

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting
May 19, 2022
665 Johnson Street, Alpena, MI 49707**

On Thursday, May 19, 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 5:30 p.m. by Chairman Briggs for a FY 2023 budget workshop led by Vice President for Administration and Finance Richard Sutherland.

Trustees present in person: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, and Florence Stibitz. Absent: Tom Townsend.

Also present in person: President Dr. Don MacMaster, Board Secretary Denis “Jay” Walterreit, Vice President for Administration and Finance Richard Sutherland, Vice President of Instruction Steve Fosgard, Director of Facilities Nick Brege, Officer Jason Collegnon, and Alpena News Reporter Charles Madison.

The meeting began with a budget workshop. Vice President of Administration and Finance Richard Sutherland gave a PowerPoint presentation outlining the presumptions used to assemble the draft Fiscal Year 2023 budget as well as other factors that may affect the College’s operations.

At 6:45 p.m. the budget workshop ended and the meeting was paused for the seating of guests.

The regular meeting resumed at 7:00 p.m. and President MacMaster 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: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the April 21, 2022, Regular Board Meeting

Trustee Gentry made the motion to approve the proposed minutes from the April 21, 2022, Regular Board Meeting; Trustee Duncan seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person or via Webex were: Charles Madison, Alpena News Reporter; Officer Jason Collegnon, Alpena Police Department; Steve Fosgard, ACC administration; Amanda Sumerix, ACC administration; Lisa Blumenthal, ACC staff; Jackie Witter, ACC staff; April Jett, ACC staff; Brigitte Hollinshead, ACC staff; Melanie Thomas, ACC faculty; Terry McKenzie, ACC faculty; Maureen Harrigan-Gaylord, Anthology Regional Sales Manager; and community member Robert Tosch.

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

Communication(s)

President MacMaster read a thankyou card from Marion Dunckel, whose husband Elbridge Dunckel was honored as a Fellow of the College at the Commencement Ceremony on May 12.

Board Member and Subcommittee Reports

Trustee Duncan presented the following report:

- The ACC Foundation recently awarded Completion Scholarships to Early College graduates who have 1-2 semesters remaining to complete their degree at ACC. These awards were to two homeschool students, each for one semester; five Alpena High School students, two of whom received full scholarships for the 2022-23 academic year and three received single semester scholarships.
- Non-academic scholarships for third year Early College students are also being investigated to assist with housing expenses. The current proposal is for five \$5,000 awards from the Dick & Janice Boyce Fund (unrestricted).
- The annual Scramble for Scholarships will be held July 16th this year, as opposed to the long-held August event.
- Foundation members were agreeable to a combined board meeting date of Monday, June 6. Logistics will be addressed by college staff.

Student Report

None.

Faculty Report

Nursing faculty members Melanie Thomas and Terry McKenzie informed the trustees about recent developments in the Nursing program. Thomas reported improved enrollment application numbers for the fall LPN and RN programs. McKenzie detailed training work he has done with MyMichigan Health employees using the simulation manikins.

President's Report

President's Report to the Alpena Community College Board of Trustees
May 19, 2022

Commencement

(From Director of Public Information and Marketing Jay Walterreit's 2022 ACC Commencement wrap-up press release)

Alpena Community College conducted its 68th Commencement Ceremony on May 12, 2022. The event was held outdoors at Alpena Public Schools' Park Family Field to minimize any COVID concerns. Last year the College conducted a drive-through event in which students drove

through the Alpena Campus and stopped at a tent to receive their diploma covers and congratulations from ACC faculty, staff, and trustees. In 2020 the College cancelled its in-person event, opting instead for a Commencement video which recognized the graduates and award winners. This year ACC had 300 candidates (compared to 322 in May 2021) for graduation. Approximately 121 candidates marched in the Commencement ceremony. And the weather was beautiful!

“On behalf of ACC, I would like to express our appreciation to APS and their entire team that assisted in the planning of our 2022 Commencement Ceremony,” said ACC Registrar Sheila Rupp. “No matter how many questions we had for them, they made sure someone had the answer for us. Everything went very well on Commencement day and we could not have pulled it off without the collaboration and teamwork from everyone!”

