

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

On Thursday, December 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 Chair John Briggs.

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

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 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 November 16, 2023, Regular Board Meeting

Trustee Gentry made the motion to approve the proposed minutes of the November 16, 2023, regular board meeting; Trustee Townsend 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 Aaron Kwiatkowski, Alpena Police Department; Richard Sutherland, ACC administration; Dr. Nick Brege, ACC administration; Kurt Konieczny, ACC administration; Rob Mills, ACC faculty; Aaron Bussey, ACC security staff; and Karen Bennett, ACC attorney.

No public comments were given.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan presented the following ACC Foundation report.

- The Foundation produced and distributed its first-ever impact report. This publication is filled with stories of how our donors are making a difference

at ACC. Trustees should have all received a copy mailed to their homes, however Jay will have additional copies to pass out at the meeting.

- The Foundation Marketing and Communications committee is working on some community outreach where they are planning a series of “Lunch with the President” events. The first one will be in January where we will be inviting retired educators to attend a presentation on early college and dual enrollment at ACC.
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Trustee Stibitz gave the following report about the recent MCCA Michigan Governance Leadership Institute held December 4-5, 2023.

- The word that I heard repeated most over the two days was “policies.” The facilitator kept coming back to that.
- On DEIB (diversity, equity, inclusiveness, and belonging): we received an inventory of 15 questions on how our institution was doing. When I took a look at our policies all I could find was this – “Offer a welcoming, safe and adaptable culture that inspires diversity.”
- One small thing that was done to make a student feel welcome was to change the sign on an instructor’s office to say “Student Hours” instead of “Office Hours.”
- Some questions I wrote down:
 - 1) Do we have a policy on making policies?
 - 2) How often do we review the by-laws?
 - 3) If we exceed 15% in our fund balance do we have a policy on how that money could be used?
 - 4) Do we know what our community wants? Should we have a formal way of asking the community what they want from ACC? What are we doing well? What are we missing?
 - 5) Do we have a policy that talks about holding an annual retreat?

Trustee Hilberg also shared some of her thoughts about how ACC handles policies and where they are housed. The institute shared suggested policy topics. Attendees also shared ideas on how their institutes handle many situations.

Faculty Report

Instructor Rob Mills provided an update on the Criminal Justice program with an emphasis on the MCCA grant supporting Michigan Department of Corrections employees.

Student Report

None.

President's Report

President's Report to the Alpena Community College Board of Trustees
December 21, 2023

Retirees' Luncheon

Nearly two dozen ACC retirees attended a luncheon Wednesday, December 20, hosted by the College in the Fitzpatrick Family Commons. It was a lovely event. Dr. Don MacMaster presented a status report on the College, Ray and Cathy Bock and crew provided a wonderful lunch, and the retirees then enjoyed catching up for the remainder of the event. Kudos to Kerrie Kamyszek in the President's Office for organizing the event right down to the poinsettias on each table. Thanks also to Max Lindsay, Tom Brindley, and Roger Phillips for their leadership in making this connection happen every year. Connecting the past, present, and future is fundamental to ACC's long-term success. This event brings ACC people together, always a good thing.



Spring Semester Enrollment

As ACC Director of Admissions Mike Kollien astutely notes, enrollment is a nine-inning game. Using that analogy, he estimates we are somewhere in the 6th

or 7th inning in regards to spring semester enrollment. However, spring semester enrollment data from this week is positive. Compared to the same point in the FY23 spring semester enrollment cycle, highlights include:

- Contact hours are up 11.3%
- Average hours per student increased from 10.4 to 11.24
- Headcount is up 2.9%
- Continuing Students is up 14.9% in credit hours
- Oscoda campus contact hours are up 16.9%

Tracking with Mike Kollien's analogy, we're heading into the late innings. Good work by admissions, faculty, and staff has gotten us to this point. Now we need to close and maximize enrollment opportunities that don't yet register in these numbers.

Welding and Manufacturing Lab Updates

The Durolast roof approved at the last Board meeting is being installed over the Welding lab this week. Maintenance staff is painting the hallways leading to the Welding lab. The final piece of the Manufacturing lab upgrade, the rooftop air handling unit, is being installed this week. Both projects are done except for final signage and donor recognition. Thanks to all who had a hand in this project. These upgrades are significant institutional accomplishments and will benefit ACC students.

ACC Innovation Recognized by *The Alpena News*

Following is the [December 16, 2023, editorial written by Bill Speer](#) about some of ACC's recent innovative activities.

ACC Innovation Benefits Entire Community

One essential quality for any successful institution is the ability to change with the world around it.

