

Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Wednesday, September 17, 2025
665 Johnson Street, Alpena, MI 49707

On Wednesday, September 17, 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 Stibitz 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 August 21, 2025, Regular Meeting

Trustee Stibitz made the motion to approve the proposed minutes of the August 21, 2025, ACC regular meeting; Trustee Gentry 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. Nick Brege, ACC administration; Kurt Konieczny, ACC administration; Todd Graham; Nancy Seguin, ACC administration; Doug Mayo, ACC faculty; Alexa Ramacher, ACC faculty; Rob Mills, ACC faculty; Matt Bedard, ACC faculty; Kyle Zarske, ACC faculty; Jodie Borowicz, ACC faculty; and Joe Bastow, ACC faculty.

Dawn Stone, ACC administration, attended via Webex.

No public comment was given.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan gave the following report on the ACC Foundation:

- The Foundation has helped many students already this semester with the cost of books, rent, and laptop rentals. The need this year seems greater than ever. We have been able to

extend interest-free loans to meet some of those needs and been able to do things like put new tires on a student's vehicle through the generosity of our donors. Without those tires, the student wouldn't have been able to get to class. Our auto repair students were able to assist us by installing the new tires, so it was a win-win situation.

- We had a wonderfully successful Lumberjack Legends Athletics Hall of Fame reception, banquet, and induction ceremony this past weekend. The ceremony was hosted by ACC Foundation Trustee Max Lindsay and was attended by about 120 people, plus a large portion of our student athletes. We honored Frank McCourt, Bobby Allen, Karina Cole, Lisa Dahm Moore, Nathan Tuori, Ralph Diethelm, Keith Jackson, and the 1979-1981 women's basketball teams.

Student Report

Todd Graham, serving an internship in the Student Services Office under Dean of Students Nancy Seguin, informed the trustees about his history at ACC, his current master's degree program, and his professional goals for the future.

Faculty Report

Marketing Instructor Dr. Matt Bedard introduced three faculty members who had recently moved to non-probationary status: Joe Bastow, Doug Mayo, and Alexa Ramacher. Criminal Justice Instructor Rob Mills then introduced two new faculty members in his department: Kyle Zarske and Jodie Borowicz.

President's Report

President's Report to the Alpena Community College Board of Trustees
September 17, 2025

Fall Enrollment Increases

As of September 8, Monday of the third week of classes, Fall Semester enrollment compared to Fall Semester 2024 is up 2.1% in headcount, 4.6% in credit hours, and 3.3% in contact hours. Highlights include:

- Headcount of 1,608 is highest since Fall 2017
- New first-time students increased 19.4% in headcount and 11.4% in contact hours
- Online/hybrid is up 38.8% in headcount and 32.2% in contact hours
- In-state/Michigan and out-of-state enrollment is up 77 students and 835.75 contact hours

Solar Array Breaks Ground

Construction began on the ACC Solar Array this week (see photos below). Drilling 960 holes on the six-acre site that each will hold vertical steel footings supporting the rack infrastructure upon which the solar panels will be angled,

fastened, and connected is the first step in an installation process estimated to take five weeks. Constructing an electrical power line from the railroad tracks to the site is also expected to be completed this fall. Extending fiber from the site back to classrooms in the Electrical Power Technology Center will also be a key milestone of the project.



United States Economic Development Administration Grant Award

The United States Economic Development Administration (EDA) announced on Tuesday, September 16, a \$2.5 million grant award to ACC to build a \$3.125 million Utility Tech Second Climbing Range focused on steel infrastructure. This is great news. Kudos to Dawn Stone, UTT instructors Paul Gamage and Rick Smith, and EDA regional representative Lee Shirey for their sustained effort to land this grant.

College Park Apartments Student Housing Project Proceeds

A Notice to Proceed memo authorizing Meridian Contracting Services, LLC, to begin construction on the College Park Apartment project was issued on September 15, 2025. Substantial completion of the project is projected to be achieved by August 6, 2026, allowing sufficient time for students to lease space in the apartments in time for Fall Semester 2026. Excavation is expected to start next week.

College Safety Report from ACC Liaison Deputy Mike Lash

Alpena County Sheriff's Department deputy Mike Lash is here tonight to provide a year in review of his work as ACC safety liaison. ACC is fortunate to have Deputy Lash providing a steady, approachable, reliable and respected police and safety presence on campus. On behalf of faculty, staff, and students, we want to thank Deputy Lash and Alpena County Sheriff Erik Smith for supporting ACC in this vital function. Deputy Lash has been a great addition to campus life at ACC.

