

**Proposed Minutes of the Regular Meeting**  
**Alpena Community College Board of Trustees**  
June 20, 2024  
665 Johnson Street, Alpena, MI 49707

On Thursday, June 20, 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 5:08 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 Townsend made a motion to go into closed session at the request of President MacMaster to conduct the president’s 2023-24 performance review; Trustee Stibitz seconded that motion. A roll call vote was taken:

Briggs: Aye  
Duncan: Aye  
Gentry: Aye  
Hilberg: Aye  
Stender: Aye  
Stibitz: Aye  
Townsend: Aye

Ayes: 7. Nays: 0. Motion approved. Secretary Walterreit secured the entrances and the closed session began.

At 6:51 p.m. Trustee Duncan made a motion to end the closed session; Trustee Gentry seconded the motion. A roll call vote was taken:

Briggs: Aye  
Duncan: Aye  
Gentry: Aye  
Hilberg: Aye  
Stender: Aye  
Stibitz: Aye  
Townsend: Aye

Ayes: 7. Nays: 0. Motion approved. The closed session ended and Chairman Briggs declared a short recess while the doors were unlocked and the regular meeting audience was admitted.

The regular meeting resumed at 7:07 p.m. and 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 Stibitz. Ayes: 7. Nays: 0. Motion approved.

## **Approval of the Proposed Minutes of the May 16, 2024, Regular Board Meeting and the June 4, 2024, Special Board Meeting**

Trustee Gentry made the motion to approve the proposed minutes of the May 16, 2024, regular board meeting and the June 4, 2024, special 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 Jason Collegnon, Alpena Police Department; Temi Fadayomi, The Alpena News; Dr. Paige Gordier, ACC administration; Dr. Nick Brege, ACC administration; Andrew Paad, ACC faculty; Nancy Seguin, ACC administration; Mark Grunder, ACC administration; Mary Eagan, ACC administration; and Bob Tosch (via Webex).

Bob Tosch delivered his public comments via Webex.

## **Communication(s)**

None.

## **Board Member and Subcommittee Reports**

Chairman Briggs and Trustee Hilberg summarized the president's evaluation process which began at 5:00 p.m.

Trustee Hilberg highlighted President MacMaster's strengths:

- Strength 1: Maintains strong legislative relationships at both the federal and state levels.
- Strength 2: Successful succession planning and carry-through.
- Strength 3: Cultivates resources and revenues.
- Strength 4: Maintains strong relationships in and stays current with what is needed in our community.

Chairman Briggs noted that President MacMaster had met all of his job requirements and satisfactorily met his goals. He then added the following information on the president's compensation:

- President MacMaster is in the third year of his third three-year contract. The trustees and President MacMaster have agreed on a new three-year contract to begin July 1, 2024, and running through June 30, 2027.

- For Fiscal Year 2024 President MacMaster is at Step F8 in the administrative pay scale. Giving him the same raise as the rest of the administrators would move him to Step F9 for FY25. President MacMaster expressed an interest in being treated consistently with all of the employees. Briggs and the trustees agreed that MacMaster be moved to Step F9.
- MacMaster’s total compensation for Fiscal Year 2025 would be as follows:

Salary (Step F9) .....	\$186,997
Longevity (25 years of service) .....	\$4,200
Travel in service area .....	\$6,000
Office expenses/other.....	<u>\$10,000</u>
	\$207,197

The trustees will discuss the president’s FY25 goals at the August 15, 2024, regular Board meeting.

Trustee Stibitz reported that the Granum Theatre ad hoc committee of Trustee Duncan, Trustee Stibitz, and Trustee Hilberg met with representatives of the ACC Foundation to talk about how the College could move forward on programming and facilities improvements; some improvements are going on now.

Chairman Briggs reported that he and Trustee Duncan had met twice to collect information and discuss ACC’s priorities related to the proposed Memorandum of Understanding with the ACC Foundation.

Trustee Duncan noted the ACC Foundation Scramble for Students is coming up in July and team registrations are doing well. She also mentioned the ACC Foundation is accepting nominations for future ACC Foundation board members.

Trustee shared the following report on Michigan Community College Association activities:

**MCCA Spring Meeting May 17th at Glen Oaks CC.**

I attended this via Zoom.

There will be no dues increase for the coming year.

The Fall and Spring Meetings will have no cost for members of the Association.

The incoming president of the Executive Committee will be Peter Provenzano Jr. Chancellor at Oakland CC.

Dr. Beverly Walker-Griffa of Mott CC was honored as she retired after ten years as president. She immediately becomes the director of MiLEAP.

## Faculty Report

Manufacturing Tech instructor Andrew Paad recently met with a Haas representative who was impressed with what ACC students can do with their new Haas equipment. The representative mentioned that ACC could become a Haas training site if the College could add another piece of Haas equipment. Paad also mentioned the donation of a piece of equipment from Besser Company.

## Student Report

None.

