

Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
June 15, 2023
665 Johnson Street, Alpena, MI 49707

On Thursday, June 15, 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 5:30 p.m. by Chairman John Briggs.

Trustees present in person: 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 made a motion to go into closed session at the request of President MacMaster to conduct his 2022-23 performance review; Trustee Stender seconded that motion. A roll call vote was taken:

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

Ayes: 7. Nays: 0. Motion approved. Secretary Walterreit secured the entrances and the closed session began.

At 6:45 p.m. Trustee Hilberg made a motion to end the closed session; Trustee Gentry seconded the motion. Ayes: 7. Nays: 0. Motion approved. The closed session ended and Chairman Briggs declared a short recess while the doors were unlocked and the regular meeting audience was admitted.

The regular meeting resumed at 7:00 p.m. and Trustee Duncan 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 Duncan. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the May 17, 2023, Regular Board Meeting

Trustee Hilberg made the motion to approve the proposed minutes of the May 17, 2023, regular board meeting; Trustee Gentry 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 Joshua Radulski, Alpena Police Department; Richard Sutherland, ACC administration; Jeff Blumenthal, ACC administration; Dr. Nick Brege, ACC administration; Todd Artley, ACC faculty; Temi Fadayomi, The Alpena News; Lauren Mantlo, ACC administration; Wendy Brooks, ACC administration; Jackie Krawczak (representing the ACC Foundation board); and Robert Tosch.

Robert Tosch made public comments.

Communication(s)

President MacMaster shared thank you notes from State Budget Director Chris Harkins and Alpena Public Schools Superintendent David Rabbideau.

Board Member and Subcommittee Reports

Trustee Duncan's report included the following information:

ACC Foundation Report to Trustees

The Foundation's unrestricted fund has grown by 341% since FY2020, while providing \$65,778 in support to the college during that timeframe. This is primarily due to focusing our fundraising efforts around raising unrestricted funds and educating our donors how the flexibility of their gift can impact the college.

Unrestricted funds				
	Starting balance	Gifts	College Support	Ending Balance
FY2020	\$134,611.00	\$10,051.00		\$144,662.00
FY2021	\$144,662.00	\$219,893.00		\$364,555.00
FY2022	\$364,555.00	\$232,404.00	\$4,100.00	\$596,959.00
FY2023	\$596,959.00	\$59,328.00	\$61,678.00	\$594,609.00
			<u>\$65,778.00</u>	

Since Mary Eagen began in 2020, \$65, 778 provided to college in program support from unrestricted fund, and 341.7% increase in unrestricted fund balance

	Donor Contributions	College Program Support	Scholarships	
FY2020	\$443,878	\$1,249,760	\$260,455	
FY2021	\$737,324	\$1,548,485	\$249,996	
FY2022	\$956,876	\$259,735	\$264,116	
FY2023	\$2,971,115	\$1,579,653	\$287,140	*Note: \$1,450,000 contribution and program support for Lecture Hall

Taking into consideration the \$1.45M gift in 2023 for the Fitzpatrick Lecture Hall and removing that from the equation, the foundation still increased it's contributions from \$443,878 to \$1,521,115 (with 2 mos. remaining in the fiscal year) for an increase of \$1,077,237 or 242% in 4 years.

Overall, from 1988 to 2022, the Foundation has provided support to the college in the form of scholarships and other program support in the gross amount of \$14,270,825.00. This averages out to be \$419,730 per year.

Chairman Briggs and Trustee Hilberg then gave a report on the president’s evaluation. President MacMaster submitted self-evaluation documents which detailed his work on duties outlined in the president’s position description and on his proposed goals for 2022-23 and 2023-24.

Trustee Hilberg gave the following summary of the president’s strengths:

- Growing enrollment, with staff-wide effort, becoming the highest among Michigan community colleges at over 12% during the Spring semester.
- Developing and maintaining relationships with legislators at both the national and state levels and securing allocations and appropriations.
- Bringing a BSN to campus and being a leader in its development.

Chairman Briggs added the following information on the president’s compensation:

- For Fiscal Year 2023 President MacMaster is at Step F7 in the administrative pay scale. Giving him the same raise as the rest of the administrators would move him to Step F8 for FY24. President MacMaster expressed an interest in being treated consistently with all of the employees and receive a one-step increase. Briggs and the trustees agreed that MacMaster be moved to Step F8. The trustees also agreed to increase the president’s stipend intended for office expenses from \$8,000 per year to \$10,000 per year.
- MacMaster’s total compensation for Fiscal Year 2024 would be as follows:

Salary (Step F8)	\$177,990
Longevity (25 years of service)	\$4,200
Travel in Service Area	\$6,000
Office Expenses/Other	<u>\$10,000</u>
	\$198,190

Chairman Briggs noted that FY24 will be the third year of MacMaster’s current three-year contract.

