

**Approved Minutes of the Regular Meeting
Alpena Community College Board of Trustees**
Thursday, December 18, 2025
665 Johnson Street, Alpena, MI 49707

On Thursday, December 18, 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, Florence Stibitz, and Tom Townsend. Absent trustees: Susan Stender.

Also in attendance: Dr. Don MacMaster, ACC president; Denis (Jay) Walterreit, board secretary, and Alpena County Sheriff's Deputy Mike Lash.

Pledge of Allegiance

Trustee Hilberg led the Pledge of Allegiance.

Approval of Agenda

Trustee Stibitz made the motion to approve the agenda as presented; Trustee Hilberg seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the November 20, 2025, Regular Meeting

Trustee Gentry made the motion to approve the proposed minutes of the November 20, 2025, ACC regular meeting; Trustee Duncan seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the meeting in person were: Tim Ratz, ACC faculty; Dr. Nick Brege, ACC administration; Dr. Paige Gordier, ACC administration; Chanda Zbytowski, ACC administration; Doug Mayo, ACC faculty; Terry McKenzie, ACC faculty; Adam Keyes, ACC administration; Kurt Konieczny, ACC administration; Julie Nowak, ACC staff; Sheila Rupp, ACC administration; Andrew Paad, ACC faculty; Rob Roose; Jane Roose; Kelly Lewis, ACC staff; Jeremy Kilbourn, ACC faculty; Connie Kaczorowski, ACC staff; Patti Fontaine, ACC staff; Katherine Meharg; Mike Vought; Lori Vought; Britton Skuse; Jake Vought; and Reggie Vought.

Guests attending via Webex were: Mary Eagan, ACC administration; Lisa Blumenthal, ACC staff; and Karen Bennett.

No public comment was given.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan gave the following report on the ACC Foundation:

- We had a wonderful Giving Tuesday, with over \$12,000 raised from our supporters.
- Charlie and Judy Rosebush have started a generous assistance fund for single parents at ACC.
- The Kirkpatrick estate sent us an additional \$95,000 gift to settle their bequest to us.
- Demand from students for assistance with the cost of books and rent remains high.
- We enjoyed a productive joint board meeting with the ACC Board of Trustees.
- The application period for both the Early College Housing Assistance Program and Kristin Berles Housing Assistance Fund stipend has begun and runs until January 15.
- We are gearing up for the ACC Foundation scholarship application period, which starts January 2.
- Lisa Blumenthal has joined the Foundation staff as a data specialist. She works half in our office and half in the Office of Public Information.

Student Report

None.

Faculty Report

Nursing instructors Doug Mayo and Terry McKenzie introduced new Nursing Director Chanda Zbytowski and new nursing instructor Jeremy Kilbourn. Mayo was also credited with helping the recent ACEN accreditation process go very well.

President's Report

President's Report to the Alpena Community College Board of Trustees
December 18, 2025

Alpena Community Colleges Receives \$3,527,100 for Natural Resources Center Renovation

On November 12, 2025, the U.S. House of Representatives approved the Senate amendment to H.R. 5371, and the President signed the bill into law. In addition to providing stopgap funding needed to keep the government open through January 30, 2026, the bill also included a minibus of three spending bills — including the Agriculture spending bill. Funding for ACC's Fiscal Year 2026 Community Project Funding request through Rep. Bergman — the Natural Resources and STEM Innovation Center project — was included in this bill in the amount of \$3,527,100. With funding now approved, ACC will need to coordinate with the Rural Development Community Facilities office to finalize the process and authorize the release of the funds.

Getting this request across the finish line has been a multi-year effort. ACC originally submitted the Natural Resources and STEM Innovation Center project to Rep. Bergman during the Fiscal Year 2025 CPF process, and while it was chosen by the congressman for submission/funding consideration, due to the passage of a full-year continuing resolution, none of the projects submitted by any member of Congress were ultimately funded. Rep. Bergman resubmitted ACC's project earlier this year as part of the Fiscal Year 2026 Community Project Funding process, and fortunately, the funding was signed into law on November 12, 2025. Many thanks to Rep. Bergman and his legislative staff for their support in this process.

