

**Proposed Minutes of the Regular Meeting
Alpena Community College Board of Trustees
Thursday, January 15, 2026
665 Johnson Street, Alpena, MI 49707**

On Thursday, January 15, 2026, 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.

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

Pledge of Allegiance

Secretary Walterreit led the Pledge of Allegiance.

Approval of Agenda

Trustee Stibitz made the motion to approve the agenda as presented; Trustee Townsend seconded the motion. Ayes: 7. Nays: 0. Motion approved.

Approval of the Proposed Minutes of the December 11, 2025, Joint Board Meeting and the December 18, 2025, Regular Meeting

Trustee Gentry made the motion to approve the proposed minutes of the December 11, 2025, joint board meeting and the December 18, 2025, regular board 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: Dr. Nick Brege, ACC administration; Dr. Paige Gordier, ACC administration; Adam Keyes, ACC administration; Kurt Konieczny, ACC administration; Dan Rothe, ACC faculty; Sarah Burt, ACC faculty; and Matthew Plante, ACC faculty.

There were no Webex attendees.

No public comment was given.

Communication(s)

None.

Board Member and Subcommittee Reports

Trustee Duncan gave the following report on the ACC Foundation:

- The year-end fundraising appeal went out to our supporters, who have been very generous so far in response. (See December's donation total.)
- We mailed out the Lumberjack Link winter newsletter to about 1,500 people and got to feature the hard work of our students, supporters, and friends. It was a pleasure to tell their stories.
- Students continue to demonstrate substantial unmet financial need in order to access or continue their education here at ACC. We have now spent over \$5,100 from the John Berg fund this academic year and about another \$3,500 in ACC bookstore gift cards. In addition, you'll remember that we spent another \$2,525 out of a second emergency student support fund from a donor who wishes to remain nameless.
- The Rosebush Family Support Fund for single parents has made its first award of \$740 to help a young woman.
- The Early College Housing Assistance Scholarship and Kristin Berles Housing Assistance Fund stipend are closing their applications on Thursday (1/15/26). It's exciting to have two different funds to help Early College students afford the cost of on-campus housing.
- The ACC Foundation scholarship application period is in full swing, with the application deadline coming March 1. Kerrie has done a lot of hard work on our scholarship portal.
- The ACC Foundation voted to release \$6,000 to help fund scholarships for the spring 2026 semester. That has already allowed two students the funds they needed to attend ACC this semester. Without Foundation assistance, these students would have had to drop out.
- With more staff and closer proximity, the ACC Foundation has resumed management of the ACC Student Food Pantry. Lisa Blumenthal previously managed the pantry and has enthusiastically jumped back in to clean out expired food, clean shelves, and restock the pantry with food students like and know how to prepare. Tri-Point Church of God made a sizable donation of food that has proven popular with students facing food insecurity. The response from hungry students has been resoundingly positive. Lisa has placed a survey in the pantry that allows students to suggest food they'd like to see stocked and has gotten several responses already. The Director of Alumni Relations' office will be directly across the hall from the pantry, which will allow the Foundation to keep an eye on the supply of food, ensuring students who need help get it and that the pantry is kept in good working order. We are planning to purchase a small microwave for the pantry so that students can heat up some of the grab-and-go options available.

Student Report

None.

Faculty Report

Math instructor Dan Rothe introduced new Math instructors Sarah Burt and Matthew Plante; Burt and Plante talked about their previous experience at ACC and their educational journey.

President's Report

President's Report to the Alpena Community College Board of Trustees
January 15, 2026

Spring Semester Enrollment Declines Slightly

As of Monday, January 12, the first day of classes, spring semester enrollment compared to spring semester 2025 was down 1.8 percent in headcount, up .1 percent in credits, and down 1.7 percent in contact hours. Dual enrollment and Early Middle College contact hours were down 7.8 percent and 5.6 percent respectively, explaining the downturn. Continuing students, the largest share of enrollment by credits and contact hours, was up 5.1 percent and 1.5 percent respectively. Continuing students represents ongoing retention efforts by faculty and staff. ACC budgeted to be down 1 percent in FY26. Fall semester enrollment was up 3.3 percent in contact hours.

Strategic Planning and Budgeting Committee Update

The Strategic Planning and Budgeting Committee continues to support key initiatives aligned with ACC's strategic goals, including areas such as budget planning, major project oversight, campus engagement, and accreditation related work. Dr. Nick Brege, Kurt Konieczny, and Adam Keyes will share updates on recent committee discussions and describe upcoming priorities that still require funding, such as planned improvements to instructional and facility spaces across campus. They will also provide an overview of important technology needs, including efforts to establish a regular replacement cycle for classroom and VCS equipment, manage rising platform costs, modernize network infrastructure, and enhance the design of learning spaces that support long-term sustainability.