Trustee Stibitz noted that she and President MacMaster had travelled to Bay College to attend an MCCA directors meeting and to attend a farewell party for Bay’s departing president. Stibitz also reminded the trustees about the MCCA summer conference to be held in Traverse City in July.

Faculty Report

Instructor Todd Artley presented the faculty report. He mentioned the non-credit Commercial Drivers License program is preparing to offer a refresher course next week for two students. That course will cost \$2,500. A full-blown CDL course will cost \$4,500. Dawn Stone and Amanda Sumerix are working on marketing for the CDL course, including having a truck in the Alpena July 4 parade. Artley also mentioned the faculty’s high regard for President MacMaster and that President MacMaster’s leadership shines through.

Student Report

None.

President’s Report

President’s Report to the Alpena Community College Board of Trustees
June 14, 2023

Ellucian Upgrade Update

The Ellucian Upgrade project is nearing its go-live deadline to transition College data to the cloud. Here tonight is Jeff Blumenthal, Director of Administrative Information Systems, to provide an update. After many years of outstanding service to ACC, Jeff is retiring on June 30.

Annual Library Report

Wendy Brooks, Dean of Learning Resources and longtime Higher Learning Commission accreditation coordinator, is here tonight to present the library's FY23 annual report. Wendy will be retiring on July 6 after many years of outstanding service to ACC. Lauren Mantlo is stepping in as Director of the Learning Resource Center.

Center for Manufacturing Excellence Update

Progress continues on the Center for Manufacturing Excellence project as documented by the photos below.



ACC Welding Lab without manufacturing equipment and partition wall (June 14, 2023).



Wiring and Machine installation in ACC Manufacturing Lab (June 13, 2023).



Action Items

2.875 Proposed Fiscal Year 2024 Budget

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

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2024.

Ayes: 7. Nays: 0. Motion approved.

2.876 Bids: Tables and Chairs for the Oscoda Campus

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

The Alpena Community College Board of Trustees authorizes College officials to purchase 103 tables from Neuco Seating, Inc., of Traverse City, Michigan, for a cost not to exceed \$22,004.45, and to purchase 216 chairs from Staples Advantage of Framingham, Massachusetts, for a cost not to exceed \$18,252.00, to be used at the Oscoda Campus.

Ayes: 7. Nays: 0. Motion approved.

2.877 Bids: Programmable 16 mm LED Outdoor Display Sign

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

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase one programable 16mm LED outdoor digital sign, including installation, permits, fees, and a 5-year warranty on manufactured parts and factory labor for a total of not to exceed \$26,150.00 This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Ayes: 7. Nays: 0. Motion approved.

2.878 Bids: Carpeting for the Alpena Campus Library

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

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.

2.879 Certification of MCCA Board of Directors Representatives

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

Dr. Don MacMaster is appointed to the 2023-24 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2023.

Trustee Florence Stibitz is appointed to the 2023-24 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2023.

Trustee Teresa Duncan is appointed to the 2023-24 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2023.

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 \$135,643 more than those for May 2022, as expected.
- Tuition/fee receipts of \$6,040,749 are \$362,282 more than last year at this time because of higher-than-expected enrollments.
- State aid for the current year is \$4,751,807 because of the normal start month of October, regular appropriations are \$85,518 less than last year. Additionally, \$214,556, \$133,192 in May, was received for personal property tax, approximately \$7,400 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 May 12 to May 31, 2023.

New Hires:

- Angela Soltysiak, FT Faculty – Nursing Program Instructor, effective 07/01/2023.

Re-Hires:

- None.

Transfers:

- Terry McKenzie, Transfer from ADM Simulation Lab Manager to FT Faculty – Nursing Program Instructor (Psychiatric Specialty), effective 08/01/2023.
- Melanie Rowden, Transfer from Adjunct – Nursing to FT Faculty – Nursing Program Instructor - Oscoda Campus, effective 07/01/2023.
- Kristen Schnell #0140828, Transfer from TRiO Talent Search Secretary to Financial Aid Office Coordinator, effective 07/01/2023

Resignations:

- Steven Fosgard, Vice President of Instruction, effective 05/12/2023.
- Robert Kutschman, FT Faculty – Nursing Instructor, effective 05/11/2023.

Terminations:

- None.

Retirements:

- Brenda Kelley, FT Faculty – Biological Sciences Instructor, effective 05/15/2023.
- Kimberly Salziger, FT Faculty – Medical Assistant Program Instructor, effective 05/31/2023.

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 May 12 to June 5, 2023.

Total Donors:	37
New Gifts:	\$19,025.15
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

Chairman Briggs noted the possibility that the Board may need to conduct a special session in July to approve time-sensitive purchases. Otherwise, the Board does not normally meet in July.

Chairman Briggs also encouraged the trustees to attend the MCCA summer conference.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, August 17, 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.

Adjournment

The regular meeting was adjourned at approximately 8:02 p.m.

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