Alpena Community College Adds Baseball

Alpena Community College officials decided last week to add men’s baseball as ACC’s 6th NJCAA-approved athletic sport. Six primary factors contributed to this decision:

- In a challenging enrollment environment, College officials believe baseball will support enrollment growth.
- As Michigan community college athletics reorganize into three divisions in FY23, ACC would be uncompetitive with neighboring community colleges in the new North division, all of which plan to field baseball teams.
- Through a generous partnership with Sanborn Township, a suitable baseball field is available.
- Alpena and NE Michigan have a longstanding reputation for producing outstanding baseball teams and players.
- Longstanding enthusiasm for ACC to add baseball has been expressed by a broad spectrum of the Alpena community over the years.
- Baseball is a relatively inexpensive sport.

Thanks to Athletic Director Cindy DeRocher for her leadership in this process. A search is now underway to hire a head coach and an assistant coach.

2nd Chance Pell Developments

On April 25, 2022, Alpena Community College received notice from the United States Department of Education Experimental Sites Initiative that its 2nd Chance Pell application was approved. ACC was one of 73 institutions of higher education approved nationwide in this solicitation. Second Chance Pell has provided higher education opportunities for thousands of incarcerated people who have been previously unable to access federal need-based financial aid such as Pell grants. Successful implementation of the 2nd Chance Pell opportunity will require a collaborative partnership between U.S. Department of Education, the Michigan Department of Corrections (MDOC), and ACC. To that end, ACC connected with MDOC officials this week who expressed interest in working with ACC to pilot a hybrid technology/in-person instructional delivery model in the three Michigan prisons in the eastern Upper Peninsula — two in Kinross and one in Newberry — each housing approximately 1,200 inmates.

Alumni Search Using Lexis/Nexis

The Lexis/Nexis complete file results are now available. See below for a quick glance at the results.

- Found phone number(s) for 58,097 of our records (approximately 68% return rate).
- Received new/changed addresses back from 4,387 of our records.
- Deceased flag on 9,563 of our records. We only had 1,314 marked deceased in the original database.

SIP Grant Coordinator Amanda Sumerix is here tonight to describe the results and next steps.

Semi-tractors and Trailers Arrive at ACC

ACC Workforce Development staff recently procured two semi-tractors and trailers. The second semi-tractor is pictured below. All purchases were funded by a \$90,000 grant from the Michigan Economic Development Corporation (MEDC) that required no matching funds from the College. Dean of Workforce Development Dawn Stone is in the process of seeking approval from the State for ACC to offer a non-credit Commercial Driver's License test preparation course, now a required component for those seeking a CDL.



Action Items

2.838 Labor Contract with the Alpena Community College Educational Support Professional MEA/NEA

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

The Alpena Community College Board of Trustees approves the labor contract with the Alpena Community College Educational Support Professional MEA/NEA on which tentative agreement has been reached and ratification by the union has been accomplished.

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 \$2,811,460 are \$77,353 more than those for April 2021, as expected.
- Tuition/fee receipts of \$5,564,403 are \$360,887 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$4,139,859. This includes seven 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 \$763,887 for lost tuition and fee revenue and recovered bad debt generated during the pandemic through Federal HEERF funds.
- Student Services is higher due to increasing ACC's digital footprint by more than \$30,000.

Personnel Report

New hires, terminations, and status changes from April 14 to May 11, 2022.

New Hires:

- Jake Gallagher, Full-Time Custodian, effective April 25, 2022.

Re-Hires:

- None.

Transfers:

- Brandi Markey, Transfer from ESP1Accounts Payable Secretary/Cashier to ESP2 Financial Aid Advisor, effective 05/02/2022 and fully transition into the position 07/01/2022.

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 April 13 and May 10, 2022.

Total Donors:	44
New Gifts:	\$22,804.00
Pledge Payments:	\$278.00
New Pledges:	\$0.00

Board Discussion

None.

New Business

The Alpena Community College Board of Trustees and the Alpena Community College Foundation Board will conduct a joint meeting on June 6, 2022. College staff will finalize details and communicate them to the trustees.

Suggested Future Agenda Items

None.

Next Regular Meeting

The ACC Board of Trustees will conduct a joint meeting with the Alpena Community College Foundation Board on June 6. The next regular meeting of the ACC Board of Trustees will be Thursday, June 16, 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 7:44 p.m.

Respectfully submitted by
Denis J. Walterreit
Secretary of the Board of Trustees
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