

Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Thursday, June 19, 2025
665 Johnson Street, Alpena, MI 49707

On Thursday, June 19, 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 6:00 p.m. by Chair John Briggs.

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

Also present in person: ACC President Dr. Don MacMaster, Board Secretary Denis “Jay” Walterreit, and Campus Safety Office Deputy Mike Lash.

After the meeting was brought to order Trustee Townsend made a motion to go into closed session at the request of President MacMaster to conduct the president’s 2024-25 performance review; Trustee Stibitz seconded that motion. A roll call vote was taken:

Briggs: Aye
Gentry: Aye
Hilberg: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 5. Nays: 0. Motion approved. Secretary Walterreit secured the entrances and the closed session began.

At 7:04 p.m. the trustees finished their discussion and Trustee Stibitz made a motion to end the closed session. Trustee Townsend seconded the motion. A roll call vote was taken.

Briggs: Aye
Gentry: Aye
Hilberg: Aye
Stibitz: Aye
Townsend: Aye

Ayes: 5. Nays: 0. Motion approved. Secretary Walterreit unlocked the entrances and the elevator. Chair Briggs called for a 10-minute recess so the audience could be seated.

At 7:15 p.m. Chair Briggs resumed the meeting.

Pledge of Allegiance

Trustee Hilberg led the Pledge of Allegiance.

Approval of Agenda

Trustee Townsend made the motion to approve the agenda as presented; Trustee Gentry seconded the motion. Ayes: 5. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the May 14, 2025, Regular Meeting

Trustee Stibitz made the motion to approve the proposed minutes of the May 14, 2025, regular board meeting; Trustee Hilberg seconded the motion. Ayes: 5. 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; Dr. Nick Brege, ACC administration; Adam Keyes, ACC administration; Kurt Konieczny, ACC administration; Melanie Rowden, ACC faculty; and Tim Ratz, ACC faculty.

No guests attended via Webex.

No public comment was given.

Communication(s)

None.

Board Member and Subcommittee Reports

President MacMaster read an ACC Foundation report written by ACC Foundation Executive Director Mary Eagan and submitted by Trustee Duncan.

Trustee Stibitz mentioned that she had virtually attended the recent Michigan Community College Association Board of Directors meeting which had focused on money issues related to the state budgeting process. President MacMaster added details on the meeting and topics discussed.

Student Report

- None.

Faculty Report

Nursing Instructor Melanie Rowden gave updates on the Oscoda Campus nursing program in a PowerPoint presentation.

President's Report

President's Report to the Alpena Community College Board of Trustees
June 19, 2025

Letter to Federal Legislators Advocating for Pell grants, TRIO, and against Shared Risk

Greetings Colleagues,

This letter documents Alpena Community College's position on the future of Pell grants, TRIO programs, and the concept of shared risk with students who default on their federal loans.

We oppose the changes proposed to the Pell grant program. Many Northeast Michigan students are low-income, first-generation students who need access to Pell grants to begin their post-secondary educational journey. Making Pell more difficult to access is exactly the wrong approach to creating opportunity for working class people to attain the skills that change the trajectory of their lives and their loved ones. Education is the great equalizer. We should not be engaged in making it harder for low-income people to access.

We oppose cutting TRIO programs. ACC operates a TTS program that documents a high degree of success in helping first-generation students make the transition from K-12 to post-secondary education. Many undecided students are introduced to Career and Technical Education (CTE) opportunities via TRIO programs, and we see them subsequently enroll via dual enrollment or Early Middle College into our unique occupational programs such as Utility Tech (lineworkers), Concrete Technology, Nursing, Welding, and Manufacturing. Graduation from these high-demand programs ensures high-wage employment and successful careers for first-generation students, many of whom have been introduced to these opportunities by the TTS TRIO grant.

