

**Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Wednesday, May 14, 2025
665 Johnson Street, Alpena, MI 49707**

On Wednesday, May 14, 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 5:58 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, Board Secretary Denis “Jay” Walterreit, Vice President of Administration and Finance Dr. Nick Brege, and Campus Safety Office Deputy Mike Lash.

After convening the meeting Chair Briggs announced a workshop session to hear details of the College’s proposed Fiscal Year 2026 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 a short recess at the end of the workshop Chair Briggs reconvened the regular meeting at 7:00 p.m.

Pledge of Allegiance

Trustee Gentry led the Pledge of Allegiance.

Approval of Agenda

Trustee Townsend made the motion to approve the agenda as presented; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the April 16, 2025, Regular Meeting

Trustee Townsend made the motion to approve the proposed minutes of the April 16, 2025, regular board meeting; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person were: Reagan Voetberg, The Alpena News; Dr. Paige Gordier, ACC administration; Adam Keyes, ACC administration; Rob Mills, ACC faculty; Allen Telgenhof, ACC administration; Drew Ornelas, athletics coach; Rob Enslen, ACC administration and athletics coach; Kristen Wisniewski, ACC administration; Dane Werth, ACC faculty; Jake Giesige, ACC student; Paul Gamage, ACC faculty; and Melanie Rowden, ACC faculty.

Guests attending the meeting via Webex were: Mary Eagan, ACC administration; Susan Cook, ACC faculty, and Ashley Parker, ACC student.

No public comment was given.

Communication(s)

Chair Briggs noted that Commencement week was a very good time for ACC.

Board Member and Subcommittee Reports

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

- The family of Taylor Agius has decided to use the donations from her memorial fund here at the ACC Foundation to purchase the nursing pins for each class of LPNs and RNs going forward. The first pinning with the Agius pins was held last Wednesday in Park Arena. The student nurses received beautiful sterling silver and enameled pins with Taylor's initials engraved on the back, along with a heart she always used in signing her name.
- Jeanne Phillips was awarded the Florence Nightingale Award at nursing pinning. Rob Enslen coordinated her selection this year and she received a standing ovation.
- The Foundation paid for the reception following nursing pinning.
- We had about 30 alumni come to nursing pinning this year. Rob led them in and out of Park Arena and they seemed to enjoy seeing each other and catching up.
- We have a new endowed scholarship fund to honor former adjunct instructor and longtime Besser employee Kari Seelye Schellie, who was an alumna of ACC, too. The scholarship will benefit marketing students and will be endowed at \$30,000.
- The Foundation is gearing up for the annual Robert M. Granum Scramble for Students on July 19th. This is your warning to practice your golf swing.
- The Foundation was happy to provide \$250 gift certificates to the ACC Bookstore for the 21 students who participated in Alpena High School's CTE signing day.
- We had a wonderful turnout for the dedication of the new criminal justice wall of honor on May 1 in Besser Technical Center. We had families of memorialized law enforcement officials come from as far away as California for the event.
- The Foundation is starting its scholarship application review process after extending the scholarship application deadline until the end of April to give some grace to students who experienced prolonged power outages from the ice storm near the end of the original scholarship application period.
- We have four new Foundation trustees! Ann Boyk, Annie Schultz, TJ Hoes, and Erin Olsen have joined our board.
- The Foundation and its donors provided the graduation awards for the Jesse Besser Award winner, the Anna Besser Award winner, the John M. Grant Front Runner Awards

(two), the Barbara Jacquemin Nursing Scholarship, the Helen Malandrinos Award, and the Kathy Gouin Award.

- We presented Max Lindsay with the Fellow of the College award and Doug Field was named our Distinguished Graduate.
- We ended up raising nearly \$20,000 in sponsorships for the College Lineman Rodeo, which was a wonderful event.

Student Report

- None.

Faculty Report

Utility Tech Instructor Paul Gamage introduced Utility Tech student Jake Giesige and talked about the successful lineman rodeo hosted by the College in April. Brown displayed the awards he won at the rodeo.

Criminal Justice Instructor Rob Mills mentioned the recent rededication of the criminal justice wall of honor in Besser Technical Center, and also talked about the expansion of the corrections officer class offerings through a grant administered by the Michigan Community College Association. Mills recognized the adjunct faculty who have helped build and offer the corrections officer classes in condensed formats and time frames.

President's Report

President's Report to the Alpena Community College Board of Trustees
May 14, 2025

Focus Group Outcomes from the Quick Start Project

(By Kristen Wisniewski, Quick Start Grant Director)

As part of Alpena Community College's ongoing commitment to improving student success, the Quick Start Project was launched to assess and address institutional barriers impacting students' academic journeys. Supported by grant funding, this initiative focused on modernizing college procedures and embedding holistic support systems that help students overcome non-academic challenges. Through a series of facilitated focus groups and electronic surveys, over 100 students, faculty, and staff contributed their voices to shape actionable strategies that promote retention, completion, and overall student well-being.

