

Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
November 16, 2023
665 Johnson Street, Alpena, MI 49707

On Thursday, November 16, 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 Chair 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 Stibitz 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: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the October 19, 2023, Regular Board Meeting

Trustee Stibitz made the motion to approve the proposed minutes of the October 19, 2023, Regular Board Meeting; Trustee Gentry seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan presented the following ACC Foundation report.

Foundation Report to ACC Trustees — 11/16/23

- At the October 26, 2023 Foundation Board meeting the board approved the Audited Financial Report for the Year Ending June 30, 2023. The Foundation received a clean audit from Straley, Lamp and Kraenzlein. In summary, for the fiscal year ending June 30, 2023 the Foundation had revenue, support and investment return totaling \$3,937,161 and total expenses of \$2,098,056 resulting in net assets at year-end of \$9,220,358. The Foundation provided \$1,576,183 in program support to the college and \$306,666 in scholarship support to students. It reported \$180,162 in operational expenses and \$3,261,550 in revenue making its cost to raise a dollar \$0.05.

- The Foundation amended its spending policy which will calculate the annual endowed fund allocations based on a 12-quarter rolling average at December 31st of the current fiscal year. In the past we calculated allocations using the March 31st fund balance (no averages). This change will smooth out market fluctuations and reduce the risk of endowed funds becoming underwater. This change puts the foundation in-line with how most foundations calculate endowment fund payouts. In addition, the board approved the implementation of a 2% administrative fee on all Capital Campaign donations, which will be taken at the time the gift is received.
- The office of alumni relations is working closely with the athletic department to establish an ACC Athletic Hall of Fame called The Lumberjack Legends. There are two committees currently working on this project. One is tasked with identifying and selecting alumni athletes to be recognized and the other committee is tasked with planning an awards celebration dinner event that will take place on Saturday, September 7, 2024 – mark your calendars!
- At the end of October the Foundation launched an internal employee giving campaign (the first since employees were asked to support Van Lare Hall renovations in 2017). Responses have been somewhat sluggish with only about 7% of employees participating at this time. The Foundation will continue to follow up with staff and encourage participation.

Faculty Report

Instructor Matt Gallarno introduced Terry McKenzie, who was recently hired as a full-time faculty member in the Nursing Department.

Student Report

None.

President's Report

President's Report to the Alpena Community College Board of Trustees
November 16, 2023

Northeast Michigan Teacher Pipeline



Alpena Community College (ACC), in collaboration with Northern Michigan University (NMU) and Central Michigan University (CMU), is proud to announce a new initiative that will open additional pathways for aspiring educators in Northeast Michigan. These strategic partnerships, collectively known as the **Northeast Michigan Teacher Pipeline**, will offer students an affordable, seamless, and locally rooted pathway to achieve their teaching dreams.

Students in Northeast Michigan seeking a career in education can now commence their journey at Alpena Community College, enjoying the benefits of local and affordable education for the first two years. This "2+" pathway ensures that students receive a solid foundation in education without the financial burden of relocating to larger universities right from the start.

After completing their first two years at ACC, students can easily transfer to CMU or NMU to fulfill the remaining teacher program requirements. This streamlined process ensures that students experience a smooth transition while continuing their education.

In addition to the 2+ pathways, ACC, CMU, and NMU are committed to exploring further opportunities for collaboration within teacher education programs. This includes investigating

virtual learning options, rural grant opportunities, and other creative means to support aspiring teachers in the region.

As part of this new partnership, a new course will be offered within ACC's existing Associate of Arts in Education program. *History 123 (HST 123) - History and Exploration of Embattled Profession: Introduction to Education* provides students an opportunity to explore careers in education, including teaching, educational support roles, and administration. The course emphasizes the evolution of both private and public education in the United States over some 200 years. It will provide students with practical applications and immersion opportunities to gain a deeper understanding of current realities, as well as those anticipated in the education profession.

Tim Kuehnlein and Amanda Campbell Crawford, both instructors of history at ACC, are the lead faculty for the course, and with Dr. Paige Gordier, Vice President of Instruction at ACC, they have been collaborating on the design and delivery of the course in the larger context of ACC's program development and transition of students to partner universities. Instructor Kuehnlein commented, "The course is an opportunity to perk interest among aspiring students in education professions that have lost some appeal for various reasons over the years. It is an opportunity to inspire, inform, motivate, and reinvigorate by using the perspectives of history with an eye toward the future."

The course is being offered in the Spring Semester at the main campus of ACC starting in January and is available remotely to anyone interested, including those students at the satellite campuses of Huron Shores or any of the local high schools served by ACC's remote access options.

Dr. Paula Lancaster, Dean of the College of Education and Human Services at Central Michigan University, expressed her enthusiasm for the collaboration, stating, "This partnership marks an exciting step forward in teacher education. Together, we will empower Northeast Michigan students with the resources and support needed to excel in the field of education."

