

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting
May 20, 2021
665 Johnson Street, Alpena, MI 49707**

On Thursday, May 20, 2021, the Alpena Community College Board of Trustees held a regular monthly meeting in Newport Center 106 and the Webex videoconferencing system.

Prior to the regular meeting the trustees toured the east wing of Van Lare Hall to review the completed renovations. The tour started at 5:00 p.m. in Besser Technical Center Lobby and ended up in Newport Center Room 106.

At 6:00 p.m. the trustees conducted a budget workshop. Vice President of Administration and Finance Richard Sutherland gave a PowerPoint presentation outlining the presumptions used to assemble the draft Fiscal Year 2022 budget as well as other factors that may affect the College's operations.

The regular meeting was called to order at 7:02 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 Dr. Don MacMaster and Board Secretary Jay Walterreit.

Trustee Townsend led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes from the April 15, 2021, Regular Board Meeting

Trustee Gentry made the motion to accept the proposed minutes from the April 15, 2021, regular Board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Attending the meeting in person or via Webex were: Crystal Nelson, The Alpena News; Ben Stevens, WATZ News; Amber Vesotski, ACC faculty; Bev Banks, ACC faculty; Jim Stackowicz; Brice Banks; ACC student; Mark Grunder, ACC administration; Tim Ratz, ACC faculty; Andrew Paad, ACC faculty; Officer Jason Collegnon, Alpena Police Department; Officer Chase Beauvais, Alpena Police Department; Nancy Seguin, ACC administration; Steve Fosgard, ACC administration; Richard Sutherland, ACC administration; Noel Curtis, ACC administration; Karen Bennett, ACC attorney; Kasey Kowalski, ACC administration; and Robert Tosch.

Robert Tosch addressed the trustees during the Public Comment portion of the meeting.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Townsend reported the Property Subcommittee met on May 11 to discuss title issues related to state funding for the Van Lare Hall renovation project.

Trustee Duncan gave the following report on ACC Foundation activities.

ACC Foundation Report to ACC Board of Trustees
May 20, 2021
By Teresa Duncan

- ✓ Shared with Foundation Board the summary of Board of Trustees March Retreat and highlights from the IPEDs report. It was enthusiastically received.
- ✓ Beach Hall asked that I share his observation of potential opportunities for ACC related to the Mid-Michigan Health/War Memorial acquisition; perhaps adding paramedic curriculum. Beach also feels we need to increase promotion of ACC programming and value.
- ✓ The Foundation Board discussed the inadequacy of ACC's communication technology resources. Different age groups tend to use different forms of communications; they will not reliably respond to forms not in their comfort zone (phone call vs mail vs email vs texting). Mary Eagan and Brenda are researching technologies to better communicate with students and donors. Students tend to prefer texting, however texting services range \$4K to \$18K/year.
- ✓ A large number of scholarships went unawarded this year, therefore the Foundation elected to open a second application period. The new deadline to apply for scholarships is July 15th.
- ✓ The next Scramble for Scholarships event is Saturday, August 21st at The River's Edge Golf Club. Foundation members are actively seeking sponsors and participants the Scramble.
- ✓ In lieu of the Spring Scholarship Luncheon, Brenda and company produced an inspiring, moving video, [shared here and also viewable on Youtube](#) by searching ACC Foundation Scholarship Thank You Video – 2021.

Student Report

None.

Faculty Report

ACC Nursing Instructor Bev Banks reported on the status of the Nursing Program and projections for Fall Semester 2021.

Manufacturing Instructor Andrew Paad also addressed the trustees, reminding them of the success of ACC students in the recent SkillsUSA Michigan competition. Paad also gave credit to instructors Tim Ratz and David Cummins for their part in preparing the students.