Action Items

2.954 Proposed Changes to Series 1000, 2000, and 3000 Policies — Second Reading

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

The Alpena Community College Board of Trustees approves on second reading the proposed changes to Policy 1001, including changing all references to the president to “College President,” and changing “Retreat” to “Visioning Session” in the header for section 5.C.; previously noted changes to policies 1005, 1006, 3002, 3003, 3005, and 3008; changing the last sentence in the first paragraph of Policy 2003 to read “...officially designated educational partners or other service providers”; and the addition of proposed policies 1016 and 1017.

Ayes: 7. Nays: 0. Motion approved.

2.955 Signing Authority for the ACC Student Housing Expansion Project

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

NOW, THEREFORE, BE IT RESOLVED the ACC Board of Trustees authorizes Dr. Nick Brege, Vice President of Administration and Finance, to approve payment requests for processing for the ACC new student housing project. In the event that Dr. Nick Brege, Vice President of Administration and Finance, is not available to approve payment requests for processing, to ensure timely response, Lyn Kowalewsky, ACC Controller, is authorized to sign in Dr. Brege’s absence, for related work within the limits and expectations of ACC’s new student housing project executed AIA contracts and agreement with USDA RD.

BE IT FURTHER RESOLVED that the Vice President of Administration and Finance or the Controller shall submit evidence of such payments to the ACC Board of Trustees on a monthly basis.

Ayes: 7. Nays: 0. Motion approved.

2.956 Concrete Work for WCCT Driveway

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

The Alpena Community College Board of Trustees approves the bid from Zann Brothers Concrete for concrete work at the World Center for Concrete Technology at a cost not to exceed \$80,260.

Ayes: 7. Nays: 0. Motion approved.

2.957 Local Strategic Value Resolution

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

The Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations.

Ayes: 7. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$668,061 are \$5,566 less than those for August 2024.
- Tuition/fee receipts of \$4,064,149 are \$300,164 more than last year, primarily due to an increase in the number of billable contact hours.
- State aid for the current year is comparable to last year and is typical for this time of year. Regular monthly revenue from the state is expected to resume when the state fiscal year begins in October.
- Interest this year is comparable to last year because of the way the College invests its funds. Slightly lower interest rates in July and August 2025 have reduced interest earnings compared to the same period last year.
- Net income for the first two months of the year reflects a gain of \$2,347,174, which is typical for this period due to accumulated fall tuition revenue.

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

- All categories are in acceptable ranges for this stage of the year.

General Fund Month-to-Month Comparison through August 2025

- All other Month-to-Month comparisons are tracking as expected.

Personnel Report

New hires, terminations, and status changes from August 2 to September 9, 2025.

New Hires:

- Ashley Nowicki, ESP2 Financial Aid Office Coordinator, effective 08/18/2025.
- Aubree Sheldon, Volleyball Assistant Coach, effective 08/11/2025.
- Christopher Mundie, FT Faculty – Speech Instructor, effective 08/18/2025.

Re-Hires:

- None.

Transfers:

- Patti Fontaine, Transferred from ESP1 Clerical Assistant – Registrar’s Office to ESP2 Registrar’s Office Specialist, effective 08/25/2025.

Resignations:

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

Terminations:

- None.

Inactive:

- None.

Retirements:

- Colleen Jacobs, ESP2 Tutor Coordinator, effective 10/03/2025.

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 August 2025.

Total Donors: 299

Number of Gifts: 204

New Gifts: \$127,269.50

Board Discussion

Chair Briggs thanked trustees who attended the Lumberjack Legends athletic hall of fame activities September 12 and 13 and asked that they gather for a photo wearing their ACC Lumberjacks logo wear.

Briggs also finalized the date of the fall visioning session; the trustees will meet on Tuesday, September 30, 2025, beginning at 8:00 a.m. in the Roger C. Bauer Board Room. Discussion items will include a trustee code of conduct and branding.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting will be on Thursday, October 16, 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 ACC Board of Trustees will meet on Tuesday, September 30, 2025, to conduct a visioning session beginning at 8:00 a.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Adjournment

The regular meeting was adjourned at approximately 8:13 p.m.

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