

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**
October 21, 2021
665 Johnson Street, Alpena, MI 49707

On Thursday, October 21, 2021, the Alpena Community College Board of Trustees held its regular monthly meeting in the Roger C. Bauer Board Room, 400 Natural Resources Center. 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 Florence Stibitz. Absent: Tom Townsend. Also present: President Don MacMaster and Board Secretary Jay Walterreit.

Trustee Stender led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Duncan that the agenda be approved as presented; the motion was seconded by Trustee Stender. Ayes: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the September 16, 2021, Regular Board Meeting and September 27, 2021, Retreat Meeting

Trustee Gentry made the motion to approve the proposed minutes from the September 16, 2021, regular Board meeting and September 27, 2021, retreat meeting; Trustee Stibitz 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; Dawn Stone, ACC administration; Andrew Paad, ACC faculty; Brian Schorn, ACC faculty; Dr. Karol Walchak, ACC faculty; Wendy Brooks, ACC administration; Ashley Nowicki, ACC student; Alex Ostrander, ACC student; Leo Maiolo, ACC student; Philip Straley; Chelsea McConnell; Carl Cadwallader; and community member Robert Tosch.

Chairman Briggs announced that the Rules for Public Comment During Board Meetings policy had been modified to bring it in line with the policies of other public boards, including Alpena Public Schools. The change reduced the time limit for each commenter from five minutes to three minutes. Chairman Briggs also noted the sections in the policy that say:

6. Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board of Trustees member or College employee that disrupt the order of the meeting and are totally unrelated to the manner in which the trustee or employee performs his or her duties.

7. To ensure due process and respect for individual rights, the ACC maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. For assistance, please contact the President's Office.

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

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan updated the ACC trustees on recent ACC Foundation activities, including:

- ACC Foundation Executive Director Brenda Herman expresses gratitude to the ACC trustees who attended the Van Lare Hall dedication events October 8-9.
- ACC Foundation staff are in the beginning stages of implementing the scholarship software which was approved by the ACC trustees at the September Board meeting.
- The ACC Foundation continues to maximize the usage of their thin resources, including revamping the ways committees work and the frequency of meetings. The committees are now meeting monthly and the whole Foundation board meets quarterly. This new structure is more efficient and helps the Foundation board do more work.
- The ACC Foundation trustees have suggested scheduling a holiday lunch with the ACC trustees in December. Trustees will check their schedules and find a good date and time.

Trustee Stibitz reported on the recent MCCA directors meeting at Lake Michigan College in Benton Harbor:

- President MacMaster and Trustee Stibitz made the six-hour car trip together.
- The main goal of the meeting was to select the new MCCA president; Brandy Johnson was selected. Trustee Stibitz noted that Johnson is quite qualified and capable, but will have challenges to deal with in the future.
- Lake Michigan College has associate degree program in wine and viticulture, which was very popular with students.
- LMC also had an interesting facility called a [Fab Lab](#) which is described as an open-access digital fabrication studio and collaborative workshop. Visitors have access to the information, tools, software and space needed to invent and create. Some of the equipment available for use includes: laser cutters, 3D printers, vinyl cutters, woodshop, CNC router, hand tools, Adobe Creative Suite software, serger, embroidery machine, and a walking foot sewing machine

Student Report

ACC Student Leadership Commission representatives Ashley Nowicki and Alex Ostrander told the trustees about recent and upcoming SLC activities, including:

- Giving away flashlight keychains
- Offering a refueling station for students, which provided free snacks
- Participating in the Welcome Back Bash in September
- Providing valet parking services at the Van Lare Hall dedication event
- Offering a free laser tag event; 81 students participated
- Helping with the student tours during the recent ACC Open House on the Alpena Campus
- Spending a day volunteering at the Alpena Big Brothers Big Sisters
- Offering a free Cobby Goose painting day for Christmas ornaments
- Offering a free ugly sweater-themed open skate at Northern Lights Arena

ACC student and College Park Apartments resident assistance Leo Maiolo listed some of the recent student activities at the apartments:

