

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**
August 19, 2021
665 Johnson Street, Alpena, MI 49707

On Thursday, August 19, 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 7:01 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 Hilberg led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Stibitz 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 June 17, 2021, Regular Board Meeting Closed Session and the Proposed Minutes from the July 30, 2021, Special Board Meeting

Trustee Hilberg made the motion to accept the proposed minutes from the June 17, 2021, regular Board meeting closed session and the July 30, 2021, special Board meeting; Trustee Gentry 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; Officer Jason Collegnon, Alpena Police Department; Steve Fosgard, ACC administration; Richard Sutherland, ACC administration; Karol Walchak, ACC faculty; Brenda Herman, ACC administration; Melissa Fournier-Thomas, ACC administration; Dawn Stone, ACC administration; Amanda Sumerix, ACC administration; Natanael Macean, ACC student; Yuki Nishibashi, ACC student; Evelyn Szatkowski, ACC student; Meagan Wright, ACC student; 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. Following is the text of her remarks:

- The Foundation is exploring the purchase and implementation of scholarship management software. This is a collaboration between the Foundation and the financial aid office. The current process is very antiquated, time consuming and vulnerable to a multitude of human errors. Moving to an online platform will allow the process to be simplified for students as much of the information will be pulled in from our student information system and is in an electronic format which the students prefer to pencil and paper applications. In addition, this software will significantly lighten the load of staff in both the foundation and financial aid offices.
- The 26th Annual Robert M. Granum Scramble for Scholarships is this Saturday, August 21st. We have a record number of team registered at 29 teams. We also have a record number of hole, cart, and event sponsors. The ACC Foundation would like to extend a gracious thank you to the ACC Board of Trustees for their support of this important fundraiser for ACC students. We are very excited to host this event and are looking forward to a day of fun and fellowship.
- The ACC Foundation has begun planning a donor recognition event to celebrate the completion of the renovations to Van Lare Hall. While the details are all still being worked out, the event will occur sometime at the end of September or beginning of October.

Alpena Community College Foundation Executive Director Brenda Herman addressed the trustees to update them on the progress made to bring programming to Granum Theatre.

Student Report

None.

Faculty Report

Dr. Karol Walchak and Language Society members Natanael Macean, Yuki Nishibashi, Evelyn Szatkowski, and Meagan Wright shared details of their trip to California and Nevada. Each of the students expressed gratitude for the opportunity to travel and spoke about how the activity changed their lives.

President's Report

President's Report to the Alpena Community College Board of Trustees
August 19, 2021

MiLEAP grant awarded to support workforce training at Alpena Community College

Michigan Works! Northeast Consortium, in partnership with Alpena Community College and North Central Michigan College, was awarded a \$1,375,000 Michigan Learning Education and Advancement Program (MiLEAP) grant, through the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD). As a primary partner, ACC will receive a total of \$330,000 to serve 180 participants in four areas of advancement: Advanced

Manufacturing and Mechatronics; Mobility Operators – ROV and UAS; Information Technology; and Utility Clearance Arborist.

The Advanced Manufacturing program will offer short-term training, teaching several industrial occupational skills, including safety, PLC, CAD, and more. The combination of training meets employers' needs for workers with multi-faceted skills. Portions of the program will be conducted online. Trainees will test for advanced certificates in welding, machining, and CAD. (Employer Partner: ESI)

Mobility Operator training will provide advanced training in operation of unmanned aerial systems and underwater remote operated vehicles. Training will likely be delivered remotely and will be one semester or less, leading to a certificate or licensure. (Employer Partner: Cloverland Electric)

Information Technology training will be offered to non-IT professionals and individuals interested in entering the profession, resulting in a credential in IT Fundamentals from CompTIA. Most of this program will be conducted online. In addition to introductory topics, the program will also include specialized networks and cybersecurity. (Employer Partner: Intricate Security)

The Utility Clearance Arborist program will train individuals to clear tree branches adjacent to utility lines. Curriculum will include chainsaw operations and safety, how to work safely in proximity to energized lines, arboriculture, and pesticide application. The format will be a hybrid of online and in-person/hands-on training. Approximately one semester in length, students will be immediately employable in a short period of time. (Employer Partner: Thunder Bay Tree Service)

ACC will use the \$330,000 for equipment and supplies, and instructional design development and coordination of short-term training programs. In addition, MiLEAP funding will be utilized to offer \$1,000 scholarships to help cover the cost of attending training.

Lumberjack Support Network, Student Resource Guide

Kudos to Dean of Students Nancy Seguin, SIP grant director Amanda Sumerix, Workforce Development and SIP grant administrative assistant Lisa Blumenthal, and ACC Foundation Director Brenda Herman for their creation of a comprehensive one-page resource guide for ACC students (see attached). Aggregating this support network information for new and current students is most timely as we enter Fall semester still dealing with the pandemic and the challenges it presents.

