

**Approved Minutes of the Regular Meeting  
Alpena Community College Board of Trustees  
May 17, 2023  
665 Johnson Street, Alpena, MI 49707**

On Wednesday, May 17, 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 was brought to order at 7:02 p.m. by Vice Chair Tom Townsend.

Trustees present in person for the regular meeting: John Briggs (arrived at 7:08 p.m.), Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz (arrived at 7:22 p.m.), and Tom Townsend. Absent trustees: none.

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

Trustee Duncan led the Pledge of Allegiance.

### **Approval of Agenda**

Moved by Trustee Hilberg that the agenda be approved as presented; the motion was seconded by Trustee Gentry. Ayes: 5. Nays: 0. Motion approved.

### **Approval of the Proposed Minutes of the April 19, 2023, Regular Board Meeting and the April 25, 2023, Retreat Meeting**

Trustee Hilberg made the motion to approve the proposed minutes of the April 19, 2023, regular board meeting and the April 25, 2023, retreat meeting; Trustee Stender 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 Joshua Radulski, Alpena Police Department; Richard Sutherland, ACC administration; Dr. Nick Brege, ACC administration; Doug Mayo, ACC administration; Roy Smith, ACC faculty; Allen Telgenhof, ACC administration; and Robert Tosch.

Robert Tosch made public comments.

### **Communication(s)**

None.

### **Board Member and Subcommittee Reports**

Trustee Duncan provided the following report:

- The ACC Foundation Scramble for Students will be held on Saturday, July 15 at River’s Edge Golf Club. Sponsorship information to be published soon.
- We welcomed approximately 50 nursing alumni who joined us at the nurse pinning ceremony to celebrate 50 years of ACC’s nursing program. The ACC Foundation announced the establishment of the Nursing Student Certification Support Fund in Memory of Maxine Moran, RN, which will assist graduating nursing students with expenses related to taking the NCLEX exam.
- The Foundation board approved a new updated logo which is in alignment with the college’s logo.



- The Foundation board set a revenue budget for FY 2023 of \$840,000. As of May 16, 2023, we have exceeded that revenue by \$671,189. See below for a breakdown and maybe just give a brief report of the highlights. The below revenue budget does not include any capital campaign gifts such as Fitzpatrick Lecture Hall or the Manufacturing & Welding Renovation Project.

REVENUE	Budget	Actual as of 5/16/23	Over/(under)
Employee Appeal	\$25,000.00		\$(25,000.00)
Fall Appeal (Year End)	\$150,000.00	\$172,530.00	\$22,530.00
Spring Appeal (4/21/23)	\$75,000.00	\$14,705.00	\$(60,295.00)
Lumberjack Link Print Newsletter	\$3,000.00	\$15,195.00	\$12,195.00
Campus Crosscut Online Newsletter	\$5,000.00	\$9,860.00	\$4,860.00
Golf Scramble	\$32,500.00	\$34,508.00	\$2,008.00
Memorial Gifts	\$50,000.00	\$25,970.00	\$(24,030.00)
Planned Gifts	\$500,000.00	\$910,237.00	\$410,237.00
Existing Scholarship Additions & Pass Thru		\$185,781.00	\$185,781.00
ewly Created Scholarship Funds		\$142,903.00	\$142,903.00
<b>TOTAL REVENUE</b>	<b>\$840,500.00</b>	<b>\$1,511,689.00</b>	<b>\$671,189.00</b>

[At the conclusion of Trustee Duncan’s report Chairman Briggs assumed leadership of the meeting.]

## **Faculty Report**

Utility Tech Instructor Roy Smith spoke to the trustees about the Utility Tech program, the students in the programs, and the successes the students recently experienced at the 2023 College Lineman Rodeo held at Metropolitan Community College in Omaha, Nebraska on April 20-21. Smith also presented a video montage of photos taken at the event.

## **Student Report**

None.

## **President's Report**

President's Report to the Alpena Community College Board of Trustees  
May 17, 2023

### Update on ACC Athletics from Athletics Director Allen Telgenhof

Athletics Director Allen Telgenhof is here tonight to share his current assessment of athletics at ACC and his vision for the future.

### Update on Vice President for Instruction Search

A Search Committee to screen candidates for ACC's next Vice President for Instruction met this week to review a field of 10 applicants that met the minimum position qualifications.