- The RAs are meeting weekly
- Residents participated in a fire safety training exercise
- A cookout was held
- An RA and some apartment residents went camping on a weekend
- A CPA Facebook page is regularly updated
- A fall festival for apartment residents will start next week; the first activity will be a pumpkin carving contest.
- The residents celebrate birthdays each month; a November 1 event will be a combination birthday and Halloween party.
- A Christmas lights contest will be held in November-December

Faculty Report

Communications Instructor Dr. Karol Walchak, Manufacturing Technology Instructor Andrew Paad, and Art Instructor Brian Schorn unveiled a project to build metal, bottle-shaped receptacles to collect returnable bottles and cans. President MacMaster said the implementation of the idea was still being discussed.

President's Report

A printed President's Report was not distributed at the meeting. Instead, President MacMaster invited Carl Cadwallader, Owner of Barger Creek Wireless, to update the ACC trustees on the progress made to provide high-speed wireless internet services to Montmorency County.

Action Items

2.821 Fiscal Year 2021 Audit Report

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

The Board of Trustees accepts the financial report and approves the Fiscal Year 2021 audit as submitted by Straley Lamp & Kraenzlein P.C., and commends all parties for their dialogue and exactness in assuring the audit has been produced in full compliance with state law and the new principles of accounting as adopted by G.A.S.B. It is further noted that appropriate officials at the College are directed to communicate the results of this important process to all interested parties.

Ayes: 6. Nays: 0. Motion approved.

2.822 Local Strategic Value Resolution

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

The Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations.

Ayes: 6. Nays: 0. Motion approved.

2.823 Capital Outlay/Campus Master Plan Submission

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

The Alpena Community College Board of Trustees authorizes staff to submit the ACC Five-Year Master Plan 2023-27 for Capital Outlay to the State Budget Office.

Ayes: 6. Nays: 0. Motion approved.

2.824 Wood Chipper Bids

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

The Alpena Community College Board of Trustees approves the purchase of a 2022 Morbark Eger Beaver 1215 for a cost not to exceed \$33,900.56. The purchase will be paid for from Michigan Learning Education and Advancement Program grant program funds.

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 \$581,410 are \$33,500 more than those for September 2020, due to expected increases and timing of receipts.
- Tuition/fee receipts of \$2,962,155 are \$178,200 less primarily due to lower than expected enrollments.
- State aid for the current year is zero because of the normal start month of October.
- The difference in Federal is due to \$2,435,600 in Paycheck Protection Program funding recorded through September of 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 FY 21 and FY 22.
- There is an overall increase in wage and fringe benefits of about 3% this year

Sutherland noted the College recently drew down almost \$400,000 in CARES Act money to make up for the lost Fall Semester enrollment revenue.

Sutherland also mentioned the College will be increasing the compensation for adjunct instructors by 12% for this year. The last time adjunct compensation was changed was in 2014. President MacMaster agreed that recognizing the contributions of our adjunct faculty financially was appropriate.

Personnel Report

New hires, terminations, and status changes from September 11 to October 12, 2021.

New Hires:

- Stephanie Prince, Granum Theatre Programming Coordinator, effective 09/23/2021.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- Brandinn Keetch, Media Communications Technician – TRiO Talent Search, effective 09/09/2021.

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 September 8 and October 12, 2021.

Total Donors: 31

New Gifts:	\$29,180.00
Pledge Payments:	\$10,278.00
New Pledges:	\$0

Board Discussion

- Chairman Briggs thanked the trustees who attended the Van Lare Hall dedication events.
- Trustee Duncan mentioned that the ACC Foundation representatives have inquired about revisiting the ACC Board’s vision statements; a workshop session to discuss the vision statements was suggested. The trustees agreed to a workshop session at 6:00 p.m. on the day of the November regular meeting, November 18.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The ACC Board of Trustees will meet on Thursday, November 18, 2021, in a retreat session beginning at 6:00 p.m. to discuss the Board’s vision statements. The regular November Board meeting will start at 7:00 p.m. Both meetings will be held in the Board Room, 400 Natural Resources Center.

Adjournment

The regular meeting was adjourned at approximately 8:30 p.m.

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