

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting
September 16, 2021
665 Johnson Street, Alpena, MI 49707**

On Thursday, September 16, 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 7:00 p.m. by Chairman Briggs.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, and Tom Townsend. Absent: Florence Stibitz. Also present: President Don MacMaster and Board Secretary Jay Walterreit.

Chairman Briggs 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: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the August 19, 2021, Regular Board Meeting

Trustee Duncan made the motion to approve the proposed minutes from the August 19, 2021, regular Board meeting; Trustee Townsend seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Attending the meeting in person or via Webex were: Ben Stevens, WATZ News; Officer Jason Collegnon, Alpena Police Department; Steve Fosgard, ACC administration; Richard Sutherland, ACC administration; Brenda Herman, ACC administration; Melissa Fournier-Thomas, ACC administration; Dawn Stone, ACC administration; Noel Curtis, ACC administration; Andrew Paad, ACC faculty; Todd Artley, ACC faculty; Julie Miller, ACC retiree; Garth Gapske, ACC retiree; Mary Jane Thomson, ACC retiree; Larry Thomson, ACC retiree; Marty Thomson, community member; Brian Schorn, ACC faculty; and community member Robert Tosch.

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

Communication(s)

President MacMaster read a note sent by Sen. Gary Peters.

Board Member and Subcommittee Reports

Trustee Duncan noted the two Van Lare Hall open houses in October. The major donor event is scheduled for Friday, October 8, and another open house for donors and the public is on Saturday, October 9. She noted the scholarship management software action item on the agenda

as important to the ACC Foundation. Lastly, she mentioned the Scramble for Scholarships event in August which was very successful.

Student Report

None.

Faculty Report

Art Instructor Brian Schorn introduced himself to the trustees and talked about the things he's doing to revamp the Art Program.

President's Report

President's Report to the Alpena Community College Board of Trustees
September 16, 2021

Fall Enrollment up in Headcount, down in Credit Hours

As of Friday, September 10, the end of the second week of classes, fall semester 2021 enrollment was up 3.05% in headcount and down 7.5% percent in credit hours compared to fall semester 2020. Dual enrollment and Early College enrollment continue to grow as a percentage of overall enrollment. ACC now offers dual enrollment or Early College credit coursework to 19 K-12s across northern Michigan. An enrollment highlight: headcount at Oscoda campus was up 23.5%.

Accreditation Commission for Education in Nursing (ACEN) site visit

A site visit for continuing accreditation of the LPN and RN nursing programs at Alpena Community College by the Accreditation Commission for Education in Nursing (ACEN) concluded today. At the exit interview, ACEN team chairperson Dr. Jeffrey Wade Forehand, director and professor of nursing at Troy University in Troy, Alabama, reported the ACC nursing program was in compliance with all six main ACEN evaluation criteria and recommended the ACC nursing program for continued ACEN accreditation. Dr. Forehand and his team praised the program, noting in particular the following attributes:

- Excellent faculty who are passionate about student success
- Preparation and responsiveness by nursing director Dr. Melissa Fournier-Thomas and administrative assistant Lisa Brege
- Cutting edge technology combining simulation and WebEx
- Outstanding clinical relationship with Mid-Michigan Alpena
- Supportive environment for students
- Integration of Oscoda campus with no drop-off in support, technology, or instructional quality
- Administrative support of the Nursing program from the Trustees as indicated by recent investment in upgraded facilities
- Deep community support

Kudos to nursing director Dr. Melissa Fournier-Thomas, administrative assistant Lisa Brege, nursing faculty Diane O'Connor, Tony Pratt, Melanie Thomas, Bev Banks, Bob Kutschman, Bonnie Schopfer, and simulation coordinator Terry McKenzie for their work in preparing for this comprehensive examination process. Formal notification of the ACC nursing program's reaccreditation status is expected in March 2022.

Van Lare Hall opens to staff and students

Van Lare Hall opened to staff and students for the beginning of fall semester on Monday, August 31. Special thanks to ACC's Office of Information Technology, maintenance and custodial staff, nursing staff and faculty, business office, registrar, academic services, financial aid, and student services for the sustained and collaborative effort it took to meet this important deadline. Feedback on the Ruth C. Julian Center for Health Sciences has been highly positive. The Besser Foundation student commons is also a highlight.

To celebrate the completion of the Van Lare Hall renovation project, the Alpena Community College Foundation has scheduled a pair of donor appreciation events: Friday evening October 8 beginning at 5:30 p.m. for major donors, and Saturday, October 9 from 10 a.m. – 1 p.m. for community supporters. An Open House is scheduled from 1:00 – 2:00 p.m. on Saturday afternoon, October 8. Thanks to everyone for supporting this community project as it comes to fruition.