Key findings from the project revealed that students face a range of persistent barriers, including financial hardship, housing and food insecurities, transportation challenges, and mental health concerns. Additional factors such as lack of time management skills, personal life stressors, and limited awareness of available resources further impact their success. Participants overwhelmingly agreed that ACC should play an active role in helping students navigate these

challenges. Recommendations included increasing access to mental health services, enhancing communication about existing resources, particularly through instructors, and creating more flexible academic and support services to meet students where they are.

Kristen is here tonight to share additional insights from this important student success initiative.

Athletic coaches Drew Ornelas and Rob Enslen joined athletic director Allen Telgenhof at the podium to discuss spring semester sports. Ornelas stated the women's softball team had a great year and won several playoff games. The team's goal for next year is the national playoffs. Enslen also listed a number of accomplishments for the men's baseball team which just finished its third year. Both coaches noted that most of their players come from outside of ACC's service district.

Grant director Kristen Wisniewski then talked to the trustees about the recent Quick Start Project and what was learned through the focus group process. She listed several areas in which students expressed a need for more help.

Action Items

2.938 Refurbished Computer Servers Purchase

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

The Alpena Community College Board of Trustees approves the purchase of two Dell PowerEdge R740 servers and technical support from CXtec of Syracuse, New York, for a cost not to exceed \$15,872.00.

Ayes: 7. Nays: 0. Motion approved.

2.939 Bids: Oscoda Campus Medication Cart Workstation

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

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase one medication cart workstation including installation and training, shipping and handling, technology management plan, MedSkills software, wristband printer with 300 labels, and a barcode printer with 350 labels for a total of not to exceed \$38,674.00. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Ayes: 7. Nays: 0. Motion approved.

2.940 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy — First Reading

Following is the text of Policy 5011 modified (in red) to show the proposed change:

The Board of Trustees authorizes College officials to initiate procedures which will implement a program of tuition waivers in selected activity areas that will make available to designated key participants a waiver of tuition in an amount not to exceed 30 contact hours per year per student with a grand total of such waivers not to exceed ~~780~~ 1,000 contact hours per fiscal period. In addition, this policy allows students a book and/or fee waiver only when the student's contact hours are covered by another source; the approval of these waivers will come from the ~~Dean of Students~~ **President or their designee** and be based on established procedures. The book and/or fee waiver amounts will not exceed the equivalent amount allowed for contact hours. Annual progress reports will be provided.

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

The Alpena Community College Board of Trustees approves upon first reading changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy.

Ayes: 7. Nays: 0. Motion approved.

Financial Report

Monthly General Fund Revenue and Expenses through April 2025 (Year-to-Year Actual Comparison)

- The property tax receipts of \$3,351,261 are \$175,051 more than those for April 2024.
- Tuition/fee receipts of \$7,250,843 are \$466,278 more than last year, primarily due to increased billable contact hours.
- State aid for the current year is \$4,445,475 and is \$109,877 more than April 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.
- Instruction and instructional support expenses are up due to contractual wage rate adjustments. This category also includes instruction-related equipment maintenance (CDL trucks), which is also up this year (\$32,551 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 lower year-to-date legal costs, which are \$90,567 less than those in April 2024.

- Physical plant is up slightly compared to last year due to the timing of payments for campus security services and increased utility and snow removal costs.
- Net income through the first ten months of the year shows a gain of \$1,801,980, which is typical for this time of year as spring tuition revenue has accumulated.

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

- All categories are in acceptable ranges for this year except as noted above.

General Fund Month-to-Month Comparison through April 2025

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

Personnel Report

New hires, terminations, and status changes from March 4 to April 2, 2025.

New Hires:

- Ryan Dziedzic, FT Faculty – General Biology/Botany/Field Biology, effective 08/01/2025.
- Glenn Campbell, Women's Soccer Head Coach, effective 05/01/2025.

Re-Hires:

- None.

Transfers:

- Rob Enslin, Interim Director of Alumni Relations, transferred to Director of Alumni Relations, effective 03/31/2025.
- Kyle Zarske, FT Faculty – Computer Science/Network Administration, effective 08/01/2025.
- Dane Werth, Temporary Faculty – Electronics Technician/Electrical Apprentice Instructor, transferring to FT Faculty - Electronics Technician/Electrical Apprentice Instructor, effective 08/01/2025.
- Jodie Borowicz, Temporary Faculty – Accounting Instructor transferring to FT Faculty – Accounting/Business Instructor, effective 08/01/2025.
- Sarah Burt, Director of Learning Technology, transferring to FT Faculty – Mathematics Instructor, effective 08/01/2025.

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 for the month of April 2025.

Total Donors:	84
Number of Gifts:	125
New Gifts:	\$48,961.52
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

Chair Briggs noted the June 19 regular board meeting will begin at 6:00 p.m. and move to go into closed session to conduct the president's yearly evaluation. The regular agenda items will begin at approximately 7:00 p.m.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, June 19, 2025, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center. The meeting will begin at 6:00 p.m. and the trustees will move to go into closed session at the request of the president to conduct the president's yearly evaluation. The regular portion of the meeting 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 8:12 p.m.

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

PROPOSED