

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**
March 17, 2022
665 Johnson Street, Alpena, MI 49707

On Thursday, March 17, 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, Joseph Gentry II, Lisa Hilberg, Susan Stender, and Tom Townsend. Present remotely via phone (not voting): Florence Stibitz. Absent: Teresa Duncan.

Also present in person: President Dr. Don MacMaster and Board Secretary Denis “Jay” Walterreit.

Trustee Hilberg 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 Stender. Ayes: 5. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the February 17, 2022, Regular Board Meeting

Trustee Hilberg made the motion to approve the proposed minutes from the February 17, 2022, regular Board meeting; Trustee Gentry seconded the motion. Ayes: 5. 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; Andrew Paad, ACC faculty; Mark Grunder, ACC administration; Dr. Nick Brege, ACC administration; Karen Bennett, ACC attorney; Mike McEneaney, Follet; Stacy Zatko, Follett; Amber Straatman, Follett; David Cummins, ACC faculty; 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 Townsend reported that the Property Subcommittee had recently met to discuss options related to the district health department property.

Student Report

None.

Faculty Report

CAD Instructor David Cummins gave a presentation on the effects of the pandemic on the content and delivery of industrial design courses.

President's Report

President's Report to the Alpena Community College Board of Trustees
March 17, 2022

Follett Bookstore Presentation

Follett Higher Education Group is the largest campus store operator in North America, currently managing more than 1,200 local bookstores and 1,700 eFollett online stores nationwide. Follett Corporation and Alpena Community College signed an agreement approved by the ACC Board of Trustees at the February 2022 Board meeting authorizing Follett to assume management of the ACC bookstore beginning Fall semester 2022. A representative from Follett is here tonight to share insights and to answer any questions the Board might have about this new partnership.

ACC President Delivers Testimony Before the Michigan House Appropriations Subcommittee on Higher Education and Community Colleges

ACC President Dr. Don MacMaster was invited to deliver testimony last week before the Michigan House Appropriations Subcommittee on Higher Education and Community Colleges. The document before you outlines the highlights of this testimony, which focused on the essential function Alpena Community College provides the citizens of Northeast Lower Michigan in delivering quality post-secondary educational opportunities to the most underserved region of the state. The FY23 state appropriations cycle is well underway. Approximately 38% of ACC's annual operating revenue comes from state appropriations.

ACC Awarded \$1.1 Million in Congressional Directed Funding

ACC learned on Thursday that a \$1.1 million Congressional Directed Funding request to support training expansion on Oscoda campus was funded as part of the FY22 federal omnibus spending bill signed by President Biden last week. The text below is part of a press release from U.S. Senator Gary Peters' office. Senator Peters and Senator Debbie Stabenow both supported the project.

Expanding skills training & apprenticeship opportunities in Michigan

Alpena Community College: Oscoda Center for Workforce Innovation: Alpena Community College will receive \$1.1 million to create lab spaces and related career and technical education (CTE) instructional programs in the areas of: (1) Aerospace Technology; (2) Nursing and related health care programs; (3) Advanced Manufacturing; and (4) IT technicians to support greater broadband access across Northeast Michigan.

“Alpena Community College is grateful for the great support provided by U.S. Senator Gary Peters and U.S. Senator Debbie Stabenow in this process,” said ACC President Dr. Don MacMaster. “Both senators and their respective staff members spend time in Northeast Lower Michigan and on the campus of Alpena Community College. Both are deeply knowledgeable about the challenges and opportunities faced by the citizens of this region. Thanks to both for their efforts on behalf of Alpena Community College and the constituents we serve. Their support makes a difference, as this funding demonstrates.”

Direct Credit Spring Semester 2022

(From Mike Kollien, ACC Director of Admissions)

Listed below is an update on how many 2022 direct credit enrollments registered this semester by location:

<i>Fairview HS</i>	<i>11 Students (One Section)</i>
<i>Alcona HS</i>	<i>121 Students (2 Sections)</i>
<i>Alpena HS</i>	<i>435 Students (9 Sections)</i>
<i>IRESA (Tawas)</i>	<i>188 Students (6 sections – 5 @ IRESA and 1 @ WPHS)</i>
<i>Total – 755 students.</i>	

These 755 direct credit students are all registered for SDE-101 (Intro to Careers). I think this may be the largest number of direct credits students we ever processed for one semester – a BIG and complete team effort!

Action Items

2.832 Change in Title Documentation for Center for Manufacturing Excellence Project

The trustees decided to take two separate votes, one for each of the resolutions. Roll call votes were taken for both votes.

Trustee Townsend made a motion to approve the following resolution, “Approving Conveyance of Property and an Amendment to the Lease”; the motion was seconded by Trustee Gentry.

A RESOLUTION OF ALPENA COMMUNITY COLLEGE APPROVING CONVEYANCE OF PROPERTY AND AN AMENDMENT TO THE LEASE

WHEREAS, the Alpena Community College (the “College”) has previously conveyed property (the “Original Site”) to the State Building Authority (the “Authority”) for the purpose of acquiring and constructing Alpena Community College Instructional Addition/Renovation (the “Facility”) which was leased to the Educational Institution pursuant to a lease dated as of November 1, 2008, (the “Lease”) among the College, the Authority and the State of Michigan (the “State”);

WHEREAS, the Original Site contains land described on Exhibit A (the “Excess Property”) which is not needed for the Facility;

WHEREAS, the College needs the Excess Property for the purpose of construction of a new development which will not be transferred and leased to the Authority;

WHEREAS, the College would like the Authority to convey the Excess Property to the College;

WHEREAS, INTEGRA Realty Resources – Detroit has stated that the transfer of the Excess Property will not reduce the economic or market value of the Facility to the State and the College and the true rental for the Facility should not be reduced; and

WHEREAS, the transfer of the Excess Property will require an amendment to the Lease (the “Lease Amendment”).

