

Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Thursday, March 20, 2025
665 Johnson Street, Alpena, MI 49707

On Thursday, March 20, 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 7:00 p.m. by Chair John Briggs.

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

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

Pledge of Allegiance

Chair Briggs led the Pledge of Allegiance.

Approval of Agenda

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

Approval of the Proposed Minutes of the February 20, 2025, Regular Meeting

Trustee Gentry made the motion to approve the proposed minutes of the February 20, 2025, regular board meeting. Trustee Hilberg 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; Reagan Voetberg, The Alpena News; Deb Hautau, ACC faculty; Kurt Konieczny, ACC administration; Kristen Wisniewski, ACC administration; Dawn Stone, ACC administration; and Karen Bennett, ACC legal counsel.

Adam Keyes, ACC administration, attended the meeting via Webex.

No public comment was given.

Communication(s)

Dr. MacMaster received a note from Governor Whitmer’s office requesting the College lower flags to half-staff in honor of former Michigan legislator Darwin Booher, who recently passed away. Chair Briggs recognized Booher for his interest in community colleges and helpfulness in securing funding for ACC projects.

Board Member and Subcommittee Reports

Trustee Duncan delivered the following report on recent ACC Foundation-related activities:

- Granum Update: On February 21 the ACC Foundation Grants, Scholarships & Development Committee was treated to a brief, very impressive exhibition of the technology upgrades in Granum Theater. These upgrades greatly enhance the appeal of using the theater with its new and improved audio-visual features. Tim Kuehnlein reported several organizations have recently expressed interest in using the facility, including Thunder Bay Arts Council sponsoring the Community Chorus, a lecture series being organized by Dr. Paige Gordier, the Folk Society, and the Blues Coalition.
- The Foundation has expressed the need for more support personnel to assist with various tasks. Kerrie Kamyszek's position is designed to be 50% executive assistant to the president and 50% Foundation executive assistant. She does not have adequate time to complete everything necessary for the Foundation and those tasks are not a prudent use for Mary's time and skills. The College has agreed to cost-share additional support staff and Mary is encouraged by her discussions with Nick Brege. Hopefully this position can be filled sooner rather than later.
- Mary is working on a wall of honor to recognize donors who have established scholarships at ACC in memory of fallen law enforcement personnel. The display will be located outside the criminal justice classroom and there will be a dedication ceremony on May 1.
- MOU subcommittees from both boards met to discuss final details of the MOU. There are a couple of key people that need to review it yet, but we are hopeful we will have it ready to submit to each full board for review before our next meeting.

Student Report

None.

Faculty Report

Instructor Deb Hautau listed her recent activities with Science Olympiad including hosting the junior and senior high event at the College March 1. Hautau also mentioned she will be retiring after the conclusion of Spring Semester 2025.

President's Report

President's Report to the Alpena Community College Board of Trustees
March 20, 2025

Policies and Procedures Update in Preparation for HLC Accreditation

(Courtesy of Dawn Stone, Dean of Workforce Development, and Jay Walterreit,
Director of Public Information and Marketing)

Maintaining an accurate and up-to-date Policies and Procedures Manual is essential for the accreditation process. ACC's accrediting body, the Higher Learning Commission, requires the institution to demonstrate that policies reflect current practices, comply with legal and regulatory standards, and support the mission and goals of the institution. Outdated or inconsistent policies can jeopardize the institution's accreditation status by creating gaps in compliance or misalignment with institutional objectives.

To streamline the process of maintaining accurate and up-to-date institutional policies, this action plan seeks to grant limited authorization to the appropriate administrative personnel to make non-substantial changes to policies without requiring board approval. This ensures policies remain functional and reflect current organizational realities while preserving the board's oversight of substantive policy changes. By enabling administrative personnel to make non-substantial updates efficiently, this action plan supports the institution's commitment to continuous improvement and operational excellence. It ensures that the Policies and Procedures Manual remains a reliable and comprehensive resource, aligned with accreditation standards and institutional best practices. Furthermore, this proactive approach enhances the institution's ability to address accreditation feedback in a timely and effective manner.