Next steps for ACC will be to work with the USDA Rural Development Community Facilities staff to begin implementing the many mandatory steps required to access this funding. Landing the remainder of the funding to begin the estimated \$8.5 million NRC renovation project is also ongoing with particular focus on a \$4.25 million Capital Outlay request through the state of Michigan.

Exterior Signage Project Update

ACC administrators, led by Director of Facilities Management Kurt Konieczny, continue the work of evaluating and updating the Alpena Campus's exterior signage. A catalog all of the exterior signs on campus was compiled and then a batch of signs, mostly located along Johnson Street, was identified to be the first group to be updated. Discussions about which buildings and campus features should be included on each sign have been conducted; the colors and the fonts for the new signs have also been discussed. A local vendor has been contacted and the process for designing the new sign faces has started.

Most recently, ACC staff have begun disassembling the first batch of signs in preparation for addressing any structural or assembly problems that have occurred over the years.

Action Items

2.970 Emeritus Status for Kathy Vought

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College acknowledges the many positive contributions made by Kathy Vought before her untimely passing and, in recognizing her service to the College and its students, confers upon her posthumously the title of EMERITUS.

Ayes: 6. Nays: 0. Motion approved.

2.971 Purchase of a Fiber Laser Marker and Extractor

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

The Alpena Community College Board of Trustees authorizes the purchase of a Haas HL50E Fiber Laser Marker and Extractor from HFO Gerotech, Inc., of Flat Rock, Michigan, for a cost not to exceed \$15,896.31.

Ayes: 6. Nays: 0. Motion approved.

2.972 Bids: Semi-Automatic Horizontal Bandsaw

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

The Alpena Community College Board of Trustees authorizes College officials to purchase a Hydmech S-20P semi-automatic mitering bandsaw from Detroit Band Saw for a cost not to exceed \$23,549.00.

Ayes: 6. Nays: 0. Motion approved.

2.973 Classroom of Tomorrow Framework Equipment Purchase

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

The Alpena Community College Board of Trustees authorizes College officials to purchase equipment for the Classroom of Tomorrow Framework pilot classroom for a cost not to exceed \$50,000.

Ayes: 6. Nays: 0. Motion approved.

Financial Report

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

- The property tax receipts of \$715,438 are \$18,162 more than those for November 2024.
- Tuition and fee receipts total \$6,806,935, which is an increase of \$623,514 compared to this time last year.
- State aid for the current year is comparable to last year and is typical for this time of year.
- Interest is lower this year compared to last year because of lower interest rates. The Federal Reserve lowered the federal funds rate by 0.25 percentage points in September 2025 and another 0.25 percentage points in October 2025.
- Institutional Administration expenses are higher than this time last year due to the hiring of a new Foundation Executive Director following last year's vacancy, as well as increased insurance premium costs.
- Net income through the first five months of the year shows as a gain of \$1,985,075, which is typical for this time of year as spring tuition revenue begins to build up.

Monthly General Fund Revenue and Expense through November 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 November 2025

- Outside services fees were higher in November because of the annual subscription cost of the Ellucian software.
- All other Month-to-Month comparisons are tracking as expected, except as noted above.

Personnel Report

New hires, terminations, and status changes from November 6 to December 11, 2025.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- Lisa Blumenthal, transferred from Assistant to the Dean of Workforce Development to Marketing & Data Specialist, effective 12/08/2025.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- Cathy Kappius, FT Faculty – English Instructor, effective 01/01/2026.

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 November 2025.

Total Donors: 72
Number of Gifts: 80
New Gifts: \$97,013.10

Board Discussion

- President MacMaster noted the pouring of the concrete floor for the new student housing project; this step was part of maintaining the construction schedule to enable the new apartments to be available for Fall Semester 2026.
- Board Chair John Briggs agreed to a tour of the Manufacturing Lab prior to the February 19, 2026, ACC Board of Trustees meeting.
- Chair Briggs and Trustee Townsend agreed to move the January board meeting planning session to Wednesday, January 7, 2026, to accommodate Townsend's schedule.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting will be on Thursday, January 15, 2026, at 7:00 p.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 7:56 p.m.

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