

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**
January 20, 2022
665 Johnson Street, Alpena, MI 49707

On Thursday, January 20, 2022, 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 in person: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none. Also present in person: President Dr. Don MacMaster and Board Secretary Jay Walterreit.

Trustee Duncan 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 Stibitz. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the December 16, 2021, Regular Board Meeting

Trustee Gentry made the motion to approve the proposed minutes from the December 16, 2021, regular Board meeting; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person or via Webex were: Officer Jason Collegnon, Alpena Police Department; Steve Fosgard, ACC administration; Richard Sutherland, ACC administration; Tim Kuehnlein, ACC faculty; Andrew Paad, ACC faculty; Jim Berles, ACC faculty; Kim Salziger, ACC faculty; Mark Grunder, ACC administration; Noel Curtis, ACC administration; 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 the following ACC Foundation activities:

- On January 4 there was a press release introducing the Granum Grants Program. Stephanie Prince, Granum Grants Coordinator, reported today that she has been contacted by three internal applicants and four external applicants who seem to be working on the submission of a request for funding.

- This week the ACC Foundation launched the online scholarship application through AwardSpring. The ACC Board of trustees approved the expense for this software last summer. We are very excited to provide our students with this service of completing their scholarship application online.
- Since Brenda took the position at ACC Foundation Executive Director in 2018, we have added 50 new scholarship funds, which brings our total number of named scholarship funds to 225.

Student Report

None.

Faculty Report

Instructor Jim Berles talked to the trustees about his experiences with remote course offerings, including a new enrollment effort with high schools to provide survey classes in specific program areas. Berles gave some details of his remote EGR 122 (Introduction to Engineering) course, which was tailored to the needs of high schoolers. The first five-week session was delivered to 15 students from Inland Lakes High School in Indian River; the second five-week session contained students from Alcona, Whittemore-Prescott, Johannesburg, Hale, Oscoda, and Fairview; the third five-week session was delivered to 12 students in Rogers City.

President's Report

President's Report to the Alpena Community College Board of Trustees
January 20, 2022

Spring Semester Enrollment

As of 1/18/22, the second day of classes, Spring Semester enrollment is down 7 percent in credit hours and 7.1 percent in headcount compared to spring semester 2021. A strong job market, challenging regional demographics, and the ongoing COVID-19 pandemic are the primary factors affecting enrollment. A total of 1,312 students are enrolled this semester.

Integrated Post-Secondary Data System (IPEDS) Report

The 2021 IPEDS Report became available last week. Institutional data in this report compares ACC to the nine other rural Michigan community colleges, also known as the Group 1 colleges. ACC institutional highlights include:

- Tuition and required fees are less than one percent higher than the average charged at cohort institutions.
- Local appropriations (millage) at ACC is 14 percent of core revenues versus 34 percent at cohort institutions.
- Net price of attendance is 53 percent less than cohort institutions.
- Ninety-one percent of full-time, first-time degree/certificate students received some form of grant aid compared to 80 percent at cohort institutions.

- Graduation rate of first-time, full-time degree seeking students within 150 percent of normal time: ACC--38 percent; cohort institutions--29 percent.
- Retention rates of first-time, full-time degree-seeking students: ACC--63 percent; cohort institutions--58 percent.
- Fifty-one percent of Pell Grant recipients at ACC received either a certificate or Associate degree four years after enrollment compared to 40 percent at cohort institutions.
- The average salary of full-time instructional staff is 15 percent higher than at cohort institutions.
- Core instruction expenses are 10 percent higher than at cohort institutions
- Both instruction and management have a significantly higher percentage of full-time equivalent staff than cohort institutions.
- Percent distribution of library collection by material type. Digital/electronic books: ACC--24 percent; cohort--6 percent.

Update on Fitzpatrick Family Lecture Hall

Director of Facilities Dr. Nick Brege is here tonight to provide an update on the Fitzpatrick Family Lecture Hall and to answer any questions you might have about the project.

Virtual Visits with Bookstore Vendors

College staff led by Dick Sutherland, Vice President for Administration and Finance, participated in virtual conference calls yesterday and today with the three finalists responding to the Request for Proposals issued by the College to provide Bookstore services beginning in Fall Semester. The three vendors are Follett, Akademos, and MBS (Barnes and Noble).

Action Items

2.829 Bids: Drinking Fountains for Oscoda Campus

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

The Alpena Community College Board of Trustees approves the bid from Colvin's Plumbing and Heating of Hale, Mich., for the purchase and installation of six Elkay high/low water coolers and six Elkay bottle fillers for an amount not to exceed \$17,807.00.

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 \$784,298 are \$87,359 less than those for December 2020, due to timing of receipts.

- Tuition/fee receipts of \$5,235,880 are \$273,521 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$1,971,877. This includes three regular monthly payments of \$530,000, plus \$225,700 as a one-time appropriation payment, early receipt of an offset payment, higher MPSERS offset contribution, and a semiannual personal property tax payment of \$90,461. This is the first payment of the year.
- 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.
- The General Fund received \$323,123 for lost tuition and fee revenue through Federal HEERF funds.

Personnel Report

New hires, terminations, and status changes from December 9, 2021, to January 12, 2022.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- 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 December 9, 2021, and January 10, 2022.

Total Donors: 31

New Gifts: \$213,282.05
Pledge Payments: \$93,945.00
New Pledges: \$0

Board Discussion

- Trustee Duncan mentioned the proposed joint board meeting with the ACC Foundation. She suggested that Mondays would be good for everyone. Chairman Briggs expressed an interest in having as many ACC Foundation board members as possible be able to attend the joint meeting, and that some of them may be wintering out of state for a while. Trustee Duncan offered to communicate with the ACC Foundation Board to ask when they would like to meet.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The ACC Board of Trustees will conduct their next regular monthly meeting Thursday, February 17, 2022, at 7:00 p.m., in the Roger C. Bauer Board Room, 400 Donnelly Natural Resources Center. The meeting is scheduled to be held in person but that may change if necessary due to pandemic conditions.

Adjournment

The regular meeting was adjourned at approximately 8:14 p.m.

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