Members of the VP Search Committee include Dick Sutherland, Jackie Witter, Matt Bedard, Nancy Seguin, Todd Artley, Sarah Burt, Mike Kollien, Jeff Blumenthal, Tim Kuehnlein, Melissa Guy, and Don MacMaster.

The Search Committee pared the applicant list down to three candidates who will be scheduled for an initial conversation with the committee via Webex, then be invited to campus for more intensive face-to-face interviews with faculty, staff, and community leaders similar to previous VP search processes.

### Update on the Executive Director of the Office of Information Technology

We are pleased to announce that Lisa Snyder, currently ACC's Director of Institutional Research, has agreed to step into the Executive Director of the Office of Information Technology (OIT) position, a key leadership role opened by the impending retirement of OIT Co-Director Jeff Blumenthal on June 30, 2023. Lisa has many years of exemplary service to ACC and has assumed active leadership responsibilities as the Ellucian upgrade is implemented across all areas of the College. Congratulations to Lisa Snyder for stepping up to meet this challenge.

## **Action Items**

### 2.871 Bids: Copiers

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

The Board of Trustees authorizes appropriate College officials to contract with Miller Office Machines of Alpena, Michigan, for the purchase and maintenance of three copiers for an amount not to exceed \$17,048.09.

Ayes: 7. Nays: 0. Motion approved.

#### 2.872 Fiscal Year 2024 Administrative Salary Schedule

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

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2024 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

Ayes: 7. Nays: 0. Motion approved.

#### 2.873 Bids: Oscoda Campus Advanced Simulation Nursing Lab Equipment

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

The Board of Trustees authorizes appropriate College officials to purchase one Hal 3201 Multi-Purpose Simulator Package, installation and in-service, and 3-year service plan for a total of no more than \$67,093. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Ayes: 7. Nays: 0. Motion approved.

#### 2.874 Bids: Oscoda Campus Advanced Simulation Nursing Lab Communications Equipment

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

The Board of Trustees authorizes appropriate College officials to purchase two KBPort Simplicity Hi-Fidelity Rooms with paging (which includes control area), one extra Lumens VC-A51P camera for the Birthing Suite, and one Debrief Room system for a cost not to exceed \$64,244.00. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

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 \$2,971,808 are \$160,348 more than those for April 2022, as expected.

- Tuition/fee receipts of \$6,023,282 are \$344,479 more than last year at this time because of higher-than-expected enrollments.
- State aid for the current year is \$4,043,034 because of the normal start month of October, regular appropriations are \$96,925 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 and timing of a large Consumers Energy training invoice.
- OIT's increase is due to planned wage increases and timing of SAS transition costs.
- Instruction support is elevated because of the addition of two nursing administrative positions, vacation payout, and scheduled payroll increases.
- Institutional Administration is higher than expected increased due to legal proceedings.
- Net income through the first ten months of this fiscal year shows as a gain of \$485,614.

## **Personnel Report**

New hires, terminations, and status changes from April 14 to May 11, 2023.

### New Hires:

- Robert Corwin, Custodian, effective 04/25/2023.

### Re-Hires:

- None.

### Transfers:

- None.

### 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 April 12 to May 11, 2023.

Total Donors:	71
New Gifts:	\$160,717.90
Pledge Payments:	\$30,000.00
New Pledges:	\$0.00

### **Board Discussion**

Chairman Briggs announced the Board would conduct President MacMaster's annual performance evaluation prior to the regular June board meeting. He asked Trustee Hilberg to work with Dr. MacMaster on an evaluation process in preparation for the meeting, which will be a closed session starting at 5:30 p.m. on June 15. Results of the evaluation will be announced during the regular meeting, which will start at 7:00 p.m.

Trustee Hilberg complimented President MacMaster on his appearance representing the College on a mental health panel.

Chairman Briggs stated that he thought Commencement Week and the Commencement event went very well, and he complimented the sound quality in Park Arena.

### **New Business**

None.

### **Suggested Future Agenda Items**

None.

### **Next Regular Meeting**

The next regular board meeting is scheduled for Thursday, June 15, 2023. 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.

The Board will begin its regular meeting at 5:30 p.m. and then immediately go into closed session by the request of the president to conduct his annual personnel evaluation. Upon completion of the closed session the Board Room will be opened to the public for seating and the resumption of the regular meeting, which should be at approximately 7:00 p.m.

## **Adjournment**

The regular meeting was adjourned at approximately 8:26 p.m.

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