

**Approved Minutes of the Special Board Meeting**  
**Alpena Community College Board of Trustees**  
Thursday, December 11, 2025  
665 Johnson Street, Alpena, MI 49707

On Thursday, December 11, 2025, the Alpena Community College Board of Trustees held a special joint meeting with the Alpena Community College Foundation Board. The meeting was held the Newport Center, Room 106.

ACC Board of Trustees Chair John Briggs called the meeting to order at 11:06 a.m. and declared the meeting to be a workshop session and no official action would be taken.

ACC Board of Trustees present in person: John Briggs, Teresa Duncan (arrived during the meeting), Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent trustees: none. Also present in person: ACC President Dr. Don MacMaster and Board Secretary Denis “Jay” Walterreit.

ACC Foundation trustees in attended included: Jim Boldrey, Ann Boyk, Kenneth Dragiewicz, Sue Fitzpatrick, Beach Hall, Tyler Hoes, Jaclynn Krawczak, Max Lindsay, Erin Olsen, and Annie Schultz.

Guests attending the meeting included ACC Vice President for Administration and Finance Dr. Nick Brege, ACC Executive Director of the ACC Foundation Mary Eagan, Director of Alumni Relations Rob Enslen, Executive Assistant to the ACC Foundation Kerrie Kamyszek, ACC Foundation President Tim Kuehnlein, Marketing and Data Analyst Lisa Blumenthal, and Reagan Voetberg.

**Pledge of Allegiance**

Chair John Briggs asked Tim Kuehnlein to lead the Pledge of Allegiance.

**Public Comment**

None

**Agenda**

Following is the agenda distributed at the meeting.

**Joint Meeting of the ACC Board of Trustees + ACC Foundation Board of Trustees**  
**Strengthening Collaboration and Strategic Alignment**  
**Working Lunch**

**December 11, 2025 • 11:00 a.m.–12:30 p.m. • Center Building**

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**AGENDA**

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**Welcome & Purpose** - 11:00 – 11:05 (5 minutes)

- Why this meeting matters - Goals for collaboration - syncing commitments to ACC's future

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**INFORMATION SEGMENT** - 11:05 – 11:25 (20 minutes)

**Overview of Foundation Structure, Funds, and Current Resource Map**

Presented by: Tim Kuehnlein

- Fund structure and categories - What current resources support - Gaps and opportunities - How philanthropic trends and student/institutional needs shape priorities

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**INTERACTIVE SEGMENT** - 11:25 – 12:15 (50 minutes)

**Instructions for Table Conversations** - 11:25-11:30 (5 minutes)

Presented by: Mary Eagan

**Table Conversations** - 11:30-11:55 (25 minutes)

Guided by: Mary, Tim, and Jay

- Review discussion prompts – share understanding and strategic feedback

**Table Report-Outs** – 11:55 – 12:15 (20 minutes)

Facilitated by: Jay Walterreit

- Approximately 2-5 minutes per table - Key points recorded on the whiteboard

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**SYNTHESIS & NEXT STEPS** - 12:15 – 12:28 (13 minutes)

- Each participant receives five stickers (one for each prompt)
- Participants place stickers on preferred ideas before departing
- A follow-up synopsis will be shared with both boards

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**Thank You & Adjourn** - 12:28 – 12:30 (2 minutes)

**Foundation Board Members – Remember Your Mug Shots!**

## **Meeting Details**

Chair Briggs welcomed the trustees of both boards to the joint meeting; the trustees were seated at U-shaped tables to enable discussion on agenda topics. Facilitators Tim Kuehnlein and Mary Eagan then launched into their own welcome and explanation of the joint meeting's activities.

During the information segment Kuehnlein and Eagan talked about how the ACC Foundation funds were organized and how they could be used. Kuehnlein pointed out that a significant portion of the ACC Foundation's funds were designated for purposes such as student scholarships and could not be repurposed to meet other needs.

Following the information segment the trustees were asked to have table conversations to answer five questions:

- What stands out to you as most striking or important from the Foundation fund overview and visual perspective?
- Where do you see the greatest needs at the College that match (or do not match) current funding—and how well do current Foundation resources match those needs?
- What opportunities do you see for strengthening, expanding, or refocusing Foundation support to meet immediate needs and/or strategic goals?
- What gaps or blind spots appear in the current picture?
- Where should the Foundation consider placing emphasis over the next 3-5 years? Where might a targeted campaign make the biggest difference?

The trustees were then asked to report the results of their conversations to the whole group; Kuehnlein wrote the responses on a white board.

To conclude the meeting each trustee was given a sticky note and asked to place it next to their favorite idea written on the white board. Chair Briggs suggested the meeting be adjourned so that participants who needed to leave quickly could do so and attendees who wished to stay longer for conversation could do that. Kuehnlein and Eagan promised to share the results of the voting with the trustees.

## **Adjournment**

The joint board meeting was adjourned at approximately 12:17 p.m.

## **Next Regular Meeting**

The next regular board meeting is scheduled for Thursday, December 18, 2025. The meeting is scheduled to be held in Room 400 of the Charles R. Donnelly Natural Resources Center. Virtual attendance will be available through Webex. The meeting will begin at 7:00 p.m.

Respectfully submitted by  
Denis J. Walterreit,  
Secretary of the Board of Trustees  
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