We oppose the "shared risk" concept in which community colleges would have to pay a percentage of outstanding federal loan defaults by students. Community colleges do not enjoy large endowments to cushion an institution from the financial uncertainty of the shared risk concept. ACC was honored recently as an Opportunity College by the Carnegie Student Earnings and Classifications report for Higher Access Higher Earnings student outcomes, one of two Michigan community colleges to receive this distinction. Budgeting for shared risk on student federal loan defaults will only divert institutional resources from attaining the student outcomes honored by Carnegie. We think that's bad policy because it will hurt students by constraining the opportunities provided by ACC to more than 1,500 students across the region.

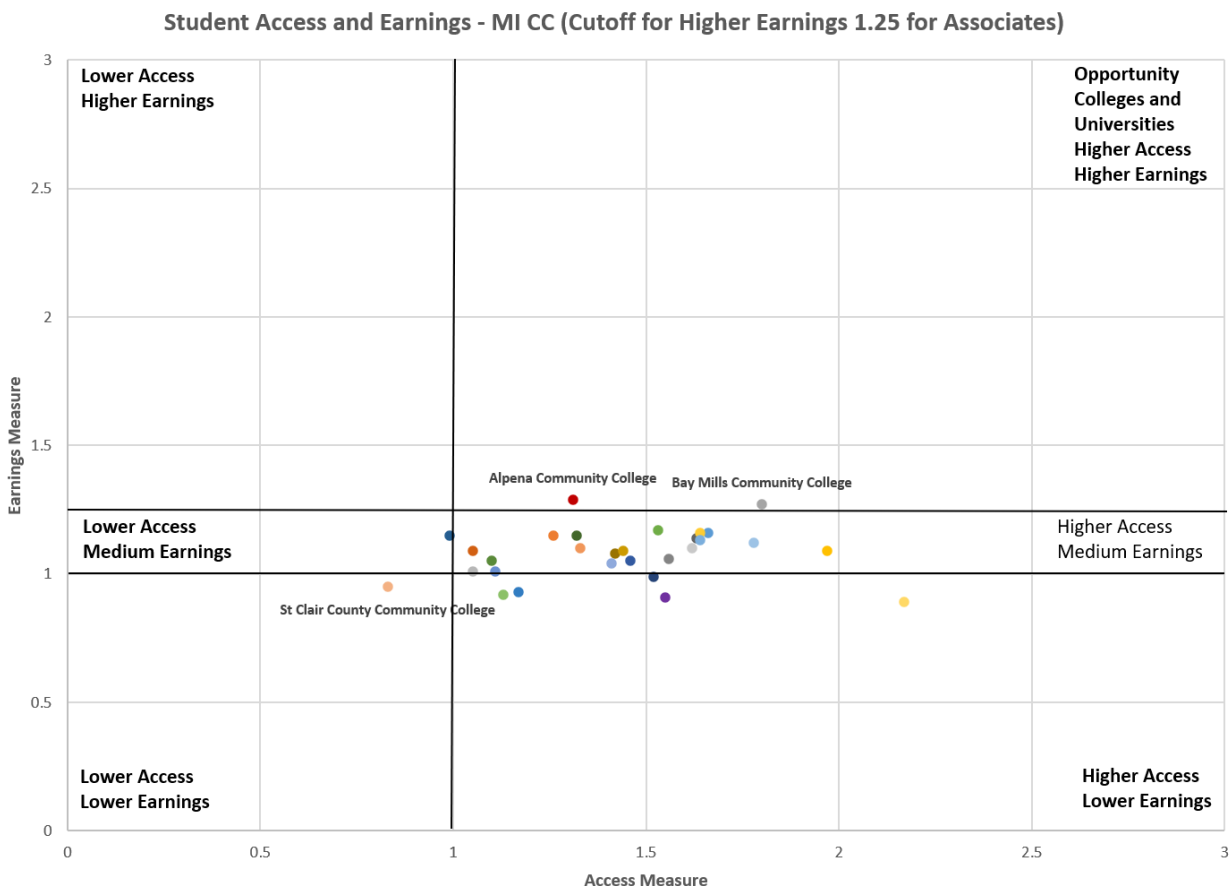
Thank you for hearing our concerns. Please feel free to reach out if you have questions or would like more information.

