

**Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
January 18, 2024
665 Johnson Street, Alpena, MI 49707**

On Thursday, January 18, 2024, 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 Duncan 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 Hilberg. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the December 21, 2023, Regular Board Meeting

Trustee Gentry made the motion to approve the proposed minutes of the December 21, 2023, regular board meeting; Trustee Duncan 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 Jason Collegnon, Alpena Police Department; Aaron Bussey, ACC security staff; Dr. Paige Gordier, ACC administration; Dr. Nick Brege, ACC administration; Kurt Konieczny, ACC administration; Amanda Campbell Crawford, ACC faculty; Cassia Marchinsky, ACC student; Bobby Allen, ACC men’s basketball coach; Daddy Hill, ACC student; Xavier Bloomberg, ACC student; Henry Kropp, ACC student; Brenda Herman, ACC administration; Max Lindsay; Mary Eagan, ACC administration; Todd Artley, ACC faculty; Mark Grunder, ACC administration; and Jessica Chaffin, Ad Astra representative.

No public comments were given.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan presented the following ACC Foundation report.

Foundation Report to ACC Trustees -1/18/2024

The Foundation's year end appeal was very successful, demonstrating that the efforts of Director of Alumni Relations Mary Eagan and Executive Director Brenda Herman are paying off. The majority of the gifts you see on this month's Gifts and Grants Report are in response to the year-end appeal. The Foundation board set a revenue goal for our 2023 year-end appeal of \$175,000. They surpassed that goal and to date have raised \$288,500! There were 4 or 5 large gifts designated to existing scholarship funds, and numerous smaller gifts supporting the student emergency fund, scholarships, programs, and unrestricted funds.

In addition to multiple forms of communication going to our donors and prospects for our year end appeal, the Foundation team has been working on:

Preparing for a lunch with the President event scheduled for Friday, 1/19

A project with the Director of Alumni Relations and OIT that will import approximately 25,000 alumni records into the Foundation's donor database so that we can cultivate them for support of the institution

Working with a consultant to assess Foundation operations and best practices mostly related to finances. The Finance Committee is working on prioritizing action items from the assessment and beginning implementation of suggestions.

Reviewing Foundation bylaws which haven't been updated since 1998.

Working in tandem with the Alumni office to prepare for a comprehensive alumni campaign that will engage alumni and invigorate the alumni wall outside of automotive services.

Working with the Alumni office and athletics to establish an athletic hall of fame and prepare for the first annual awards banquet and recognition event.

Cultivating staff to participate in an ongoing employee giving campaign

Working with Mary to design and produce literature for the start of a formal planned giving program – more work to come in this area over the next few months.

Trustee Stibitz gave the following report about recent MCCA activities.

MCCA Board Meeting, January 12, 2024

Items of interest from the virtual meeting:

- Under Student Success the discussion was about using Data. The IPEDS data is questionable, not very useful to community colleges, and it can bring criticism from the outside. Erica Orions has developed some data on “The High School to College Transition in Michigan.” It can be found at <https://www.mcca.org/Building-Back-College-Enrollments>.
- April 2024 is Capitol Day in Lansing. It’s also Mascot Day.
- Motion was passed to raise the PAC contribution to \$1,500 per year. The goal is to reach \$2,400 by raising it incrementally by \$300 each year.
- The Audit showed MCCA to be in a very positive position and the reserves to be in a very strong position also.
- The task of MCCA’s Executive Committee was to evaluate President Johnson’s performance for the past year. After the survey that was done the result was EXEMPLARY. Compensation for 2023 was \$193,000. For 2024 it will be \$213,000.
- From the Capitol:
 - Those colleges who did not receive capital outlay will get Item Funding.
 - If and when the bill is passed to allow trustees to participate in their Board meetings virtually there must also be a policy passed by the College.

Faculty Report

Instructor Amanda Campbell talked about her class offerings including a class utilizing geographic information systems (GIS) technology. Student Cassia Marchinski gave a Google Earth-based presentation focusing on Greece that she created as a class project.

Student Report

Men’s Basketball Head Coach Bobby Allen and men’s basketball players Daddy Hill, Xavier Bloomberg, and Henry Kropp talked about their experiences with the team; Allen mentioned the men’s team had won their first conference game and were tied for first place in the conference.

Daddy Hill also talked about activities he had organized to recognized Martin Luther King Jr. Day.

