

**Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees**
Thursday, August 21, 2025
665 Johnson Street, Alpena, MI 49707

On Thursday, August 21, 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, Florence Stibitz, and Tom Townsend. Absent trustees: none.

Pledge of Allegiance

Trustee Stender 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 June 19, 2025 Regular Meeting and Closed Session, and the July 8, 2025, Special Meeting

Trustee Gentry made the motion to approve the proposed minutes of the June 19, 2025, regular meeting and closed session, and the July 8, 2025, special meeting; Trustee Hilberg 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; Dr. Nick Brege, ACC administration; Kurt Konieczny, ACC administration; Allen Telgenhof, ACC administration; Rob Enslen, ACC administration; Dawn Stone, ACC administration; Wesley Repke, ACC faculty, Abby Platt, ACC student; Jordan Collins, ACC student; Brandon Abbott, ACC student; Angela Soltysiak, ACC faculty; Vicky McCoy, ACC faculty; and Ginger Bohlen, ACC faculty.

Melanie Rowden, ACC faculty, attended via Webex.

No public comment was given.

Communication(s)

President MacMaster read a letter from Al Lorenzo, former president of Macomb Community College, praising ACC for promoting its career and technical training programs.

Board Member and Subcommittee Reports

Trustee Duncan gave the following report on the ACC Foundation:

- The 30th annual Robert M. Granum Scramble for Students was a resounding success. We grossed \$45,238 and netted \$36,113. We had 31 teams this year and a great day on the course. We were impressed that most of the ACC athletics coaches volunteered.
- We have four new endowed scholarships that were created that will be voted on by the ACC Foundation board at our August board meeting.
- We awarded 276 scholarships for the Fall 2025 semester worth nearly \$200,000.
- Tickets are now on sale for the second annual Lumberjack Legends Athletics Hall of Fame induction ceremony. Please visit the ACC website or contact Director of Alumni Relations Rob Enslen to purchase your tickets.
- The Foundation's donors have already been able to help students this semester. We have assisted students with books, rent, and tuition.

Trustee Stibitz gave the following report on the Michigan Community College Association summer conference held in July on Mackinac Island:

- On the opening day the Presidents and Trustees had separate sessions.
- As the day began the first question asked of the trustees was whether our Code of Conduct was up to date. For ACC the answer was no, we do not have one. Some things to consider would be ethics, AI, and a regularly scheduled time for review.
- Other subjects covered were communication with the president and board members and his evaluation. I think we do fine in those areas.
- Three colleges were featured during the day under the title "Our College Our Story." They were Washtenaw, Kalamazoo, and West Shore Community Colleges.

State of the Association: President Brandy Johnson

- For the first time MCCA received an unqualified audit.
- Capital Day in the spring was deemed a success — 52 students and 40 presidents and trustees attended.
- The report was interrupted by the arrival of Governor Gretchen Whitmer.

ACCT report

- The situation is in a state of flux.

Brand Identity in Action

- We followed the story of Great Falls College in Montana as they redefined their brand. Questions for us are 1) how are we doing on branding? 2) what about our mascot? 3) how many different logos do we have? 4) what could we/should we do a better job at? 5) what part do trustees have in this area?
- Ideas for branding: signage, floats in parades, murals.

Student Report

Electrical Systems Technology bachelor's degree students Abby Platt, Jordan Collins, and Brandon Abbott gave a PowerPoint presentation on their internship work on the upcoming solar array. Electrical Systems Technology Instructor Wes Repke introduced the students and talked about the unique experience they were receiving in helping to bring the solar array project to fruition.

Faculty Report

Dr. Paige Gordier, vice president of instruction, introduced four faculty members who were moving to non-probationary status. Those faculty members were Ginger Bohlen, Vicky McCoy, Melanie Rowden, and Angela Soltysiak.

President's Report

President's Report to the Alpena Community College Board of Trustees
August 21, 2025

ACC Reconnect Grad Rate Exceeds Threshold

The Michigan Reconnect program provides last-dollar financial assistance to Michigan residents aged 25 and older seeking associate degrees or industry-recognized Pell-eligible certificates or credentials. The Reconnect grant provides greater access to the education and skills needed to succeed in and meet the demands of an evolving economy in which there is continuing demand for a talented local workforce. Michigan Reconnect is one strategy to achieve the goal of increasing the number of residents ages 25 to 64 with a college degree or certificate or credential to 60% by 2030. The Michigan Reconnect Grant Act requires qualifying institutions of higher education to submit evidence of compliance with the Act's requirements at the end of every academic year. Below is ACC's data:

2024 Reconnect Fall semester enrollment: 154

2023 Reconnect Fall semester enrollment: 66

College	1718 Baseline	Target Needed	21/22 3 Year Rate
Henry Ford College	23.14%	26.14%	37.56%
Kellogg Community College	29.40%	32.40%	38.42%
Gogebic Community College	51.02%	53.02%	58.82%
Alpena Community College	40.91%	42.91%	48.21%
Glen Oaks Community College	35.00%	37.00%	41.03%
St. Clair County Community College	33.33%	35.33%	39.13%
Schoolcraft College	24.16%	27.16%	30.66%
Montcalm Community College	31.16%	33.16%	36.19%
Bay de Noc Community College	36.63%	38.63%	39.84%
Kirtland Community College	41.42%	43.42%	44.53%
Washtenaw Community College	38.04%	40.04%	40.85%

