

**Approved Minutes of the Regular Meeting**  
**Alpena Community College Board of Trustees**  
April 19, 2023  
665 Johnson Street, Alpena, MI 49707

On Wednesday, April 19, 2023, 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 began at 6:15 with a workshop session led by Vice President of Administration and Finance Richard Sutherland which focused on the College's proposed Fiscal Year 2024 budget. At 6:48 p.m. the workshop ended and the meeting was paused while the audience for the regular meeting was seated. At 7:03 p.m. the regular meeting resumed.

Trustees present in person for the workshop and regular meeting: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent trustees: none.

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

Trustee Townsend 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 Townsend. Ayes: 7. Nays: 0. Motion approved.

### **Approval of the Proposed Minutes of the March 16, 2023, Regular Meeting and the Proposed Minutes of the March 24, 2023, Special Meeting**

Trustee Gentry made the motion to approve the proposed minutes of the March 16, 2023, regular meeting and the proposed minutes of the March 24, 2023, special meeting; Trustee Hilberg 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; Richard Sutherland, ACC administration; Meagan Wright, ACC student; Dr. Nick Brege, ACC administration; Tim Ratz, ACC faculty; Beach Hall, ACC Foundation representative; Amanda Campbell Crawford, ACC faculty; Tim Kuehnlein, ACC faculty; Meghan Cameron, ACC faculty; Temi Fadayomi, Alpena News reporter; Alex Ostrander, ACC student; Andrew Paad, ACC faculty; Jordan Kobelius, ACC student; Karen Bennett, ACC legal counsel; Greg Grant, legal counsel; and Mark Grunder, ACC administration.

### **Communication(s)**

None.

## **Board Member and Subcommittee Reports**

Trustee Duncan provided the following report:

- Through a generous gift from a donor, the ACC Foundation has established a fund to assist nursing students with expenses related to taking the NCLEX. Previously, nursing students conducted several fundraisers each semester to raise funds that would then be distributed amongst the students to help offset their NCLEX costs. The ACC Foundation will be actively seeking support from our medical community partners to ensure we can continue to assist students in this way each year.
- The Office of Alumni Relations is coordinating with the ACC Nursing Department to celebrate the 50th anniversary of our nursing department by inviting all nursing alumni to join us at the Nurse Pinning Ceremony on Wednesday, May 10, at 6:00 p.m. The alumni will participate in the ceremony by processing into the arena with the graduating students, being seated on the floor directly behind the students and their selected pinners, and by partaking in the renewal of the Florence Nightingale Pledge. There will be a cookie and coffee reception immediately following the ceremony for all those in attendance.
- The ACC Foundation has awarded three Early College Housing Assistance scholarships for the 2023-24 academic year, which will cover a full year of rent at ACC's College Park Apartments for early college students who demonstrated financial need and are from outside of the Alpena Public Schools service district.

## **Faculty Report**

History and Political Science Instructor Tim Kuehnlein introduced Amanda Campbell Crawford, who was hired to replace retired instructor Matt Dunckel. Crawford talked about growing up in Harrisville, her educational journey, and listed a number of jobs she's held.

## **Student Report**

Student Jordan Kobelius began the Student Report by talking about recent Phi Theta Kappa activities including a blood drive.

Math Instructor Meghan Cameron then introduced Meagan Wright and Alex Ostrander, who gave a presentation on Student Leadership Commission activities throughout the year.

Manufacturing Tech Instructor Andrew Paad introduced several of his students who had won awards at the recent SkillsUSA state-level competition.

## **President's Report**

President's Report to the Alpena Community College Board of Trustees  
April 19, 2023

## Visitors to ACC

State Budget Director Christopher Harkins and State Treasurer Rachael Eubanks visited campus on April 18. Director Harkins and Treasurer Eubanks toured campus with particular focus on the Center for Manufacturing Excellence project, the NRC Capital Outlay request, ACC student housing, and the Nursing renovations at Van Lare Hall. Both were quite complimentary of ACC.

### The Language Society

The Language Society presented Twilight in Greece on Wednesday, April 19, from 12-4 p.m. in CTR 106. The event included basic language instruction, playing games, listening to Greek music, Greek snacks, and more. The event supports the Language Society's upcoming trip to Greece and was well-attended by students and staff.

### Art+Design Student Expo

The ACC Art+Design Program will hold a student expo on Friday, May 5, from 7-9 p.m. in the Olin Joynton Fine Arts Center. Students, staff, and the community are invited to attend. The event is free. Refreshments will be served.