ACC's HLC liaison, Dawn Stone, is here tonight to discuss this process.

Action Items

2.933 Proposed Action Plan for Administrative Policy Updates

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

The Alpena Community College Board of Trustees approves the proposed action plan granting administrative personnel limited authorization to make non-substantial updates to institutional policies, as outlined in the "Scope of Authorization" section, while maintaining board oversight for substantive policy changes.

Ayes: 6. Nays: 0. Motion approved.

2.934 Bids: WCCT Boilers Replacement

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

The Alpena Community College Board of Trustees approves the bid of Sweet Heating and Cooling of Glennie, Michigan, to complete the World Center for Concrete Technology Boiler Plant Upgrade project for an amount not to exceed \$115,900.00.

Ayes: 6. Nays: 0. Motion approved.

2.935 Bids: Virtual Reality Software Subscription for Nursing Department

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

The Alpena Community College Board of Trustees approves a three-year subscription agreement with Tactile VR along with implementation costs not to exceed \$53,000, with implementation completed by May 30, 2025.

Ayes: 6. Nays: 0. Motion approved.

2.936 Approval for Extended Warranties on Gaumard High-Fidelity Simulators

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

The Alpena Community College Board of Trustees approves the purchase of extended warranties for the above-mentioned manikins from Gaumard for a total not to exceed \$61,310.

Ayes: 6. Nays: 0. Motion approved.

Financial Report

Monthly General Fund Revenue and Expense through February 2025 (Year-to-Year Actual Comparison)

- The property tax receipts of \$2,886,775 are \$322,469 more than those for February 2024.
- Tuition/fee receipts of \$7,120,764 are \$575,841 more than last year, primarily due to increased billable contact hours.
- State aid for the current year is \$3,282,154 and is \$96,934 more than February 2024.
- Interest is higher this year than last year because of how the College invests its funds. We fully utilize the higher rates available through certificates and interest-bearing savings accounts.
- Other revenue is lower this year than last because of the ADN-to-BSN Completion Grant reimbursement timing.
- Instructional and instruction support expenses are up due to contractual wage rate adjustments, benefits selections, and the timing of hire for new faculty. This category also includes instruction-related equipment maintenance (CDL trucks), which is also up this year (\$32,109 more than last year) due to the expansion of the fleet and increased equipment use.
- Institutional Administration is down this year compared to last, primarily due to higher legal costs incurred in FY2024.
- Physical plant is up slightly compared to last year due to the timing of payments for campus security services.
- Net income through the first eight months of the year shows a gain of \$2,246,755, which is typical for this time of year as spring tuition revenue has accumulated.

Monthly General Fund Revenue and Expense through February 2025 (Budget-to-Actual Comparison)

- Spending on supplies is on track for the current year. The current year’s 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 year except as noted above.

General Fund Month-to-Month Comparison through February 2025

- Salaries and fringe benefits are higher in February due to the additional payroll for instructional overload in the spring semester.
- Nursing supplies packages were purchased in February, causing that expense category to rise for the month.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

Personnel Report

New hires, terminations, and status changes from February 1 to March 3, 2025.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- Beverly Banks, FT Faculty – Nursing Program Instructor, effective 02/12/2025.

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 from February 1-28, 2025.

Total Donors:	108
Number of Gifts:	117
New Gifts:	\$41,720.55
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

Chair Briggs noted the change in the date of the April regular meeting; that date is now Wednesday, April 16, 2025. He then noted that April will be a busy month at the College due to the addition of the solar array groundbreaking ceremony on April 24 and the Lineman Rodeo event on April 25. Briggs also mentioned the end-of-year activities in May including Commencement and the Honors Breakfast (May 8), the Nurses Pinning event (May 7), and the Evening with the Arts student art exhibit (May 2).

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Wednesday, April 16, 2025. **Please note the date change.** The board will participate in a technology demonstration in the Granum Theatre, Newport Center Room 107, beginning at 6:30 p.m.; the trustees will then move to the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, for the regular meeting which will start at approximately 7:00 p.m. Virtual attendance of the regular meeting will be available through Webex.

Adjournment

The regular meeting was adjourned at approximately 7:45 p.m.

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