## President's Report

President MacMaster distributed a media release from the State of Michigan Department of Agriculture and Rural Development announcing the awarding of new Rural Development Fund Grants. ACC was awarded \$100,000 for the purchase of a bucket truck for the Utility Arborist program.

## Action Items

### 2.900 Proposed Fiscal Year 2025 Budget

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

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2025.

Ayes: 7. Nays: 0. Motion approved.

### 2.901 Fiscal Year 2025 Administrative Salary Schedule

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

<u>Level</u>	<u>Positions</u>	<u>Lower End</u>	<u>Upper End</u>
A	Director of Alumni Relations; Assistant Controller/Payroll Manager; Director of Oscoda Campus; Director of Student Life Activities & Campus Housing; Simulation Lab Manager	\$57,381	\$89,747
B	Director of Learning Technology; Director of the Wellness Center; Director of SIP Grant	\$63,054	\$96,551

<u>Level</u>	<u>Positions</u>	<u>Lower End</u>	<u>Upper End</u>
C	Executive Director of ACC Foundation; Director of Admissions; Controller; Director of TRiO Talent Search; Director of Facilities Management; Director of Financial Aid; Director of Human Resources; Director of Information Technology; Director of Public Information & Marketing; Registrar; Dean of Workforce Development; Director of Nursing — Oscoda Campus; Director of the Learning Resources Center	\$73,803	\$107,748
D	Dean of Students; Director of Nursing — Alpena Campus; Executive Director of Office of Information Technology	\$87,737	\$122,754
E	Vice Presidents	\$118,518	\$155,505
F	President	\$159,601	\$198,443

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2025 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

Ayes: 7. Nays: 0. Motion approved.

2.902 Bids: Computer Lab Equipment Rotation

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

The Alpena Community College Board of Trustees authorizes College officials to purchase 35 mini-tower computers and four monitors from Lenovo for a cost not to exceed \$70,246.31.

Ayes: 7. Nays: 0. Motion approved.

2.903 Machine Tool Lab CNC Lathe Equipment Upgrade

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

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase one HAAS TL-1 CNC Toolroom Lathe from Gerotech, Inc., of Flatrock, Michigan, for a cost not to exceed \$49,481.00. Funding for this purchase will come from the Technology Improvement Fund.

Ayes: 7. Nays: 0. Motion approved.

## 2.904 Certification of MCCA Board of Directors Representatives

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

Dr. Don MacMaster is appointed to the 2024-25 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2024.

Florence Stibitz is appointed to the 2024-25 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2024.

Teresa Duncan is appointed to the 2024-25 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2024.

Ayes: 7. Nays: 0. Motion approved.

### **Financial Report**

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

- The property tax receipts of \$3,176,210 are \$204,402 more than those for May 2023, as expected.
- Tuition/fee receipts of \$6,746,676 are \$705,927 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 \$5,112,373, \$360,566 more than last year with the 2024 cost offset payment being \$65,840 more than last year and the Personal Property Tax reimbursement being \$34,507 less 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 \$121,540 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 (\$83,000), timing of advertising costs (\$57,000) and changes in fringe benefit selections (\$20,000).
- Net income through the eleventh month of the fiscal year shows as a gain of \$266,634 which is in line with expectations for this time of year when spring tuition receipts have leveled off.

Monthly General Fund Revenue and Expense through May 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 subscription expenses.
- All categories are in acceptable ranges for this stage of the year except as noted above.

#### General Fund Month to Month Comparison through May 2024

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

### **Personnel Report**

New hires, terminations, and status changes from May 4 to June 3, 2024.

#### New Hires:

- Alex Gorton, ESP2 Learning Technology Technician, effective 07/08/2024.

#### Re-Hires:

- None.

#### Transfers:

- None.

#### Resignations:

- Morgan Hardies, Learning Technology Technician, effective 04/26/2024.
- Andrew Ornelas, Women's Softball Head Coach, effective 05/09/2024.
- Joshua Holman, TRiO Advisor – South, effective 05/04/2024.

#### Terminations:

- None.

#### Retirements:

- Steve Lewis, FT Faculty – Electrical Systems Instructor, effective 06/01/2024.

#### 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 May 9 to June 10, 2024.

Total Donors:	108
New Gifts:	\$30,587.00
Pledge Payments:	\$0.00
New Pledges:	\$0.00

## **Board Discussion**

Chair Briggs asked Vice President of Instruction Paige Gordier to talk about the virtual book discussion event with author Angeline Boulley. President MacMaster added the College plans to bring more culturally significant speakers to campus over the next year.

Chair Briggs reminded the trustees there is no regular meeting scheduled in July.

## **New Business**

None.

## **Suggested Future Agenda Items**

None.

## **Next Regular Meeting**

The next regular board meeting is scheduled for Thursday, August 15, 2024, at 7:00 p.m. in Room 400 of the Charles R. Donnelly Natural Resources Center. The meeting will be available virtually through Webex.

## **Adjournment**

The regular meeting was adjourned at approximately 7:58 p.m.

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