Dr. Joseph Lubig, Associate Dean of the College of Health Sciences & Professional Studies at Northern Michigan University, shared his perspective, saying, "This partnership aligns with NMU's commitment to providing exceptional teacher education. We're eager to work together to ensure aspiring educators in Northeast Michigan have a clear and accessible path to achieve their goals."

Dr. Don MacMaster, President of Alpena Community College, expressed his pride in the collaboration, stating, "We are thrilled to be part of this partnership, offering affordable education and career opportunities to our local students. The Northeast Michigan Teacher Pipeline will pave the way for a brighter future for our region."

Justin Gluesing, Superintendent of the Alpena-Montmorency-Alcona Educational Service District (AMA ESD), acknowledged the significance of this initiative, saying, "This collaboration strengthens the entire educational landscape in Northeast Michigan. Our corner of the state is isolated from our university partners, and this partnership will help build our local pool of professional educators to support our region for years to come."

For general questions about the Northeast Michigan Teacher Pipeline, please contact Dr. Paige Gordier, ACC Vice President of Instruction 989-358-7458.

2022-23 Annual Report



The 2022-23 Annual Report arrived this week. Chock full of interesting ACC stories, data, and photos, the document provides an accurate and attractive record of ACC accomplishments from FY23. Kudos to Jay Walterreit, director of public information and marketing, for his vision and leadership in producing the Annual Report. It represents the College beautifully.

2022-23 CEPI Student Success Data

Following is a chart showing how ACC ranked against all of the other Michigan community colleges in CEPI’s student success metric over the last 12 years.

2009-10	11th	45.3%
2010-11	4th	48.0%
2011-12	13th	45.9%
2012-13	10th	49.1%
2013-14	12th	52.1%
2014-15	14th	49.8%
2015-16	3rd	58.5%
2016-17	1st	60.5%
2017-18	4th	55.4%
2018-19	1st	58.6%
2019-20	2nd	46.3%
2020-21	6th	32.5%

CEPI student success ratings for each Michigan Community College over the last 12 years.

Community College	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Alpena	45.3%	48.0%	45.9%	49.1%	52.1%	49.8%	58.5%	60.5%	55.4%	58.6%	46.3%	32.5%
Bay de Noc	44.7%	41.7%	47.8%	53.0%	52.3%	54.0%	61.7%	54.7%	52.1%	50.9%	44.0%	24.5%
Delta	45.6%	43.1%	47.1%	46.3%	46.7%	47.7%	48.1%	48.0%	38.3%	36.0%	31.1%	15.7%
Glen Oaks	41.3%	43.9%	45.8%	54.1%	55.0%	54.2%	49.5%	50.7%	50.3%	45.3%	42.0%	30.8%
Gogebic	53.4%	57.3%	54.1%	55.5%	62.7%	60.6%	58.6%	59.8%	60.5%	55.4%	48.4%	33.6%
Grand Rapids	44.0%	43.5%	44.6%	49.3%	48.7%	43.3%	50.2%	42.3%	39.9%	34.9%	27.9%	20.5%
Henry Ford	33.4%	37.6%	37.6%	36.0%	44.8%	48.8%	45.1%	40.2%	37.0%	36.6%	21.2%	12.4%
Jackson	40.9%	37.9%	42.2%	43.0%	43.1%	42.8%	43.8%	39.5%	36.3%	39.4%	28.7%	17.0%
Kalamazoo	43.5%	41.4%	43.7%	48.2%	53.7%	50.0%	47.9%	48.1%	50.3%	49.2%	43.9%	38.5%
Kellogg	59.5%	43.2%	47.4%	49.3%	50.9%	47.3%	41.3%	40.0%	38.6%	33.3%	27.6%	20.6%
Kirtland	30.7%	31.9%	33.9%	38.1%	53.0%	42.6%	45.0%	45.0%	49.9%	41.9%	35.5%	24.2%
Lake Michigan	40.7%	43.6%	48.2%	37.0%	44.6%	48.0%	46.8%	47.7%	48.7%	40.5%	30.6%	29.7%
Lansing	45.4%	43.2%	47.1%	49.3%	50.4%	53.4%	52.6%	55.4%	53.7%	49.9%	38.2%	23.9%
Macomb	44.7%	48.0%	48.5%	45.2%	51.8%	53.1%	49.1%	44.1%	46.8%	35.4%	26.8%	18.0%
MidMichigan	46.5%	45.7%	42.4%	43.4%	45.9%	45.9%	48.7%	40.7%	41.9%	37.4%	31.6%	19.6%
Monroe	39.4%	41.2%	40.3%	43.3%	45.3%	47.3%	46.9%	49.1%	46.0%	40.5%	34.5%	20.9%
Montcalm	36.6%	39.6%	38.8%	41.7%	39.8%	42.0%	47.9%	44.4%	43.5%	36.2%	26.1%	20.8%
Mott	45.8%	43.3%	43.4%	42.2%	40.7%	40.8%	40.5%	38.9%	37.6%	33.3%	27.0%	19.2%
Muskegon	45.8%	46.4%	46.4%	45.5%	52.2%	51.9%	52.8%	46.4%	46.0%	42.1%	36.5%	22.5%
North Central Michigan	44.4%	42.4%	45.3%	46.2%	49.1%	53.7%	54.6%	52.8%	55.7%	49.1%	44.0%	29.5%
Northwestern Michigan	44.8%	45.9%	48.8%	50.3%	53.6%	53.1%	54.0%	52.6%	49.5%	45.0%	29.1%	34.6%
Oakland	41.7%	46.6%	42.7%	50.2%	58.6%	53.1%	55.9%	50.9%	56.3%	51.1%	45.4%	42.3%
Schoolcraft	49.0%	47.3%	45.3%	44.8%	47.7%	48.0%	54.2%	46.7%	43.5%	38.2%	30.3%	17.8%
Southwestern Michigan	39.6%	36.3%	30.0%	48.7%	63.5%	60.2%	49.8%	53.3%	46.5%	43.8%	39.3%	23.4%
St. Clair	46.4%	49.4%	52.6%	52.0%	52.7%	54.6%	54.6%	51.7%	52.4%	50.5%	40.0%	21.8%
Washtenaw	48.8%	50.0%	51.9%	47.7%	55.1%	55.9%	56.8%	49.5%	50.1%	48.3%	40.4%	33.2%
Wayne	28.3%	23.2%	24.2%	33.5%	25.8%	26.3%	27.4%	28.9%	27.8%	24.9%	20.3%	17.6%
Westshore	39.7%	33.7%	46.9%	39.1%	47.1%	44.6%	48.9%	44.0%	44.2%	45.5%	36.3%	28.7%