Regards,

Dr. Don MacMaster
President
Alpena Community College

ACC Earns Opportunity College Distinction from Carnegie Student Earnings and Access Classifications Report

ACC recently earned Opportunity College distinction from the Carnegie Students and Access Classification Report. The Carnegie research team examined data from more than 976 community colleges nationwide and rated them based on Higher Access and Higher Earnings outcomes for graduates. Only 9.5 percent of community colleges nationwide were honored as Higher Access Higher Earnings Opportunity Colleges. ACC and Bay Mills Community College were the only community colleges in Michigan to achieve Opportunity College status (see scatter plot below):



President's Evaluation Summary and Fiscal Year 2026 Compensation

Chair Briggs gave a brief summary of the president's evaluation closed session and listed a number of President MacMaster's strengths and high points for the College, including:

- Strength 1: President MacMaster continues to maintain strong relationships with legislators and government officials.
- Strength 2: President MacMaster improved communication with the ACC Foundation board and ACC employees. He has shared more information and discussion.
- Strength 3: President MacMaster continues to cultivate outside resources for the benefit of the College.
- Strength 4: President MacMaster maintains a culture of constant improvement and embracing change.

Chair Briggs added the following information on the president's compensation:

- President MacMaster is currently (FY25) in the first year of his fourth three-year contract. President MacMaster's current contract runs through June 30, 2027.
- For Fiscal Year 2025 President MacMaster is at Step F9 in the administrative pay scale. President MacMaster has expressed interest in being treated consistently with all of the employees and receiving the same one-step raise. A one-step raise would move President MacMaster to Step F10 for Fiscal Year 2026. Briggs and the trustees agreed that MacMaster be moved to Step F10 in line with all administrators.
- With a one-step raise President MacMaster's total compensation for Fiscal Year 2026 would be as follows:

Salary (Category F, Step F10)	\$196,459
Longevity (25 years of service)	\$4,200
Travel in service area	\$6,000
Office expenses/other	<u>\$10,000</u>
	\$216,659

Trustee Townsend then made the motion to increase President MacMaster's Fiscal Year 2026 salary to Step F10 and keep the other compensation areas the same as Fiscal Year 2025. Trustee Gentry seconded the motion. Ayes: 5. Nays: 0. Motion approved. Secretary Walterreit will record this action as New Business Item 2.948, President's Fiscal Year 2026 Compensation.

Action Items

2.941 Fiscal Year 2026 Proposed Budget

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

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2026.

Ayes: 5. Nays: 0. Motion approved.

2.942 Administrative Pay Scale for Fiscal Year 2026

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

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2026 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

<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	\$59,102	\$92,439
B	Director of the Wellness Center; Director of SIP Grant; Director of the RE-EIED Grant	\$64,946	\$99,448
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 the Learning Resources Center; Director of Learning Technology; Director of Nursing — Alpena Campus	\$76,017	\$110,980
D	Dean of Students; Executive Director of Office of Information Technology	\$90,369	\$126,437
E	Vice Presidents	\$122,074	\$160,170
F	President	\$164,389	\$204,396

Ayes: 5. Nays: 0. Motion approved.

2.943 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy — Second 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 Stibitz:

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

Ayes: 5. Nays: 0. Motion approved.

2.944 Bids: Computer Replacement and Lab Equipment Rotation

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

The Alpena Community College Board of Trustees authorizes College officials to purchase 166 workstations and 332 computer monitors from Michigan Master Computing — MiDEAL for a cost not to exceed \$173,438.46. Total cost of the computer replacement and lab equipment rotation package is \$190,038.46.

Ayes: 5. Nays: 0. Motion approved.

2.945 Bids: Portable Generator/Welder and Wire Feeder Equipment

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

The Alpena Community College Board of Trustees authorizes College officials to purchase a Lincoln Electric Maverick 325X and LN-25X wire feeder from Airgas Alpena for a cost not to exceed \$21,000.00.

Ayes: 5. Nays: 0. Motion approved.

2.946 Bids: Bus Transportation for Volleyball, Soccer, Basketball, Baseball, and Softball Teams

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

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Beyond Horizons Tour & Travel of Mt. Pleasant, Michigan, to provide bus transportation for the men's and women's basketball, Volleyball, men's and women's soccer, baseball, and softball teams for the 2025-26 year.

