

Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Wednesday, January 15, 2025
665 Johnson Street, Alpena, MI 49707

On Wednesday, January 15, 2025, 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 7:01 p.m. by Chair John Briggs.

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

Also present in person: ACC President Dr. Don MacMaster and Board Secretary Denis “Jay” Walterreit.

Pledge of Allegiance

Trustee Stibitz led the Pledge of Allegiance.

Approval of Agenda

Trustee Stibitz made the motion to approve the agenda as presented; Trustee Townsend seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the December 19, 2024, Regular Board Meeting

Trustee Gentry made the motion to approve the proposed minutes of the December 19, 2024, regular meeting; Trustee Stender seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person were: Alpena County Deputy Mike Lash; Dr. Paige Gordier, ACC administration; Dr. Nick Brege, ACC administration; Dr. Marv Pichla, ACC administration; Reagan Voetberg, The Alpena News; Tim Kuehnlein, ACC faculty; Matt Bedard, ACC faculty; Olivia Miller, ACC student; Dawn Stone, ACC administration; Shawn Sexton, ACC faculty; and Amy Drenth, ACC faculty.

There were no guests attending the meeting via Webex.

There was no public comment.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Report

Student Olivia Miller was introduced by Marketing Instructor Matt Bedard. Miller briefed the trustees on her efforts to bring attention to clothes made of synthetic fibers and their contribution of microplastics to the environment. Miller is a marketing student as well as an ambassador for EarthEcho, an organization which aims to reduce marine plastic pollution.

Faculty Report

English Instructor Shawn Sexton introduced Speech Instructor Amy Drenth, who joined the ACC faculty for Fall Semester 2024. Drenth shared her teaching history prior to ACC and mentioned a number of her personal activities.

President's Report

President's Report to the Alpena Community College Board of Trustees
January 15, 2025

2025 Spring Semester Enrollment Continues Upward Trend

Spring semester enrollment trended up compared to Spring Semester 2024. Fifteen hundred and seventy-four (1574) students were enrolled as of 1/15/25, an increase of .5% over the previous Spring semester. Contact hours (16,162) were up 3.3%. Other highlights of note:

- Dual-enrolled and Early College students account for 57.3% of headcount and 36.46% of contact hours.
- Students opting for online, hybrid, and remote courses increased 32.4% over last year.
- Online, hybrid, and remote contact hours (5,580.50) account for 34.5% of total contact hours.
- 28.6% of ACC students are out-of-district.
- Spring Semester 2024 enrollment was up 6.9% in headcount and 7.1% in contact hours over Spring semester 2023.

Thanks to all ACC staff who contribute to these positive enrollment numbers. Particular thanks to Mike Kollien, Director of Admissions, for his sustained leadership effort to attain this outcome.

2024 IPEDS Report Documents Institutional Highlights

The Integrated Postsecondary Education Data System (IPEDS) is a system of survey components that collects data from all institutions of higher education across the United States that provide postsecondary education and are eligible to receive Title IV funding. Along with the 27 other community colleges in Michigan, ACC is required to submit institutional data that is aggregated and presented in the annual IPEDS institutional report that came out this week. IPEDS allows each institution to propose a comparison group for benchmarking

purposes. ACC's comparison group is the Group 1 Michigan community colleges: Bay College, Glen Oaks, Gogebic, Kirtland, Mid-Michigan, Montcalm, North Central, Southwestern and West Shore. ACC IPEDS report highlights include:

- Graduation rate: ACC 50%, Comparison Cohort: 27%
- Full-time Retention: ACC 75%, Comparison Cohort: 60%
- Average net price of attendance: ACC \$4,091, Comparison Cohort: \$8,954
- Average amount of grant or scholarship aid: ACC \$6,004, Comparison Cohort: \$5,322
- Tuition and fees: ACC \$5,130, Comparison Cohort: \$5,267
- Core expenses per FTE—Instruction: \$8,567, Comparison Cohort: \$7,676

Thanks to all faculty, staff, students, and the community for the collaborative work required to achieve these outcomes. Well done, ACC.

Oscoda Campus Director Dr. Marv Pichla updated the trustees on recent activities at the Oscoda Campus, including the Life After High School video series posted on YouTube.

Action Items

2.926 Election of Board Officers

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

The Alpena Community College Board of Trustees retains the current slate of board officers for new two-year terms.

The current board officers are:

Chair: John Briggs

Vice Chair: Tom Townsend

Treasurer: Susan Stender

Secretary: Denis J. Walterreit

Ayes: 6. Nays: 0. Motion approved. Briggs, Townsend, Stender, and Walterreit were elected to serve in their current positions until December 31, 2026, unless changed by official resolution of the Board of Trustees.