### ACC Softball and Baseball

The softball and baseball teams will finally play their first home games this weekend in Ossineke. ACC squares off with Bay College with doubleheaders scheduled for Friday and Saturday. Game 1 of both Saturday and Sunday doubleheaders begins at 1 p.m. The public is invited to attend. The scoreboards arrived and I-beam supports were installed today. Come out and support the ACC teams in this new venue. Kudos to ACC maintenance staff Bill Shatrau and Nick Neumann for their outstanding work getting the infrastructure around the fields ready to go.

### **Action Items**

#### 2.868 Bids: Computer Lab Equipment Rotation

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

The Board of Trustees authorizes appropriate College officials to purchase 100 Lenovo mini-tower computers and monitors from CDWG for a cost not to exceed \$262,095.00.

Ayes: 7. Nays: 0. Motion approved.

#### 2.869 Tuition Rate for Fiscal Year 2024

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

The Alpena Community College Board of Trustees approves the following tuition rate for Fiscal Year 2024 effective with Fall Semester 2023.

<b>Tuition</b>	<b>From</b>	<b>To</b>
In-District Tuition (per contact hour)	\$145.00	\$150.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$231.00	\$239.00

Ayes: 7. Nays: 0. Motion approved.

2.870 Release of Claims and Lawsuit Settlement

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

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The Board of Trustees acknowledges and approves of the Order of Dismissal against the College, a copy of which has been entered in the above referenced matter and is attached hereto.
2. The Board Chair is authorized and directed to execute and deliver a Settlement Agreement and Release of All Claims containing the provisions provided herein and in the form approved by legal counsel for the College, in order to permit the complete release of all claims against all employees, officials, persons and entities related to the College, without any admission of any fault or liability.
3. This Resolution shall become effective immediately upon its passage.

Chairman Briggs requested a roll call vote:

Briggs: Aye  
Duncan: Aye  
Gentry: Aye  
Hilberg: Aye  
Stender: Aye  
Stibitz: Aye  
Townsend: Aye

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 \$2,950,622 are \$139,162 more than those for March 2022, as expected.
- Tuition/fee receipts of \$5,946,783 are \$308,482 more than last year at this time because of higher-than-expected enrollments.
- State aid for the current year is \$3,493,899 because of the normal start month of October, regular appropriations are \$114,490 less than last year. Additionally, \$81,364 was received for personal property tax, approximately \$9,000 less than last year. The College also received a one-time payment of \$225,700 last year. These differences total to around a negative \$196,400 offset by the expected increase on the regular state appropriations.
- There are no HEERF funds available this year.
- Instruction is lower due to a couple of faculty retirements.
- OIT's increase is due to planned wage increases and timing of software purchases.
- Instruction support is elevated because of the addition of two nursing administrative positions, vacation payout, scheduled payroll increases, and timing of expenses compared to last year.
- Student services is lower due to timing of advertising and promotion purchases.
- Institutional Administration is higher than expected because of the addition of nursing administrative expenses, increased legal proceedings, and retirement costs.
- Net income through the first nine months of this fiscal year shows as a gain of \$887,666.

## Personnel Report

New hires, terminations, and status changes from March 9 to April 13, 2023.

### New Hires:

- Lori Stoen, Women's Assistant Volleyball Coach, effective 03/10/2023.

### Re-Hires:

- Robert Roose, Temporary Financial Aid Advisor, effective 04/03/2023.

### Transfers:

- Terry McKenzie, Temporary Nursing Faculty, 02/27/2023 through 05/19/2023.

### Resignations:

- None.

### Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position 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 March 9 and April 11, 2023.

Total Donors:	57
New Gifts:	\$69,979.28
Pledge Payments:	\$1,000.00
New Pledges:	\$0.00

**Board Discussion**

Chairman Briggs noted the April 25 board retreat scheduled at the Oscoda Campus and mentioned some of the discussion items on the agenda. He also asked the trustees if they would like to carpool down to Oscoda. Secretary Walterreit will ask the trustees for their driving plans.

Trustee Stibitz and President MacMaster noted the scheduling of a Michigan Community College Association director's meeting on Thursday and Friday, May 18-19, 2023, to be held at Bay College. Both Stibitz and MacMaster would like to attend the meeting, but it would overlap with ACC's May 18 regular monthly board meeting. The trustees agreed to switch the date of the ACC board meeting to Wednesday, May 17, at 7:00 p.m.

**New Business**

None.

**Suggested Future Agenda Items**

None.

**Next Regular Meeting**

The next regular board meeting is scheduled for Wednesday, May 17, 2023, at 7:00 p.m. **Please note the date change.** The meeting is tentatively scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center. Virtual attendance will be available through Webex.

Also please note the ACC Board of Trustees will conduct a **retreat session on April 25, 2023**, at the Oscoda Campus, 5800 Skeel Avenue, Oscoda. The retreat begins at 10:00 a.m.

### **Adjournment**

The regular meeting was adjourned at approximately 7:59 p.m.

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