Time and time again, Alpena Community College has been able to do just that.

The college's administration seems to embrace and thrive on change — to the point the college today looks quite a bit different from the college 10 years ago, and that college looked quite different than the college did 10 years previous.

Trust me, the region is extremely fortunate and blessed to have such a forward-thinking college campus in Alpena.

Students at ACC can be guaranteed to have available to them programs and degrees that are tailor-made to the workforce of today, not the workforce of yesterday.

Take, for example, the ACC Lineman program, which all but guarantees jobs upon graduation for the students who go through it. When the ACC administration was presented with the need for such a program from industry leaders in the region, like Alpena Power Co.'s Steve Fletcher, the college responded by developing one of the best lineman training programs in the country.

And that is but one of many examples I could rattle off which have met similar success.

The latest collaboration for ACC students and staff is with MyMichigan Medical Center Alpena.

A new course offered is Health 106: Fundamentals of Surgical Care. Two students each semester will be given an opportunity to train in a simulated operating room. The students will gain real experience while at the same time being paid by the medical center.

What medical staff identified as a need not only in Alpena but throughout the state and Midwest was brought to ACC administrators. Talks were held, potential problems identified, costs analyzed, and staffing issues resolved.

In the end, ACC walked away from the table with an important and attractive new class to offer students, while medical folks were pleased to have potential employees now training and learning in a simulated environment.

ACC President Don MacMaster was pleased with the process and how the new offering evolved and how it fits nicely into the college's licensed practical nursing program.

MacMaster should be happy. Hospital folks should be happy. Residents of Northeast Michigan should be happy.

Personally, I believe MacMaster and the ACC trustees are the real heroes in this story for once again embracing change and, as a result, adapting and developing new programs to meet the needs of a changing medical landscape.

Change isn't easy.

Congratulations, ACC administrators, for once again meeting a need in our community.

As was pointed out in a News editorial earlier this week, the partnership between the medical center and college is a benefit for all of us.

Action Items

None.

Financial Report

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

- The property tax receipts of \$665,116 are \$55,081 more than those for November 2022, as expected.
- Tuition/fee receipts of \$5,353,261 are \$572,654 more primarily due to higher-than-expected billable contact hours and earlier registrations.
- State aid for the current year is \$1,377,323, \$131,931 more than last year with the Renaissance Zone and 2024 cost offset payment is \$65,840 more than last year, the rest is as expected.
- Interest income is derived from the significant cash balances swept into money market accounts. The increase from last year is due to changing the way the College invests those funds. We are now taking full advantage of the higher rates available.
- There were eleven payrolls in the first five months of FY 2023 and only ten in FY 2024.
- OIT is higher due to the annual Ellucian software cost expensed.
- Institutional Administration is significantly higher primarily due to legal fees (\$90,000), timing of advertising costs (\$20,000) and changes in fringe benefit selections (\$10,000).
- Net income through the fifth month of the fiscal year shows as a gain of \$997,266, which is typical for this time of year, when spring tuition receipts start to build up.

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

- Outside Services is higher due to the Ellucian software expensing issue and 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 November 2023

- OIT purchased \$9,020 worth of equipment.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Personnel Report

New hires, terminations, and status changes from November 7 to December 4, 2023.

New Hires:

- Michael Belusar, ESP2 Computer Technician, effective 11/13/2023.

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 November 9 and December 11, 2023.

Total Donors:	119
New Gifts:	\$405,102.81
Pledge Payments:	\$2,000.00
New Pledges:	\$0.00

Board Discussion

Chair Briggs expressed a desire for the ACC trustees to conduct a retreat to discuss its relationship with the ACC Foundation and ideas stemming from a first draft memorandum of understanding proposed by the Foundation. Briggs stated that both boards are interested in reframing and detailing their relationship. He proposed an ACC Board retreat to be held after the January 2024 board meeting. After the retreat the ACC Board will offer a joint meeting with the ACC Foundation board to discuss ideas and potentials policies.

Secretary Walterreit will create a Doodle poll asking the trustees to state their availability for the weeks of January 22 and 29, 2024. Trustees expressed a desire for a ½-day retreat starting at 8 a.m. and going to noon. A location was not discussed.

Trustee Stibitz suggested two additional topics to discuss at a January retreat: 1) discussion of a process to review ACC board bylaws and policies, and 2) ways in which the ACC Board of Trustees can regularly interact with the community and solicit feedback.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, January 18, 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 8:03 p.m.

Respectfully submitted by
Denis J. Walterreit,
Secretary of the Board of Trustees
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