

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**
December 17, 2020
665 Johnson Street, Alpena, MI 49707

On Thursday, December 17, 2020, the Alpena Community College Board of Trustees remotely held a regular monthly meeting using the Webex videoconferencing system. The meeting was called to order at 7:00 p.m. by Chairman Briggs.

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

The trustees said the Pledge of Allegiance together.

Approval of Agenda

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

Approval of the Proposed Minutes from the November 19, 2020, Regular Board Meeting

Trustee Hilberg made the motion to accept the proposed minutes from the November 19, 2020, regular Board meeting; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the remote meeting included: Ben Stevens, WATZ; Steve Fosgard, ACC administration; Dawn Stone, ACC administration; Richard Sutherland, ACC administration; Officer Jason Collegnon; Amber Vesotski, ACC faculty; and Mark Grunder, ACC administration.

No public comment.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan reported on ACC Foundation activities:

- The Giving Tuesday campaign raised \$29,000. \$4,000 of that total was designated to fund the ACC Food Pantry, while the other \$25,000 was designated to setup an endowed fund to assist ALICE students.
- The ACC Foundation has also been soliciting gifts from our loyal donors through our year end appeal letters. As of 12/14/20, we have raised \$100,495 from 160 donors. While

there are still 17 days left in 2020, we are confident that we will continue to receive year end gifts from our supportive constituents.

Chairman Briggs said the increased communication with people is important and he has enjoyed reading the *Cross Cut*.

Student Report

None.

Faculty Report

Dr. Amber Vesotski noted the faculty is currently finishing up the Fall Semester with grading.

President's Report

President MacMaster saluted the faculty for getting through the semester so well despite the COVID challenges. The Nursing Pinning was held remotely last night and several hundred people attended. The technology worked great and the presentations went well. It was a wonderful activity that represented the College well.

Director of Public Information & Marketing Jay Walterreit showed the 2019-20 Annual Report and mentioned articles related to the trustees' visioning session in February 2020 and progress made toward funding the ideas from the visioning session.

Action Items

2.792 Remote Learning Systems for Nursing Labs

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

The Board of Trustees authorizes appropriate College officials to purchase three KbPort Simplicity Hi-Fidelity ETC FusionHD Room systems, one Simplicity Skills ETC FusionHD Room system, and one Debrief Room system for a cost not to exceed \$106,076.00. The purchase will be 85% funded by the USDA DLT grant.

Ayes: 7. Nays: 0. Motion approved.

Financial Report

Notable points from Vice President for Administration and Finance Richard Sutherland's financial report include:

- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through November. The College has applied for the forgiveness portion of the program and is awaiting determination.

- Institutional Administration is higher due to significant legal fees related to the adjustments made to the Title IX policies and procedures over the past four months.
- Net income through the fifth month of the year shows as a gain of \$3,369,574, due to PPP funds recorded, reduced by lower-than-anticipated tuition revenue.

Trustee Gentry asked if the College had received forgiveness on the PPP loan yet. Sutherland reported that he had received a questionnaire that had been sent to every institution that had borrowed over \$2 million. He is still optimistic that ACC has done what the government has asked us to do. The questionnaire has been submitted and the College should get a response in the next 60 days.

Sutherland mentioned that tuition revenue continues to be down due to lower enrollments and the College hopes to get back to in-person instruction soon which will help enrollment.

Trustee Gentry asked how many applications the College has received through the Futures for Frontliners program. Dr. MacMaster reported that we have already received a good number of applications and about half of those students were already enrolled.

President MacMaster said the College is doing well closing the enrollment gap for Spring Semester and there is a possibility we can achieve our budgeted revenue for the semester.

Personnel Report

New hires, terminations, and status changes from November 13 to December 9, 2020.

New Hires:

- Bryan Robarge, TRiO Advisor – North, effective November 30, 2020.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Shannon Oliver, TRiO Advisor – South, effective 11/18/2020.

Retirements:

- None.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between October 9 and November 12, 2020.

Total Donors:	144
New Gifts:	\$76,082.00
Pledge Payments:	\$378.00
New Pledges:	\$0

Board Discussion

None.

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, January 21, 2021. The meeting is tentatively scheduled to be held in Newport Center Room 106, 665 Johnson Street, Alpena, MI 49707, but this may change to a remote meeting if necessary.

Adjournment

The regular meeting was adjourned at approximately 7:31 p.m.

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