Park Arena Floor refinishing complete

The final coat of floor finish was applied to the Park Arena floor on 9/11/2021 bringing the project to completion. The new floor will be ready for the athletics and physical education classes to use starting 9/14/21. The floor design - which included combinations of paint, stain, natural wood, and airbrushing – was finalized through a review and revision process of the Campus Beautification Committee. The red and gray paint colors used on the floor were matched to the official College colors, while the gray and maroon stain colors used inside the three-point and key areas were chosen from a menu of available colors to complement the school colors. The combination of paint and stain allows the natural beauty of the wood to show through while creating crisp lines and clear markings for official NJCAA play. The airbrush fade along the sideline border provides a transition from the wood-stained "LUMBERJACKS" baseline block lettering to the dedication for Frank McCourt at center court inside the sideline border.

The original cost of the project for the floor refinishing came in at \$27,079. There was an area of water damage discovered near a drinking fountain during the floor refinishing process, which delayed the project several weeks. The cost of the repairs was handled as a separate project with an allowance of \$2,000.

CET Grant awarded

Alpena Community College was awarded a \$46,000 Fiscal Year 2022 Consultation Education and Training (CET) Grant from MIOSHA to continue to deliver safety training to our region's workforce. At no cost to the employers, ACC will deliver OSHA 10-hour courses to our manufacturers and other general industry partners, as well as a number of presentations in various topics such as confined spaces, fall protection, and noise protection. Nursing and

residential care facilities will receive presentations on ergonomics and lifting, as well as workplace violence training. Building on the success of the last two years, ACC is expanding the opportunity for safety courses in the tree trimming/utility line clearance industry, by offering two one-week sessions, covering topics such as chainsaw safety, aerial rescue and electrical approach safety. This boot-camp style course will be coordinated with the upcoming non-credit utility line clearance certificate program funded by the MiLEAP grant, providing an enhancement at no additional cost to the students.

Action Items

2.815 Emeritus Status for Faculty Retirees Julie Miller, Mary Jane Thomson, and Margaret Ricker

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds Julie Miller, Margaret Ricker, and Mary Jane Thomson for their service to the College and its students, and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

Ayes: 6. Nays: 0. Motion approved.

2.816 Resolutions of Appreciation for Garth Gapske, John Nowlin, and Larry Thomson

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously expresses its appreciation to Garth Gapske, John Nowlin, and Larry Thomson for their service to the College, its students, and the people of Northeast Michigan.

Ayes: 6. Nays: 0. Motion approved.

2.817 Bids for Syllabus Management System

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

The Alpena Community College Board of Trustees approves the purchase of a three-year subscription of the syllabus management system from Simple Syllabus at a cost not to exceed \$4,900 per year for three years, plus a one-time implementation fee of \$5,000. All purchases shall be made from SIP grant funds.

Ayes: 6. Nays: 0. Motion approved.

2.818 Bids for Scholarship Management System

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

The Alpena Community College Board of Trustees approves the purchase of a three-year subscription of the scholarship management software from AwardSpring at a cost not to exceed \$28,815 for three years.

Ayes: 6. Nays: 0. Motion approved.

2.819 Proposed Changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy — Second Reading

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

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

Ayes: 6. Nays: 0. Motion approved.

2.820 Bids for Bus Transportation

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

The Board of Trustees authorizes appropriate College officials to contract with Beyond Horizons of Mt. Pleasant, Michigan, to provide bus transportation for men's and women's basketball team travel for the 2021-22 season at a cost not to exceed \$21,647.

Ayes: 6. 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 \$568,830 are \$37,684 more than those for August 2020, due to timing of receipts.
- Tuition/fee receipts of \$3,005,879 are \$262,586 less primarily due to lower than expected enrollments.
- State aid for the current year is zero because of the normal start month of October.
- \$2,435,600 in Paycheck Protection Program funding is recorded through August of 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.

Personnel Report

New hires, terminations, and status changes from August 14 to September 10, 2021.

New Hires:

- Morgan Hardies, ESP2 Student Success Center Technician – Alpena Campus, effective 08/23/2021.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Bobbette Ross, ESP2 TRiO Advisor – South, effective 08/20/2021.

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 August 11 and September 7, 2021.

Total Donors: 74

New Gifts: \$89,825.72

Pledge Payments: \$15,278.00

New Pledges: \$0

Board Discussion

- The trustees and President MacMaster discussed the agenda for the September 27 Board retreat. They listed four topics they wished to discuss: planning for the operation of the Bookstore after the retirement of its current director; adding student housing and how that might move forward; the College's options related to possibly moving to a new student information system; and opportunities for the Oscoda Campus related to the spaceport. The trustees will meet 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.
- Chairman Briggs asked if certificates would be available for the evening's honorees; Secretary Walterreit promised to make those available in the coming week.

- The trustees discussed the public comment portion of the meeting agenda and asked questions about the Open Meetings Act and the Board’s policy on public comment.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The ACC Board of Trustees will meet in retreat session on Monday, September 27, 2021, in the Board Room, 400 Natural Resources Center. The meeting is scheduled to go from 12:30 to 5:00 p.m. Topics of discussion will include operation of the Bookstore, adding student housing, moving to a new student information system, and opportunities for the Oscoda Campus related to the spaceport.

The next regular Board of Trustees meeting is scheduled for 7:00 p.m. Thursday, October 21, 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 due to COVID issues.

Adjournment

The regular meeting was adjourned at approximately 8:35 p.m.

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