

**Approved Minutes of the  
Alpena Community College Board of Trustees Regular Meeting  
June 17, 2021  
665 Johnson Street, Alpena, MI 49707**

On Thursday, June 17, 2021, the Alpena Community College Board of Trustees held its regular monthly meeting in Newport Center Room 106. The meeting was called to order at 5:34 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 Townsend made the motion to go into closed session to conduct the president's yearly evaluation per the president's request. That motion was seconded by Trustee Duncan. A roll call vote was taken:

Briggs: Aye  
Duncan: Aye  
Gentry: Aye  
Hilberg: 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 7:08 p.m. Trustee Duncan made the motion to end the closed session; the motion was seconded by Trustee Townsend. 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 7:18 p.m. the recess ended and the regular portion of the meeting commenced. Trustee Duncan led the Pledge of Allegiance.

**Approval of Agenda**

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

**Approval of the Proposed Minutes from the May 20, 2021, Regular Board Meeting**

Trustee Stibitz made the motion to accept the proposed minutes from the May 20, 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: Ben Stevens, WATZ News; Mark Grunder, ACC administration; Nick Brege, ACC administration; Andrew Paad, ACC faculty; Officer Jason Collegnon, Alpena Police Department; Officer J.T. Valley, Alpena Police Department; Nancy Seguin, ACC administration; Steve Fosgard, ACC administration; Richard Sutherland, ACC administration; Noel Curtis, ACC administration; Karen Bennett, ACC attorney; and community member Robert Tosch.

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

## **Communication(s)**

None.

## **Board Member and Subcommittee Reports**

Trustee Duncan reported on recent ACC Foundation activities including:

- Preparation for the Scramble for Scholarships, which is scheduled for August.
- The ACC Foundation is working on donor recognition signage and a ribbon-cutting ceremony in the fall for Van Lare Hall.
- Discussion on the Granum Theatre and forming a committee to work on programming and maintenance.

Trustee Townsend reported the Property Subcommittee met on June 16 to speak with a community member about ideas for use of ACC property.

Chairman Briggs and Trustee Hilberg gave a report on the president's evaluation. President MacMaster submitted two self-evaluation documents which detailed his work on duties outlined in the president's position description and on his proposed goals for Fiscal Year 2021.

Trustee Hilberg summarized the results of the evaluation as follows:

- President MacMaster has done an excellent job with everything the Board of Trustees has challenged him to do.
- It is noteworthy that he brought the College staff and community together in a challenging year during the pandemic.
- He has managed the construction projects well.
- He has over-achieved and stayed the course during a year that presented many challenges.
- He has demonstrated great leadership.

Chairman Briggs noted that President MacMaster has consistently listed and complemented ACC faculty and staff and that is an indication of his leadership of the College.

## Student Report

None.

## Faculty Report

Utility Tech Instructor Roy Smith addressed the trustees and gave an update on recent activities in the UTT program, including a new initiative with Consumers Energy. The utility is experiencing a manpower crunch as they look at upcoming line worker retirements along with new challenges to the electrical grid. Smith is offering four classes this summer which will help ACC students acquire basic skills which will then allow those students to be considered for employment by Consumers. Smith noted that the content and integrity of the UTT certificate and associate degree programs haven't changed. Smith also reported the program had 300 applications for 60 spots in next year's cohort.

## President's Report

None.

## Action Items

### 2.802 Approval of Presidential Contract

Chairman Briggs introduced the action item and outlined the president's proposed compensation for Fiscal Year 2022. Currently MacMaster is at Step F5 in the administrative pay scale. Giving him the same raise as the rest of the administrative group would move him to Step F6 for FY22. President MacMaster expressed an interest in being treated consistently with all of the employees. Briggs and the trustees recommended that MacMaster be moved to Step F6.

MacMaster's total compensation for Fiscal Year 2022 would be as follows:

Salary (Step F6)	\$159,707
Longevity (25 years of service)	\$4,200
Auto/Other	<u>\$14,000</u>
	\$177,907

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

The Alpena Community College Board of Trustees approves a new three-year employment contract for Dr. Donald C. MacMaster as Alpena Community College president starting July 1, 2021, and expiring June 30, 2024.

Ayes: 7. Nays: 0. Motion approved.

### 2.803 Fiscal Year 2022 Administrative Salary Schedule

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

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2022 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.

### 2.804 Fiscal Year 2022 Proposed Budget

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

The Alpena Community College Board of Trustees accepts the budget as presented for FY 2022.

Ayes: 7. Nays: 0. Motion approved.

### 2.805 Bids for Park Arena Floor Restoration

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

The Board of Trustees approves the contract with Floor Care Concepts of Wyoming, Michigan, for a total not to exceed \$27,079. The work will take place in the months of July and August 2021 without disruption to College activities.

Ayes: 7. Nays: 0. Motion approved.

### 2.806 Bids for Overhaul of Telecommunications Platform

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

The Board of Trustees approves the bid from CDWG for a cost not to exceed \$159,466.47 for telecommunications licensing, hardware, and support.

Ayes: 7. Nays: 0. Motion approved.

### 2.807 Expansion of Digital Marketing and Advertising Services

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

The Board of Trustees approves the contract with Spectrum Reach for an amount not to exceed \$60,000 for digital marketing services for Fiscal Year 2022.

Ayes: 7. Nays: 0. Motion approved.

## 2.808 Window Lintel Restoration

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

The Board of Trustees approves the contract with RAM Construction Services for an amount not to exceed \$37,952 for repairing window lintels in Van Lare Hall.

Ayes: 7. Nays: 0. Motion approved.

## 2.809 Certification of MCCA Board of Directors Representatives

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

Dr. Don MacMaster is appointed to the 2021-22 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2021.

Florence Stibitz is appointed to the 2021-22 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2021.

Teresa Duncan is appointed to the 2021-22 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2021.

Ayes: 7. Nays: 0. Motion approved.

## **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 \$68,695 more than those for May 2020, a little higher than expected.
- Tuition/fee receipts of \$5,940,798 are \$275,965 less primarily due to lower than expected enrollments.
- State aid is as expected.
- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through May. The College applied for the forgiveness portion of the program and it has been approved.

## **Personnel Report**

New hires, terminations, and status changes from May 12 to June 8, 2021.

### New Hires:

- Brian Schorn, Full-Time Faculty – Fine Arts Instructor, effective 07/26/2021.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Transfers:

- None.

Retirements:

- None.

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: 53

New Gifts:	\$16,118.00
Pledge Payments:	\$5,778.00
New Pledges:	\$0

**Board Discussion**

- Trustee Duncan suggested the ACC Board of Trustees publicly support the ACC Foundation and asked if the trustees would consider contributing toward a hole sponsorship with the updating Scramble for Scholarships. Trustee Hilberg volunteered to work with the other trustees to collect donations.

**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, August 19, 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.

Please note: there is no regular Board meeting scheduled for the month of July.

### **Adjournment**

The regular meeting was adjourned at approximately 8:40 p.m.

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