Delta College	30.25%	32.25%	33.01%
Mott Community College	26.85%	29.85%	30.49%
West Shore Community College	30.88%	32.88%	33.33%
Jackson College	28.96%	31.96%	31.73%
Mid Michigan College	32.72%	34.72%	33.48%
Macomb Community College	30.11%	32.11%	30.42%
Muskegon Community College	28.29%	31.29%	28.16%
North Central Michigan College	37.50%	39.50%	36.36%
Grand Rapids Community College	29.20%	32.20%	26.57%
Wayne County Community College District	25.28%	28.28%	21.08%
Monroe County Community College	32.03%	34.03%	25.84%
Lansing Community College	38.01%	40.01%	31.79%
Southwestern Michigan College	41.94%	43.94%	35.58%
Lake Michigan College	34.36%	36.36%	26.49%
Kalamazoo Valley Community College	36.97%	38.97%	29.07%
Oakland	33.82%	35.85%	24.63%
Northwestern Michigan College	42.99%	44.99%	33.20%

Michigan Community College Association Names ACC Host of 2027 Fall Conference

The Michigan Community College Association 2027 Fall Board of Directors meeting will be hosted by Alpena Community College. Dates and itinerary are to be determined. The Board of Directors brings community college presidents and trustees to the host institution for a Thursday reception dinner and College tour, followed by a Friday business meeting focused on community college issues and priorities. ACC last hosted the Fall Board of Directors conference in 2016.

Policies and Procedures Update in Preparation for 2027 Accreditation

Dean of Workforce Development and HLC Accreditation Coordinator Dawn Stone is here tonight to discuss recent staff engagement on reviewing non-substantive College policies and procedures for updating and edits. This is an important step to prepare the institution for Higher Learning Commission accreditation, a process culminating in an HLC site visit in fall 2027.

Action Items

2.952 Proposed Changes to Series 1000, 2000, and 3000 Policies — First Reading

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

The Alpena Community College Board of Trustees approves on first reading the proposed changes to policies 1001, 1005, 1006, 2003, 3002, 3003, 3005, and 3008, and the addition of proposed policies 1016 and 1017, with the provision of changing the title “President” to “College President” in all places in Policy 1001.

Ayes: 7. Nays: 0. Motion approved.

2.953 Passenger Vehicle Purchase

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

The Alpena Community College Board of Trustees approves the purchase of a compact SUV which best meets the needs of the College as determined by College officials at a total cost not to exceed \$40,000.

Ayes: 7. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$98,410 are \$32,948 less than those for July 2024, due to the timing of receipts.
- Tuition/fee receipts of \$3,831,268 are \$279,630 more primarily due to higher-than-expected registrations at this time of year.
- State aid for the current year is zero because of the normal start month of October.
- Net income through the first month of the new fiscal year shows as a gain of \$2,700,416, which is typical for this time of year, when fall tuition receipts have built up.

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

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

General Fund Month-to-Month Comparison through July 2025

- This report is included for reporting consistency only. No monthly comparison is presented because it is the first month in the new fiscal year.

Personnel Report

New hires, terminations, and status changes from June 4 to August 1, 2025.

New Hires:

- Nhia Lee, ESP2 Technology Support Specialist, effective 07/14/2025.
- Taylor Tolsdorf, Women's Assistant Soccer Coach, effective 07/14/2025.
- Jillian Seguin, ESP2 Learning Technology Technician, effective 08/04/2025.

Re-Hires:

- None.

Transfers:

- Kristen Schnell, Transfer from ESP1 Financial Aid Office Coordinator to ESP2 Financial Aid Support Specialist, effective 07/21/2025.
- Chanda Zbytowski, Transferred from Adjunct – Nursing Program Instructor to Director of Nursing, effective 08/18/2025.

Resignations:

- Allison Precord, Women's Volleyball Assistant Coach, effective 07/22/2025

Terminations:

- None.

Inactive:

- None.

Retirements:

- Michael Kelley, FT Faculty – Mathematics Instructor, effective 06/30/2025.
- Debra Kozlowski, OIT HelpDesk Coordinator, effective 06/30/2025.
- Deborah Hautau, FT Faculty – General Biology/Botany/Field Biology, effective 08/01/2025.

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 June 2025.

Total Donors: 125
Number of Gifts: 132
New Gifts: \$74,985
Pledge Payments: \$0.00
New Pledges: \$0.00

This report reflects the following activity for pledges and gifts received by the ACC Foundation for the month of July 2025.

Total Donors: 189
Number of Gifts: 242
New Gifts: \$102,834.54
Pledge Payments: \$0.00
New Pledges: \$0.00

Board Discussion

Chair Briggs noted the date of the September regular Board meeting; Trustee Duncan mentioned she would not be attending that meeting due to a conflict in her schedule. Chair Briggs then

asked if another date could be set so that Trustee Duncan could attend the meeting. After discussion the trustees agreed to move the September 2025 regular Board meeting up a day to Wednesday, September 17.

Briggs reminded the trustees about the Lumberjack Legends athletic hall of fame activities September 12 and 13.

Trustee Stibitz noted a section in the Board Bylaws which called for annual Board retreats. Chair Briggs agreed the trustees should set a date for a retreat. After discussion the trustees agreed to schedule a ½-day (morning preferred) retreat in October and Secretary Walterreit was instructed to poll the trustees on acceptable days.

Trustee Gentry offered to circulate a sample code of conduct and associated information to the trustees as part of their examination of the need for an official code of conduct Board policy.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting has been **rescheduled for Wednesday, September 17, 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 date change.

Adjournment

The regular meeting was adjourned at approximately 8:28 p.m.

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