place in the 2020 Microsoft Office Specialist Michigan State Championship Spring Qualifier. To celebrate Adkins' MOS achievement Thomas distributed her signature "MOS" chocolate treats.

Faculty Report

Eric Kennedy, ACC's new Concrete Tech instructor, introduced himself to the trustees.

President's Report

President's Report to the ACC Board of Trustees
August 11, 2020

Preliminary Fall Semester Enrollment

With slightly more than two weeks of registration remaining, fall semester enrollment is down 7.56 percent in credit hours and 11.9 percent in head count compared to fall semester 2019 at the same point. The decline is attributable to four main factors: 1) economic uncertainty; 2) concern about the pandemic; 3) K-12 budgets; and 4) Alpena Early College first-year enrollments. A potential late rush of student registrations could improve these data by the start of fall semester on August 31.

As a point of comparison, fall semester enrollment at community colleges is down dramatically across the state, as shown below:

| Institution | Credit Hour (percent) | Head Count (percent) |
|--------------------------------|------------------------------|-----------------------------|
| Delta College | -18.1 | -19.8 |
| Kirtland Community College | -13.6 | -16.7 |
| Mid-Michigan College | -19.6 | -19.7 |
| North Central Michigan College | -15.6 | -21.5 |
| Northwestern Michigan College | -13.1 | -12.3 |
| Mott Community College | -41.3 | -23.0 |
| Lake Michigan College | -29.6 | -30.2 |
| Jackson College | -34.3 | -33.0 |
| Lansing Community College | -25.5 | -26.2 |

Data Source: MCCSSA enrollment report from 8/11/20

Fall semester 2019, ACC was number one in enrollment growth among Michigan's 28 community colleges, up 4.5 percent in headcount and credit hours.

Thank you to Vice President Debbie Bayer

In early July, Vice-President of Instruction Debbie Bayer shared her decision to retire from ACC to spend more time with parents, extended family, children, grandchildren, and loved ones. During her three-year tenure, Debbie made an indelible positive impact on ACC, providing energetic and exemplary leadership across the full range of complex issues that affect teaching and learning at ACC. She did inspired work connecting ACC to Lansing initiatives and served as a positive mentor to many young administrators. Her productive engagement with faculty, fellow administrators, K-12s, students, and staff will be missed. Thank you, Debbie Bayer, and best wishes from your friends at Alpena Community College.

Alpena Volunteer Center

For many years, the Alpena Volunteer Center at Alpena Community College lived its mission to encourage volunteerism, respond to community needs, and promote activities that improved the community. Under the leadership of director Cathy Abraham, the Alpena Volunteer Center encouraged people to become engaged through education, collaboration, and stewardship by bringing non-profit organizations and volunteers together to address community needs.

Unfortunately, the many challenges caused by the COVID-19 pandemic, particularly its effect on face-to-face gathering and revenue-generating community education offerings, forced the College to make a difficult decision: close the Alpena Volunteer Center and seek placement for its important activities elsewhere in the community. Graciously, the United Way of Northeast Michigan has expressed interest in continuing Christmas Wish and maintaining the website connecting volunteers to opportunities in the community. Workforce development staff at the College will pick up components of the non-credit community education portfolio when course delivery is able to resume safely.

ACC salutes Cathy Abraham, former directors Kate Bruski and Vernie Nethercut, and all Volunteer Center staff and advocates for their many years of dedication to the Volunteer Center and volunteerism in the community. They truly exemplified the Volunteer Center credo: "A single act of kindness can significantly impact another person's life."

Action Items

2.781 Revised Board Policy 7009, Sexual Misconduct Policy (Second Reading)

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

The Alpena Community College Board of Trustees approves on second reading the proposed changes to Policy 7009, Sexual Misconduct Policy.

ACC Attorney Karen Bennett was in attendance to answer any new questions. She encouraged the trustees to approve the changes in anticipation of the new federal requirements going into effect August 14.

Chairman Briggs called for a roll call vote on the resolution.

| | | | |
|---------|-----|----------|-----|
| Duncan: | Aye | Stender: | Aye |
| Gentry: | Aye | Stibitz | Aye |
| Hilberg | Aye | Townsend | Aye |
| Briggs: | Aye | | |

Ayes: 7. Nays: 0. Motion approved.

Financial Report

Vice President for Administration and Finance Richard shared an update on the College's PPP loan situation. He stated the College has already incurred the full amount — approximately \$2.4 million — allowed by the loan for payroll and fringe benefits. Because of that, the College will be applying for the loan forgiveness as soon as possible. He has scheduled a phone call with the bank representative for Friday, August 14, to determine what documentation will be necessary.

President MacMaster noted that ACC is the only community college in Michigan that he knows of that has received the PPP loan package. Getting the loan was a game changer for ACC; now we have to get the loan forgiven. Once that is done he will be greatly relieved.

Personnel Report

New hires, terminations, and status changes from June 16 to July 31, 2020.

New Hires:

- Eric Kennedy, Faculty – Concrete Technology Instructor, effective 08/03/2020.
- Sarah Prevo, Director of TRiO Talent Search, effective 07/20/2020.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Retirements:

- Charles Seguin, Maintenance, effective 08/01/2020.
- Douglas Huizenga, Faculty – Science, effective 08/01/2020.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between June 1, 2020 and August 6, 2020.

Total Donors: 135

| | |
|------------------|-------------|
| New Gifts: | \$59,615.50 |
| Pledge Payments: | \$3,723.00 |
| New Pledges: | \$2,900.00 |

Board Discussion

Trustee Stibitz asked about Fall Semester Startup and if it was going to be different this year. President MacMaster confirmed the content will be slightly different in that ACC has scheduled a speaker on implicit bias to present to the whole staff Monday afternoon, August 24.

The most significant difference in the Startup activities this year has to do with the presentation methods. To enable social distancing, the College will utilize the VCS equipment to broadcast the activities to locations around the Alpena and Oscoda campuses. Staff will be able to participate in Granum Theatre, the Fitzpatrick Student Commons, and possibly other places. Final details have not yet been set. Dr. MacMaster said that the best solutions will be found and those will be communicated to staff.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular Board of Trustees meeting is scheduled for 7:00 p.m. Thursday, September 17 2020. 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.

Adjournment

The regular meeting was adjourned at approximately 7:45 p.m.

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