Action Items

2.892 Bids: Roof Removal and Replacement Over Besser Technical Center Welding Area

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

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with TRC Roofing of Alpena, Michigan, for roofing repair and replacement services for Besser Technical Center at a cost not to exceed \$125,971.

Ayes: 7. Nays: 0. Motion approved.

2.893 Bids: Signage for Renovated Welding and Manufacturing Labs

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

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Image360 of Traverse City, Michigan, for signage design, manufacturing, and installation at a cost not to exceed \$25,294.15.

Ayes: 7. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$662,244 are \$55,989 more than those for October 2022, as expected.
- Tuition/fee receipts of \$4,071,707 are \$913,798 more primarily due to higher-than-expected billable contact hours and earlier registrations.
- State aid for the current year is \$660,877, \$30,363 more than last year, as expected. This is normal for the month of October, which is the first appropriation payment of the new year.
- Interest income is derived from the significant cash balances swept into money market accounts.
- There were nine payrolls in the first four months of FY 2023 and only eight in FY 2024.
- OIT is lower due to how the annual Ellucian software cost is to be expensed. GASB 96 causes it to be capitalized and then amortized annually.
- Institutional Administration is significantly higher primarily due to legal fees (\$67,000), timing of advertising costs (\$16,000) and changes in fringe benefit selections (\$10,000).
- Net income through the fourth month of the fiscal year shows as a gain of \$607,182, which is typical for this time of year, when spring tuition receipts start to build up.

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

- Outside Services is lower due to the Ellucian software expensing issue.
- Professional fees are higher than last year as noted above.
- Supplies are much higher due to running nursing packages through course fees and purchasing the packages through nursing instructional supplies.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through October 2023

- Payroll and fringe benefits are higher due to processing overload and specialty pays in October.
- Tuition waivers and dues are up because of processing employee and senior tuition waivers.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Personnel Report

New hires, terminations, and status changes from September 2 to October 11, 2023.

New Hires:

- Alexa Ramacher, FT Faculty – Nursing Program Instructor, effective 11/01/2023.

Re-Hires:

- None.

Transfers:

- Matthew Plante, Transfer from Substitute – Library to Part-Time Learning Resource Center Technician, effective 10/23/2023.

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 October 9 and November 8, 2023.

Total Donors:	32
New Gifts:	\$364,009.76
Pledge Payments:	\$22,500.00
New Pledges:	\$0.00

Board Discussion

President MacMaster mentioned an email message from Yuko Fellows, an ACC employee who is retiring in December. MacMaster noted that Fellows' message encapsulated the College's culture of service to students and the community and promised to forward a copy of the message to the trustees.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, November 16, 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 7:41 p.m.

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