President's Report

President's Report to the Alpena Community College Board of Trustees
May 20, 2021

Paycheck Protection Program (PPP) Loan Forgiveness

The Paycheck Protection Program is a United States Small Business Administration (SBA) loan program that helps eligible small businesses under 500 employees keep their workforce employed during the COVID-19 pandemic. PPP loans can be used to help fund payroll costs, including benefits, and may also be used to pay for mortgage interest, rent, utilities, and worker protection costs related to COVID-19. SBA will forgive loans if all employee retention criteria are met, and the funds are used for eligible expenses. In partnership with Jerry Tracey at mBank, Vice President of Administration and Finance Richard Sutherland pursued and obtained a PPP loan in May 2020 in the amount of \$2,435,000. This week ACC learned that SBA determined that all workforce retention criteria had been met and forgiveness on the loan has been issued. Kudos to Dick Sutherland and the ACC business office for their exemplary efforts in securing this loan for ACC and for their expertise in maintaining the documentation throughout the process that led to loan forgiveness.

American Rescue Plan Higher Education Emergency Relief Fund (HEERF III)

The Higher Education Emergency Relief Fund III (HEERF III) authorized by the American Rescue Plan (ARP), Public Law 117-2, was signed into law on March 11, 2021. HEERF III provides \$39.6 billion nationally in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic. ARP funds are in addition to funds authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260, and the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, Public Law 116-136. ACC's share of HEERF III dollars will be \$3,067,352 with \$1,546,463 obligated to go directly to students eligible for hardship grants. ACC has already distributed more than \$758,000 in direct hardship grants to students from the CRRSAA and CARES Act funding.

Commencement Activities

Commencement week at ACC is always full of memorable moments. Despite the pandemic, 2021 was no exception. Below is a list of 2021 commencement activities:

- Nurses Pinning
- Commencement video
- Drive through Commencement
- Staff appreciation video
- Foundation event honoring Frontrunner and Besser Award winners
- Alpena Early College graduation
- Alpena Firefighter Academy graduation

Thanks to all who contributed to these successful events. For the year ACC had 320 graduates.

Action Items

None.

Financial Report

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

- The property tax receipts of \$2,734,107 are \$72,968 more than those for April 2020, a little higher than expected.
- Tuition/fee receipts of \$5,925,290 are \$227,433 less primarily due to lower than expected enrollments for Spring registrations.
- State aid is as expected.
- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through April. The College has applied for the forgiveness portion of the program and awaiting determination.
- Instruction and Instructional Support are as expected for this time of year.
- Student services is as expected for this time of year due to the changeover in registrar from last year.
- Institutional Administration is higher as expected due to the addition of the Alumni Relations position, and changes in healthcare coverage.

Sutherland also confirmed that the PPP loan had been officially forgiven. President MacMaster said the College was fortunate to receive the money and that a plan for making the best use of the money would be developed.

Personnel Report

New hires, terminations, and status changes from April 10 to May 11, 2021.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Jenniffer Watson, ESP2 Student Services Technician and Perkins Technician, effective 05/05/2021.

Transfers:

- None.

Retirements:

- Julie Miller, FT Faculty – Nursing, effective 6/1/2021.
- Mary Jane Thomson, FT Faculty – Business Information System & Computer Information Systems, effective 06/01/2021.
- Larry Thomson, FT Faculty – Criminal Justice Program, effective 07/01/2021.

Name Changes:

- None.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between April 9, 2021 and May 11, 2021.

Total Donors: 41

New Gifts:	\$22,660.00
Pledge Payments:	\$33,178.00
New Pledges:	\$0

Board Discussion

- Chairman Briggs asked Trustee Hilberg to conduct the president's evaluation this year. Hilberg will contact President MacMaster to discuss the process, which will be the same as last year. Chairman Briggs then asked the trustees to meet at 5:30 p.m. on Thursday, June 17, to conduct the president's evaluation in closed session.
- Trustee Gentry asked President MacMaster about athletic eligibility for early college students. MacMaster explained that rules from the National Junior College Athletic Association prevent early college students from having eligibility in their 13th year of high school since they have not officially graduated from high school. The trustees wondered if there was a way to convince the NJCAA to change the rule to accommodate early college students or find another way to allow them to play college-level sports in what normally would be their freshman college year.

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, June 17, 2021. The meeting is tentatively scheduled to be held in the Newport Center Room 106, 665 Johnson Street, Alpena, MI 49707, but the meeting format or location may change if necessary.

Please note: the trustees will gather at 5:30 p.m. on June 17 in Newport Center Room 106 to conduct the president's evaluation. The evaluation will be conducted in closed session.

Adjournment

The regular meeting was adjourned at approximately 8:15 p.m.

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