Action Items

2.812 Bids for Childbirth Simulator

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

The Alpena Community College Board of Trustees approves the purchase of one childbirth simulator from Gaumard Scientific at a cost not to exceed \$63,187.00. This purchase shall be made utilizing SIP Grant funds.

Ayes: 7. Nays: 0. Motion approved.

2.813 Trustee Exemption for Adjunct Instruction

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

The Alpena Community College Board of Trustees approves a contract with Trustee Joseph Gentry II as an adjunct instructor to teach two Economics courses for Fall Semester 2021.

A roll call vote was taken.

Briggs: Aye
Duncan: Aye
Gentry: Abstain
Hilberg: Aye
Stender: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 6. Nays: 0. Abstains: 1. Motion approved.

2.814 Proposed Changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy

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

The Alpena Community College Board of Trustees approves upon first reading changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy.

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 \$149,712 are \$24,374 more than those for July 2020, due to timing of receipts.
- Tuition/fee receipts of \$2,744,157 are \$83,365 less primarily due to lower than expected enrollments.
- State aid for the current year is zero because of the normal start month of October.
- Approximately \$1,080,000 in Paycheck Protection Program funding is recorded in July 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.
- There were three payrolls processed in July for both FY21 and FY22.

Personnel Report

New hires, terminations, and status changes from June 9 to August 12, 2021.

New Hires:

- Brian Schorn, Full-Time Faculty – Fine Arts Instructor, effective 07/26/2021.
- Todd Crandall, Part Time Custodian, effective 08/24/2021.

Re-Hires:

- Robert Mills, Faculty – Program Director Criminal Justice/Lead Instructor Criminal Justice, effective 08/02/2021.

Transfers:

- Bonnie Schopfer, Adjunct – Nursing to Faculty – Nursing, effective 08/02/2021.
- Susan Cook, Transferred from Adjunct – Computer Science to FT Faculty – Business Information Systems/Computer Information Systems Instructor, effective 08/09/2021.
- William Shatrau, Transfer from Sub-Custodian to Full Time Custodian, effective 08/23/2021.

Resignations:

- John Nowlin, FT Faculty – Utility Technology Technician Instructor, effective 08/02/2021.

Retirements:

- Margaret Ricker, FT Faculty – Economics/Political Science Instructor, effective 08/01/2021.
- Garth Gapske, Full Time Custodian, effective 09/01/2021.

Name Changes:

- April Barres to April Jett, Learning Resource Center Technician, effective 06/24/2021.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between June 9, 2021 and August 10, 2021.

Total Donors: 142

New Gifts:	\$80,220.21
Pledge Payments:	\$18,636.00
New Pledges:	\$0

Board Discussion

- Chairman Briggs asked Melissa Fournier-Thomas about the status of the Nursing labs in Van Lare Hall. She replied that the new labs and offices are amazing and she and the Nursing staff are excited to start the semester in the new area. Briggs said the trustees would love a tour of new facilities and equipment.
- Fournier-Thomas mentioned the upcoming ACEN accreditation activities and said the trustees would be invited to attend a public session.
- President MacMaster suggested that the trustees conduct a retreat session after the regular Board meeting in September. He listed four topics he wished to discuss with the trustees: succession planning for retiring staff members including Richard Sutherland; planning for the operation of the Bookstore after the retirement of its current director; adding student housing and how that might move forward; and the College's options related to possibly moving to a new student information system.
- The trustees tentatively agreed to meet for a retreat session on Monday, September 27, from 12:30 p.m. to 5:00 p.m., in the Roger C. Bauer Board Room on the Alpena Campus.
- Trustee Stibitz asked that Art Instructor Brian Schorn be invited to the September Board meeting to talk about the improvements he's making in the Art Department.

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 16, 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.

Adjournment

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

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

Joseph Gentry II
118 Kensington Ct.
Alpena, MI 49707

August 12, 2021

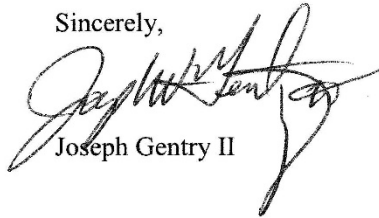
TO: John Briggs, Chair, Alpena Community College Board of Trustees
RE: Written Disclosure of Financial Interest

Chairman Briggs:

I wish to enter into a contract with Alpena Community College to be an adjunct instructor to teach two sections of Economics 232, Macro Economics. The contract will be for Fall Semester 2021, August 30 to December 16, 2021.

My compensation for teaching those courses would be \$1,800 per course, for a total compensation of \$3,600.

Sincerely,



Joseph Gentry II