

Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
May 16, 2024
665 Johnson Street, Alpena, MI 49707

On Thursday, May 16, 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 6:02 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.

After convening the meeting Chair Briggs announced a workshop session to hear details of the College’s proposed Fiscal Year 2025 budget. Dr. Nick Brege, Vice President of Administration & Finance, walked the trustees through a PowerPoint presentation detailing the expected revenues and expenses for the coming fiscal year.

After Dr. Brege’s presentation the trustees shared their thoughts on the current use of Granum Theatre and potential funding for new events through an endowed fund. The trustees expressed interest in adding programming in the theatre and improving the facility’s equipment.

The trustees agreed to form an ad hoc committee of three trustees — trustees Stibitz, Duncan, and Hilberg — with the intention of meeting with a subcommittee of the ACC Foundation board to share perspectives and brainstorm ways in which the College and Foundation could work together to utilize the Granum Theatre for more activities. Trustee Duncan offered to share the meeting proposal with ACC Foundation representatives.

At 6:51 p.m. Chair Briggs recessed the budget workshop to allow the audience to be seated for the regular portion of the board meeting.

The meeting was reconvened at 7:02 p.m. Trustee Stibitz led the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Stender that the agenda be approved as presented; the motion was seconded by Trustee Townsend. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the April 18, 2024, Regular Meeting

Trustee Stibitz made the motion to approve the proposed minutes of the April 18, 2024, regular board meeting; the motion was seconded by Trustee Duncan. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person or via Webex were: Officer Terri Curtis, Alpena Police Department; Temi Fadayomi, The Alpena News; Dr. Paige Gordier, ACC administration; Dr. Nick Brege, ACC administration; Eric Kennedy, ACC faculty; Max Lindsay; and Bob Tosch (via Webex).

Bob Tosch delivered his public comments via Webex.

Communication(s)

President MacMaster mentioned an email he had received from nursing faculty member Terry McKenzie, who thanked the College for adapting the Honors Breakfast and Commencement formats to accommodate his daughter's participation.

Board Member and Subcommittee Reports

Trustee Duncan noted the following points related to the ACC Foundation:

- The Scramble for Students is Saturday, July 20h. This event is the Foundation's largest annual fundraiser. Members are already reaching out to gather donations and recruit teams.
- The scholarship award process is happening later than usual this spring due to the FAFSA (Free Application for Federal Student Aid) process being quite delayed. Scholarship applications are being reviewed. We received 268 applications this year, up from 229 last year.
- At its 4/25/24 quarterly meeting the Board approved updates to the bylaws including new board leadership structure and creation of an Emeritus Committee. Sue Fitzpatrick, President and Augie Matuzak, Vice President have agreed to a 2-year renewal of their positions. Their terms are back-dated to October 2023, so they will complete those terms in October 2025.
- The large number of donors listed in the Gifts and Grants Report is attributed donations in memory of Taylor Agius (23 years old) who tragically died in an April 13th automobile accident. Taylor's parents, Phil and Pam Agius created the Taylor Agius Memorial Nursing Scholarship. Taylor was a graduate of Northern Michigan University. Her parents chose to set up the memorial scholarship at ACC, in part, because there exists at ACC the Frank Agius Family Scholarship established by Taylor's grandfather Frank.

Faculty Report

Concrete Tech instructor Eric Kennedy gave a PowerPoint presentation about recent developments in his program including the recent introduction of an intro to concrete course being offered in high schools.

Student Report

None.

President's Report

President MacMaster distributed a media release summarizing ACC's 70th Commencement ceremony held Thursday, May 9, 2024.

MacMaster then detailed some of his recent lobbying activities related to a variety of potential funding streams and proposed projects.

Trustee Gentry asked whether the College would wait to begin the new housing building project until it has all of the funding in hand. President MacMaster said the College has looked at scenarios in which it borrows money to build the new apartments, but he is actively pursuing a number of opportunities for state and federal money so the College does not have to borrow for the project. He said he should know in the next three to four weeks whether those efforts will come through. He plans to travel to Washington, D.C., next week to meet with Rep. Bergman about an earmark request.

Trustee Duncan noted that the ACC Foundation has not given a blanket denial to the College's request for Foundation support of the project, but they have said "not yet."

Action Items

2.897 Bids: Incubator for Oscoda Campus

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 purchase two Heratherm Peltier IMP180 US Refrigerated Incubators for a total cost not to exceed \$15,126.44. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Ayes: 7. Nays: 0. Motion approved.

2.898 Tuition Rate for Fiscal Year 2025

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

The Alpena Community College Board of Trustees approves the following tuition rate for Fiscal Year 2025 effective with Fall Semester 2024.

Tuition	From	To
In-District Tuition (per contact hour)	\$150.00	\$154.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$239.00	\$246.00

Ayes: 7. Nays: 0. Motion approved.

Financial Report

Monthly General Fund Revenue and Expense through April 2024 (Year-to-Year Actual Comparison)

- The property tax receipts of \$3,176,210 are \$204,402 more than those for April 2023, as expected.
- Tuition/fee receipts of \$6,699,829 are \$676,547 more primarily due to higher-than-expected billable contact hours and running the nursing book packages through course fees.
- State aid for the current year is \$4,335,598, \$315,443 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 and certificates of deposit. The increase from last year is due to changing the way the College invests current asset funds. We are now taking full advantage of the higher rates available.
- Other revenue is \$119,712 higher than last year primarily due to the timing of the ADN to BSN Completion grant transfer.
- OIT is higher due to the annual Ellucian software cost expensed.
- Institutional Administration is significantly higher primarily due to legal fees (\$63,000), timing of advertising costs (\$51,000) and changes in fringe benefit selections (\$40,000).
- Net income through the tenth month of the fiscal year shows as a gain of \$1,115,942 which is expected this time of year when spring tuition receipts have leveled.

Monthly General Fund Revenue and Expense through April 2024 (Budget-to Actual-Comparison)

- Outside Services are higher due to the Ellucian software expense and because of higher legal and advertising fees as noted above.
- Supplies are much higher due to running nursing packages through course fees as noted above. These packages are purchased through nursing instructional supplies.
- Library books and equipment is up due to the payment timing for software subscriptions.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through April 2024

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

Personnel Report

New hires, terminations, and status changes from April 12 to May 3, 2024.

New Hires:

- None.

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 the ACC Foundation between April 12 and May 8, 2024.

Total Donors:	347
New Gifts:	\$76,445.92
Pledge Payments:	\$.00
New Pledges:	\$0.00

Board Discussion

Chair Briggs noted there is a need to conduct a special meeting to address the replacement of boilers in Besser Technical Center. The trustees agreed to set a special meeting for Tuesday, June 4, 2024, at 11:00 a.m. in the Board Room, 400 Natural Resources Center, to consider bids. Board Secretary Walterreit will post the meeting and distribute the bid information.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, June 20, 2024, at 7:00 p.m. in Room 400 of the Charles R. Donnelly Natural Resources Center. Please note: a special meeting will be held on June 4, 2024, at 11:00 a.m. in the Board Room, 400 Natural Resources Center, to consider bids for boilers for Besser Technical Center.

Virtual attendance for both meetings will be available through Webex.

Adjournment

The regular meeting was adjourned at approximately 8:15 p.m.

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