Ayes: 5. Nays: 0. Motion approved.

2.947 Certification of MCCA Board of Directors Representatives

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

Dr. Don MacMaster is appointed to the 2025-26 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2025.

Florence Stibitz is appointed to the 2025-26 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2025.

Teresa Duncan is appointed to the 2025-26 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2025.

Ayes: 5. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$3,375,013 are \$198,803 more than those for May 2024.
- Tuition/fee receipts of \$7,267,024 are \$520,348 more than last year, primarily due to increased billable contact hours.
- State aid for the current year is \$5,248,948 and is \$136,575 more than May 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 expense and reimbursement timing. The state reimburses allowable expenses related to the ADN to BSN program on a quarterly basis.
- Instruction and instructional support expenses are up primarily due to contractual wage rate adjustments. This category also includes instruction-related equipment maintenance (CDL trucks), which is also up this year (\$29,478 more than last year) due to the expansion of the fleet and increased equipment use.

- Student Services is higher this year compared to last because of the timing of grant-related expenses and reimbursements.
- Institutional Administration is down this year compared to last, primarily due to lower year-to-date legal costs, which are \$82,718 less than those in May 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 eleven months of the year shows a gain of \$994,726.

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

- Insurance is higher than budgeted due to larger-than-expected increases in Workers' Compensation and Property/Casualty premiums.
- All other categories are in acceptable ranges for this year, except as noted above.

General Fund Month-to-Month Comparison through May 2025

- Salaries and fringe benefits are higher in May due to three payroll dates in the month.
- Outside services are higher in May due to contracted instruction performed by Consumers Energy for the Electrical Trades programs.
- All other Month-to-Month comparisons are tracking as expected, except as noted above.

Personnel Report

New hires, terminations, and status changes from May 8 to June 3, 2025.

New Hires:

- Nicholas Fletcher, Men's Soccer Head Coach, effective 05/19/2025.
- Andrew Ornelas, Women's Cross Country Head Coach, effective 05/19/2025.
- Timothy Allen, Men's Cross Country Head Coach, effective 05/21/2025.
- Aaron Guitar, Athletics Office Coordinator, effective 05/19/2025.

Re-Hires:

- None.

Transfers:

- Shelly Clarke, Transferring from Programmer/Analyst to OIT Help Desk Coordinator, effective 07/01/2025.
- Jodie Borowicz, Transferring from Temporary PT Accounting/Business Instructor to FT Faculty – Accounting/Business Instructor, effective 08/01/2025.
- Alex Gorton, Transferring from Learning Technology Technician to Director of Learning Technology, effective 07/01/2025.
- Corey Sarnia, Transferring from Technology Support Specialist to Institutional Research Engineer, effective 07/01/2025.

Resignations:

- Kelli Leask, Director of Nursing, effective 05/23/2025.

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 May 2025.

Total Donors:	84
Number of Gifts:	90
New Gifts:	\$115,083.35
Pledge Payments:	\$0.00
New Pledges:	\$0.00

Board Discussion

President MacMaster asked Facilities Director Kurt Konieczny to update the trustees on the status of the new student housing project. Konieczny stated that the bid process for constructing the new facility is currently underway and that bid information would be ready during the first week of July. Chair Briggs asked the trustees if they could be available for a special meeting on Tuesday, July 8, 2025, at 9:00 a.m. to approve bids for the project. The trustees agreed to meet in the Board Room on that day and time for the special meeting.

New Business

See New Business Item 2.948, President's Fiscal Year 2026 Compensation, above.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting is scheduled for Thursday, August 21, 2025, at 7:00 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Please note: the Board of Trustees has tentatively set a special board meeting for Tuesday, July 8, 2025, to consider an action item to approve bids related to the construction of new student housing on the Alpena Campus and other bid items. The meeting will begin at 9:00 a.m. and be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, on the Alpena Campus. Both meetings will have virtual attendance available through Webex.

Adjournment

The regular meeting was adjourned at approximately 8:42 p.m.

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