Trustee Gentry then asked whether the ACC Board of Trustees liaison to the ACC Foundation Board of Trustees has to be renewed. President MacMaster noted there is no harm in doing that. Trustee Gentry then made the following motion:

The ACC Board of Trustees renews Trustee Teresa Duncan's role as trustee representative to the ACC Foundation board.

Trustee Stender seconded the motion.

Ayes: 6. Nays: 0. Motion approved.

2.927 Representative for Gardens of Alpena Corridor Improvement Authority Board

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

The Alpena Community College Board of Trustees officially designates President Donald C. MacMaster as Alpena Community College's representative on the Gardens of Alpena project corridor improvement authority board.

Ayes: 6. Nays: 0. Motion approved.

2.928 Purchase of Customized Electronics Trainer

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

The Alpena Community College Board of Trustees approves the purchase of a customized electronics trainer from Besser Company at a cost not to exceed \$29,500.

Ayes: 6. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$981,118 are \$105,873 more than those for December 2023.
- Tuition/fee receipts of \$6,637,282 are \$439,684 more than last year primarily due to an increase in the number of billable contact hours.
- State aid for the current year is \$2,002,896 and is \$50,384 more than December 2023.
- Interest is higher this year compared to last year because of the way the College invests its funds. We are now taking full advantage of the higher rates available through certificates and interest-bearing savings accounts.
- Other revenue is lower this year compared to last because of the ADN to BSN Completion Grant reimbursement timing.
- Instructional and instruction support expenses are up due to contractual wage rate adjustments and the timing of hire for new faculty.
- Student Services is up primarily due to contractual wage rate adjustments and athletic waivers.
- Institutional Administration is down this year compared to last primarily due to higher legal costs that were incurred in December 2023.
- Physical plant is up slightly compared to this time last year due to upgrades to building automation systems.
- Net income through the first six months of the year shows a gain of \$1,487,679 which is typical for this time of year as spring tuition revenue is built up.

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

- Spending for supplies is on track for the current year. The current year budget for supplies expenses includes the cost of nursing supply packages, which was an unbudgeted expense last year.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month-to-Month Comparison through December 2024

- There was a small credit in advertising due to an invoice correction.
- Travel and Mileage was up slightly because adjunct faculty are reimbursed for Fall semester mileage in December.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the second quarter of FY 2025

- The deficit in designated funds is due to scheduled computer lab equipment rotation and Technology Improvement Funds invested in new manufacturing technologies including IT upgrades in the welding lab and a new turning center in the manufacturing lab.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades and roof replacement.
- Other balances are reasonable for this time of year.

Personnel Report

New hires, terminations, and status changes from December 6, 2024, to January 3, 2025.

New Hires:

- Todd Wozniak, Student Success Facilitator, effective 12/09/2024.
- Jodie Borowicz, Adjunct – Accounting to Temporary PT Faculty Accounting/Business Instructor, effective 12/13/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- 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 December 10, 2024, to January 7, 2025.

Total Donors:	82
New Gifts:	\$25,847.00
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

Trustee Hilberg asked about the Alpena Chamber of Commerce annual dinner to be held February 13 and if ACC was hosting a table. Dr. MacMaster confirmed the College was reserving tables for the event. Trustees confirming their intent to attend the event and sit at the ACC table included trustees Hilberg, Briggs, Stender, and Stibitz. Secretary Walterreit will contact Trustee Duncan to see if she wishes to attend the event and sit at the ACC table.

Chair Briggs then noted the special joint board meeting with the ACC Foundation board scheduled for Friday, January 31, 2025, to be held at the Thunder Bay National Marine Sanctuary building, 500 W Fletcher Street in Alpena. That meeting is currently scheduled to begin at 8:30 a.m.

Trustee Gentry then asked President MacMaster if Athletic Director Allen Telgenhof could attend the February meeting to talk about ACC athletics and preparations for fielding men's and women's soccer teams.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, February 20, 2025. The meeting is scheduled to be held in Room 400 of the Charles R. Donnelly Natural Resources Center. Virtual attendance will be available through Webex. The meeting will begin at 7:00 p.m.

Please note: the ACC Board of Trustees will participate in a joint meeting with the Alpena Community College Foundation board on Friday, January 31, 2025; that meeting is scheduled to be held at the Thunder Bay National Marine Sanctuary building at 500 W. Fletcher Street, Alpena, MI 49707, beginning at 8:30 a.m.

Adjournment

The regular meeting was adjourned at approximately 8:02 p.m.

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