NOW, THEREFORE, BE IT RESOLVED BY THE ALPENA COMMUNITY COLLEGE THAT:

1. The College authorizes the conveyance of the Excess Property from the Authority to the College for the consideration of One Dollar (\$1.00).
2. The College hereby authorizes and approves the Lease Amendment in substantially the form attached as Exhibit B, and any one of the two of the following then seated officers of the College: John Briggs, Chairman of the Board of Trustees, and Dr. Donald C. MacMaster, Alpena Community College President, (each an “Authorized Officer”) are hereby authorized and

directed to execute and deliver the Lease Amendment in substantially the form attached as Exhibit B for and on behalf of the College.

3. The Authorized Officers are severally or jointly authorized and directed to take or cause to be taken all other actions, including, without limitation, making requests of and approving requests from the Authority and the State and signing certificates, documents or other instruments, each on behalf of the College as they deem necessary or desirable under the circumstances to accomplish the purposes of the transactions authorized in this Resolution.

4. The College agrees that the Rental for the Facility will not be reduced by the transfer of the Excess Property.

5. This resolution shall be effective immediately upon its adoption.

A roll call vote was taken.

Briggs:	Aye
Gentry:	Aye
Hilberg:	Aye
Stender:	Aye
Townsend:	Aye

Ayes: 5. Nays: 0. Motion passed.

Trustee Gentry made a motion to approve the following resolution, "Approving an Easement Agreement for the Alpena Community College Instructional Addition/Renovation"; Trustee Townsend seconded the motion.

RESOLUTION OF THE BOARD OF TRUSTEES
OF ALPENA COMMUNITY COLLEGE
APPROVING AN EASEMENT AGREEMENT
FOR THE ALPENA COMMUNITY COLLEGE
INSTRUCTIONAL ADDITION/RENOVATION

A RESOLUTION of the Board of Trustees of Alpena Community College (the "Educational Institution") approving a Parking, Pedestrian, Utility Line, Party Wall, and Encroachment Agreement Pertaining to the Alpena Community College Instructional Addition/Renovation ("Easement Agreement") between the Educational Institution and the State Building Authority (the "Authority").

WHEREAS, previously the Educational Institution on July 16, 2007 adopted a "Resolution of the Board of Trustees of Alpena Community College Approving a Construction Agreement, a Conveyance of Property, a Lease and An Easement Agreement, If Necessary, for the Alpena Community College Instructional Addition/Renovation" (the "Prior Resolution") and subsequently entered into a Lease for the Instructional Addition/Renovation (the "Facility") by and among the Educational Institution, the Authority and the State of Michigan, dated as of November 1, 2008; and

WHEREAS, in connection with the Facility, the Authority and the Educational Institution have recently determined that an Easement Agreement is necessary for the Facility; and

WHEREAS, the Educational Institution has determined that it would be appropriate to authorize the execution of an Easement Agreement for the Facility and ratify and confirm the Prior Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ALPENA COMMUNITY COLLEGE THAT:

1. It is hereby determined that it is necessary for the Educational Institution and the Authority to enter into an Easement Agreement in connection with the use of the Facility, and the form of the Easement Agreement attached to this Resolution is approved and the Chairperson of the Educational Institution is hereby authorized to execute the Easement Agreement.
2. The Prior Resolution is hereby ratified and confirmed.
3. This Resolution shall be effective immediately upon its adoption.

A roll call vote was taken.

Briggs:	Aye
Gentry:	Aye
Hilberg:	Aye
Stender:	Aye
Townsend:	Aye

Ayes: 5. 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 \$2,378,365 are \$85,092 less than those for February 2021, due to timing of receipts.
- Tuition/fee receipts of \$5,469,821 are \$302,868 lower, primarily due to lower-than-anticipated enrollments.
- State aid for the current year is \$3,088,105. This includes five regular monthly payments of \$530,053, plus \$225,700 as a one-time appropriation payment, receipt of an offset payment, higher MPSERS offset contribution, and a semiannual personal property tax payment of \$90,461. This is the first personal property tax 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

Personnel changes from February 9 to March 9, 2022.

New Hires:

- Sanghyun Paul Lee, Faculty – Political Science/Economics, effective August 1, 2022.
- Sharlene Kozlowski, ESP2 Health Fitness/Activities Technician, effective February 21, 2022.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Douglas Kowalski, Maintenance, effective January 21, 2022.

Terminations:

- None.

Retirements:

- Frederick Wenn, ESP Tool Room Attendant for Machine Tool & Adjunct – Industrial Technology, effective February 16, 2022.

Name Changes:

- Stephanie Prince to Stephanie Sexton, Granum Theatre Grant Programming Coordinator & Adjunct – English/Fine Arts/Humanities, effective immediately.

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between February 9 and March 8, 2022.

Total Donors: 53

New Gifts:	\$43,920.68
Pledge Payments:	\$2,028.00
New Pledges:	\$0.00

Board Discussion

- Chairman Briggs asked that a calendar of end-of-semester activities be given to the trustees so they can plan to attend events.
- The trustees also agreed to hold the fiscal year 2023 budget workshop at the May Board meeting.
- Chairman Briggs asked Trustee to lead the president's evaluation process in June.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The ACC Board of Trustees will conduct their next regular monthly meeting Thursday, April 21, 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 8:27 p.m.

Respectfully submitted by
Denis J. Walterreit
Secretary of the Board of Trustees
(989) 358-7215