[Vice President for Administration and Finance Dr. Nick Brege gave a PowerPoint presentation to update the trustees on Strategic Planning and Budgeting Committee planning and resource allocation activities. Topics included budget planning and stability, major infrastructure projects, campus engagement efforts, and HLC accreditation activities. Director of Facilities Management Kurt Konieczny and Director of Information Technology Adam Keys also joined in the presentation to talk about projects related to their areas of responsibility.]

Campus Safety Improvements

Advancing campus safety is an ongoing focus of ACC trustees, faculty, staff, campus security, and students. Key ACC staff tasked with managing campus safety are here tonight to begin a discussion starting with what's already been done and to what extent we might consider further hardening the campus for safety purposes while maintaining the open, friendly, accessible resource valued by the communities we serve.

[ACC staff including safety officer Deputy Mike Lash and trustees noted several ways the Alpena Campus has been updated to improve safety and discussed possible new priorities including restricting access to campus buildings by locking external doors and adding card readers. After the discussion ACC officials committed to exploring new ways to improve physical security on ACC campuses.]

Action Items

None.

Financial Report

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

- Property tax receipts total \$857,651, which is \$123,467 less than December 2024. This variance is due to a timing issue with the receipt of property tax payments to the College.
- Tuition and fee receipts total \$7,277,485, reflecting an increase of \$640,203 compared to the same period last year. This growth is primarily driven by higher billable contact hours during the Fall semester.
- 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.
- Student Services is up primarily due to contractual wage rate adjustments and an increase in athletic waivers.
- 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.
- Physical Plant expenses are slightly higher than this time last year, primarily due to increased natural gas prices and colder temperatures. Additional costs include the installation of new door restrictors on campus elevators, as required by the updated State Elevator Code.
- Net income through the first six months of the year shows as a gain of \$1,994,114, which is typical for this time of year as spring tuition revenue begins to build up.

Monthly General Fund Revenue and Expense through December 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 December 2025

- Wages and fringe benefits were higher this month due to the annual IRS-required adjustment for group term life insurance coverage, which is reflected in gross wages each December. Additionally, cash-in-lieu health insurance benefits were paid out to employees during December.

- Utilities increased in December compared to November due to colder weather and a correction in water billing, as charges from earlier months were missed because of a faulty water meter.
- All other month-to-month comparisons are tracking as expected, except as noted above.

Consolidated Income Statement for the first half of FY 2026

- The Designated Fund comprises the Technology Improvement Fund, Athletics, Workforce Development, and the Wellness Center. The current deficit in the Designated Fund is primarily due to the Wellness Center and Athletics. This shortfall will be addressed through a transfer of revenue from the General Fund, as outlined in the approved FY26 budget.
- Activity within the Restricted Fund consists of various grants and federal programs, including the Solar Array grant, the ADN/BSN grant, and Pell grants. All categories of the Restricted Fund are currently tracking as expected.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades and expenses related to the student housing construction project.
- Other balances are reasonable for this time of year.

Personnel Report

New hires, terminations, and status changes from December 12, 2025, to January 7, 2026.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- Denise Tobias, transferred from ESPI Assistant to the Director of SIP Grant to ESPII Office Assistant for Workforce Development, effective 12/15/2025.
- Kristen Wisniewski, transferred from Director of SIP Grant to Director of Workforce Development Grants, effective 12/15/2025.
- Matthew Plante, transferred from Part-Time Learning Resources Center Technician to FT Faculty – Mathematics Instructor, effective 01/01/2026.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- Sally Shubert, Assistant to the Director of Admissions, effective 07/01/2026.

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 December 2025.

Total Donors: 188
Number of Gifts: 256
New Gifts: \$211,281.50

Board Discussion

- Chair Briggs finalized arrangements for tours of the Welding and Manufacturing labs prior to the February 19, 2026, board meeting. Trustees were asked to assemble at 6 p.m. in the Welding lab (BTC 103), then proceed to the Manufacturing lab (CTR 124).
- President MacMaster noted that a special meeting might be necessary prior to the February 19, 2026, regular board meeting to discuss personnel matters. Chair Briggs suggested the trustees could also use the special meeting to conduct a workshop to prioritize projects for funding in the Fiscal Year 2027 budget; Briggs also suggested inviting representatives from the ACC Foundation board to the workshop.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regular board meeting will be on Thursday, February 19, 2026, 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 scheduled Welding and Manufacturing labs tours beginning at 6:00 p.m. in Besser Technical Center.

Adjournment

The regular meeting was adjourned at approximately 8:35 p.m.

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

PROPOSED