

**Approved Minutes of the Regular Meeting  
Alpena Community College Board of Trustees  
September 21, 2023  
665 Johnson Street, Alpena, MI 49707**

On Thursday, September 21, 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 7:00 p.m. by Chairman John Briggs.

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

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

Trustee Gentry 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 Stibitz. Ayes: 6. Nays: 0. Motion approved.

### **Approval of the Proposed Minutes of the August 17, 2023, Regular Board Meeting**

Trustee Gentry made the motion to approve the proposed minutes of the August 17, 2023, Regular Board Meeting; Trustee Stender 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: Officer Jason Collegnon, Alpena Police Department; Richard Sutherland, ACC administration; Dr. Nick Brege, ACC administration; Temi Fadayomi, The Alpena News; Shawn Sexton, ACC faculty; Joe Bastow, ACC faculty; Sebastian Frost, ACC faculty; Lisa Snyder, ACC administration; Doug Mayo, ACC administration; Karen Bennett, ACC attorney; Allen Telgenhof, ACC administration; Nancy Seguin, ACC administration; True Beeman, ACC student; Aidan Shier, ACC student; and Dr. Paige Gordier, ACC administration.

No public comments were given.

### **Communication(s)**

None.

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

President MacMaster reported that the ACC Foundation had authorized the transfer of \$500,000 from an estate gift to the College to help fund the Center for Manufacturing Excellence project.

## **Faculty Report**

Language/Arts/Humanities Chair Shawn Sexton introduced new full-time faculty members Joe Bastow and Sebastian Frost.

## **Student Report**

Students True Beeman and Aidan Shier told the trustees about how Dean of Students Nancy Seguin convinced them to be extras in the *Harsens Island Revenge* movie being filmed locally.

## **President's Report**

President's Report to the Alpena Community College Board of Trustees  
September 18, 2023

### Fall Semester Enrollment

As of September 15, the third Friday of fall semester, enrollment is up compared to fall semester 2022. Contact hours are up 1.61%, resulting in \$44,621 revenue over budget, and headcount is up .38%. Headcount enrollment of 1,518 students is the highest fall semester enrollment since fall 2017. Congratulations to all ACC staff for their collaborative focus on growing this important metric.

### Bridge Walk 2023

ACC President Dr. Don MacMaster was delighted to receive an invitation to join Gov. Gretchen Whitmer on the annual Labor Day Mackinac Bridge Walk. It was a beautiful day and gave the College a chance to discuss legislative priorities such as student housing, appropriations, and the Governor's Clean Energy initiative.



*Above: Dr. Don MacMaster (left) participated in the annual Labor Day Mackinac Bridge Walk with Gov. Gretchen Whitmer (second from right).*

Lisa Snyder, Executive Director of the Office of Information Technology

Lisa Snyder is ACC's new Executive Director of the Office of Information Technology, replacing Jeff Blumenthal who retired June 30, 2023. Lisa served ACC as Director of Institutional Research for many years and has stepped beautifully into her new role. Key OIT initiatives that Lisa is now leading include implementing the Ellucian Colleague upgrade across campus, clarifying and improving data governance, and continuing to maintain a robust Institutional Research response. Beyond ongoing mandatory state and federal compliance reporting, one example of this IR work was the recent outreach by Aspen Prize staff for ACC to disaggregate data from its four-year degree to make our data comparable with other two-year degree granting institutions eligible for the prestigious Aspen Prize for Community College Excellence. Lisa joins us tonight to share her thoughts on her new position and to answer any questions you might have.

**Action Items**

2.885 Bids: Bus Transportation for Basketball, Baseball, and Softball Teams

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

The Board of Trustees authorizes appropriate College officials to contract with Beyond Horizons Tour & Travel of Mt. Pleasant, Michigan, to provide bus transportation for the men's and women's basketball teams and the baseball and

softball teams for the 2023-24 and 2024-25 seasons. The cost of that travel is estimated to be \$67,799.00 but that may change due to scheduling changes and other factors.

Ayes: 6. Nays: 0. Motion approved.

#### 2.886 Anatomage Table Purchase

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

The Alpena Community College Board of Trustees approves the purchase of one Anatomage Table Clinical with a one-year warranty from Anatomage Inc. at a cost not to exceed \$62,200.00.

Ayes: 6. Nays: 0. Motion approved.

#### 2.887 Neonatal Simulator Purchase

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

The Board of Trustees authorizes appropriate College officials to purchase one Super Tory medium skin tone advanced neonatal simulator package, installation, in-service, and 3-year service plan for a total of no more than \$61,377. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Ayes: 6. Nays: 0. Motion approved.

### **Financial Report**

Monthly General Fund Revenue and Expense through August 2023 (Year-to-Year Actual Comparison)

- The property tax receipts of \$643,453 are \$51,598 more than those for August 2022, as expected.
- Tuition/fee receipts of \$3,380,736 are \$294,279 more primarily due to higher-than-expected billable contact hours.
- State aid for the current year is usually zero because of the normal start month of October. The small amount is typically transferred out in the same month received to other accounts.
- Interest income is derived from the significant cash balances swept into money market accounts.
- Net income through the second month of the new fiscal year shows as a gain of \$1,851,543, which is typical for this time of year, when fall tuition receipts have built up.
- There were five payrolls in the first two months of FY 2023 and only four in FY 2024.
- OIT is lower due to how the annual Ellucian software cost is to be expensed, still to be determined.

Monthly General Fund Revenue and Expense through August 2023 (Budget to Actual Comparison)

- Professional fees are higher than last year by \$13,000 and liability insurance was higher by \$31,000 due to timing of invoice.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through August 2023

- The Month-to-Month comparisons are tracking as expected except as noted above.

**Personnel Report**

New hires, terminations, and status changes from August 11 to September 1, 2023.

New Hires:

- Denise Wekwert, ADM Simulation Lab Manager, effective 09/05/2023.
- Andrew Ornelas, Women’s Softball Head Coach, effective 09/01/2023.
- Wayne Karsten, Women’s Softball Assistant Coach, effective 09/01/23.
- Kristen Wisniewski, ADM Director of Strengthening Institutions Program Grant, effective 09/06/2023.

Re-Hires:

- None.

Transfers:

- None

Resignations:

- Melanie Thomas, FT Faculty – Nursing Program Instructor, effective immediately.

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 August 11 and September 14, 2023.

Total Donors:	86
New Gifts:	\$57,215.27
Pledge Payments:	\$3,750.00
New Pledges:	\$0.00

## **Board Discussion**

Trustee Stibitz noted the Gardeners' Appreciation Luncheon held that afternoon was very nice and the food was really good too.

Chairman Briggs expressed an interest in seeing the renovated welding and manufacturing tech labs. The trustees agreed to meet at 6:00 p.m. on Thursday, October 19, 2023, to tour the labs.

## **New Business**

None.

## **Suggested Future Agenda Items**

None.

## **Next Regular Meeting**

The next regular board meeting is scheduled for Thursday, October 19, 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.

Please note: the trustees will conduct a tour of the welding lab (Besser Technical Center 103) and manufacturing tech lab (Newport Center 124) beginning at 6:00 p.m. on Thursday, October 19, 2023.

## **Adjournment**

The regular meeting was adjourned at approximately 8:03 p.m.

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