President's Report

President's Report to the Alpena Community College Board of Trustees
January 18, 2024

Spring Semester Enrollment

Data from January 17, 2024, the third day of spring semester classes, includes the following enrollment highlights:

- Headcount (1,548) up 5% compared to last spring semester
- Contact hours (15,626) up 4.6% compared to spring semester 2023
- Continuing students is up 15% in contact hours
- Online and Hybrid courses up 10% in headcount and 10.6% in contact hours
- Budget (\$2,730,370) vs. actual (\$2,871,895) is up \$141,525 or 5.2%

Ad Astra Demonstration

Ad Astra software provides academic planning and scheduling solutions to help students and community colleges stay on course. The data tells the story of when, where, and how students want to learn so completion paths that match demand can be created, supporting predictable progress toward on-time completions. With more than 700 sections offered this semester at ACC, a software solution to the time-consuming and complex matrix of managing the schedule, especially changes late in the process, is supported by VP for Instruction Dr. Paige Gordier, ACC faculty, and Dr. Nick Brege, VP for Administration and Finance.

[Todd Artley, Dr. Paige Gordier, Mark Grunder, and Dr. Nick Brege spoke about ACC's class scheduling process during this part of the President's Report. Ad Astra representative Jessica Chaffin also joined the meeting via Webex and outlined some of the software's capabilities and how they could help ACC.]

Clean Financial Aid Audit Report from MiLEAP

January 17, 2024

Dear Amanda Belusar:

The Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), MI Student Aid division, conducted a program review of the State of Michigan financial aid programs administered at Alpena Community College. The review's scope included award recipients for Academic Year 2021-22.

The corrective actions taken by your institution satisfies the compliance requirements cited in the Program Review Report. This letter serves as official notification that the program review of your institution, conducted by SSGO, is now considered closed.

Although this review was comprehensive, it cannot be assumed to be all inclusive. It is the institution's obligation to comply with statutory provisions of regulations governing the State's financial aid programs.

The cooperation extended by your institution's staff during the completion of this review was greatly appreciated. Thank you for your commitment to the students attending Alpena Community College and for your participation in State financial aid programs.

Kudos to Financial Aid Director Amanda Belusar, Financial Aid Technician Lexi Young, and Financial Aid Office Coordinator Kristen Schnell for their diligent work on behalf of ACC and its students. Approximately 89.6% of ACC students received some form of Financial Aid for 2024 Spring representing \$3,196,126 in financial support to ACC students.

Action Items

None.

Financial Report

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

- The property tax receipts of \$875,245 are \$33,830 more than those for December 2022, as expected.
- Tuition/fee receipts of \$6,197,598 are \$662,765 more primarily due to higher-than-expected billable contact hours and earlier registrations.
- State aid for the current year is \$1,952,512, \$157,985 more than last year with the 2024 cost offset payment being \$65,840 more than last year. The remaining portion of state aid 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.
- Other revenue is \$91,952 higher than last year primarily due to the timing of the AND-to-BSN Completion grant transfer.
- There were fourteen payrolls in the first six months of FY 2023 and only thirteen in FY 2024.
- OIT is higher due to the annual Ellucian software cost expensed.
- Institutional Administration is significantly higher primarily due to legal fees (\$50,000), timing of advertising costs (\$26,000) and changes in fringe benefit selections (\$15,000).
- Net income through the sixth month of the fiscal year shows as a gain of \$1,072,245, which is typical for this time of year, when spring tuition receipts start to build up.

Monthly General Fund Revenue and Expense through December 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 December 2023

- Salaries and fringe expenses were higher in December due to three payrolls in the month.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the first half of FY 2024

- The deficit in restricted funds is due to the timing of drawdowns of federal aid.
- The deficit in plant funds is due to timing of receipts for the Center for Manufacturing Excellence project.
- Other balances are reasonable for this time of year.

Personnel Report

New hires, terminations, and status changes from December 5, 2023, to January 3, 2024.

New Hires:

- Louis “Kurt” Konieczny, Director of Facilities Management, effective 12/18/2023.
- Danielle Kollen, ESP2 Accounts Receivable Technician/Cashier, effective 01/02/2024.
- Joshua Holman, ESP2 TRiO Advisor – South, effective 01/02/2024.
- Francis Carvalho, FT Faculty – Nursing Program Instructor, effective 12/27/2023.

Re-Hires:

- None.

Transfers:

- Nicholas Brege transferred from Director of Facilities Management to Vice President for Administration & Finance, 01/01/2024.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- 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 December 12, 2023, and January 8, 2024.

Total Donors:	103
New Gifts:	\$157,860.00
Pledge Payments:	\$22,500.00
New Pledges:	\$0.00

Board Discussion

Board Chair John Briggs reminded the trustees about the retreat session scheduled for Tuesday, January 30, 2024, beginning at 8 a.m. The trustees were asked to suggest discussion topics to be added to the retreat agenda. Trustee Stibitz and Trustee Gentry suggested several new topics.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, February 15, 2024. 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 ACC Board of Trustees will conduct a retreat session on January 30, 2024, beginning at 8:00 a.m. in the Board Room, 400 NRC.

Adjournment

The regular meeting was adjourned at approximately 8:14 p.m.

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