

**Approved Minutes of the  
Alpena Community College Board of Trustees Regular Meeting**

September 20, 2017

Roger C. Bauer Board Room, Charles R. Donnelly Natural Resources Center  
665 Johnson Street, Alpena, MI 49707

On Wednesday, September 20, 2017, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting was called to order by Chairman Briggs at 7:00 p.m.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none.

Seated at the Board Table: President Don MacMaster and Board Secretary Jay Walterreit. Chairman Briggs led the Pledge of Allegiance.

**Approval of Agenda**

Moved by Trustee Townsend that the agenda be approved; seconded by Trustee Hilberg. Ayes: 7. Nays: 0. Motion approved.

**Approval of Minutes from the August 16, 2017, Regular Board Meeting**

Trustee Stibitz moved to accept the draft minutes from the August 16, 2017, regular board meeting; Trustee Stender seconded the motion. Ayes: 7. Nays: 0. Motion approved.

**Introduction of Guests and Public Comment**

Guests attending the regular meeting included: Jordan Spence, The Alpena News; Ben Stevens, WATZ; Debbie Bayer, ACC administration; Richard Sutherland, ACC administration; Nancy Seguin, ACC administration, Wendy Brooks, ACC administration; Jeff Blumenthal, ACC administration; Lisa Snyder, ACC administration; Melissa Fournier, ACC administration; Mary Myers, ACC student; Megan McGregor, ACC student, and Mark Grunder, ACC administration.

**Communication(s)**

Chairman Briggs acknowledged a letter from Straley, Ilsley, & Lamp, outlining the process for ACC's current auditing process.

## **Board Member and Subcommittee Reports**

Trustee Duncan attended the September 13, 2017, ACC Foundation strategic planning meeting. She gave the ACC trustees a copy of the ACC Foundation Executive Director's Report, which gave a history of how the Foundation has changed over the last 15 years. Most notably:

Foundation assets have grown approximately 97%, to nearly \$6 million. ACC staff support has grown tremendously. Alumni giving has increased 449% to almost \$900,000.

Duncan noted a comment from consultant Dr. Kathleen Guy which encouraged the Foundation board to see their efforts as part of a fourth leg of funding for the College. She also urged the Foundation board to adopt a paradigm shift in which they think about fundraising as a lifestyle instead of on a periodic project basis.

The members discussed fundraising priorities of cultivating baby-boomer and alumni opportunities and increasing unrestricted fund resources to support the college.

The Foundation board also focused on succession planning for the executive director position and for retiring board members.

In conclusion, Duncan recounted a recommendation from the Foundation board to the ACC trustees: set a bold direction for the Van Lare Hall renovation project. Dr. Guy also provided a chart comparing Board of Trustee and Foundation Board roles in fundraising; the highlight being that the BoT is to set a bold vision/plan for the college and the Foundation Board is to harmonize their goals with that of the BoT.

## **Student Report**

Student Mary Myers and Megan McGregor outline early activities on campus, including the Welcome Back Bash.

## **Faculty Report**

A group of ACC faculty and staff demonstrated the recently acquired video conferencing system. Vice President of Instruction Debbie Bayer introduced the new technology and noted how it is helping to offer instruction to more students. Instructors Matt Bedard and Dr. Lois Darga participated in the demonstration remotely from a classroom in Van Lare Hall. The instructors demonstrated some of the system's features and showed how the system was being used in their classes. Director of Learning Technology Sarah Burt was also present to talk about how the technology is being used to provide instruction at distant locations including Johannesburg-Lewiston High School. She displayed a summary of the cost saving and addition revenue made possible by the system.

## **President's Report**

Following is the President's Report as it was distributed.

President's Report to the ACC Board of Trustees  
September 20, 2017

### FY18 Fall Enrollment

Enrollment at ACC continues to trend positively despite a very challenging enrollment climate at community colleges statewide. Fall semester enrollment is up 4.7 percent in headcount compared to last fall, 4th highest in the state among Michigan's 28 community colleges, and the first time the College has exceeded 1,600 students since Fall 2014. A sobering indicator of persistent enrollment challenges elsewhere is found at Lake Michigan College, Wayne County Community College District, and West Shore Community College, which all are down more than 10 percent in both headcount and credit hours. ACC's credit hours are down 2.3 percent from Fall 2016.

Enrollment highlights at ACC include a first-time class of 21 Career and Technical Education (CTE) students from Iosco Regional Education Service Agency taking dosage calculation in Tawas. Seventy-two students from Alcona are dual-enrolled at ACC, a 19 percent increase over Fall 2016. One hundred sixteen students from Alpena Public Schools are dual enrolled at ACC, a 17 percent increase. Overall, there is a 19 percent increase in dual-enrolled headcount and 17 percent increase in credit hours from the 16 K-12s currently accessing dual-enrollment offered by ACC. Three hundred ninety-four high school students are dual enrolled with ACC this fall, 24.5 percent of ACC's total enrollment. We will need to continue to compete for students in this arena in order to thrive moving forward.

### Higher Learning Commission Evaluation Team Site Visit

The 10-year accreditation visit by the Higher Learning Commission's site evaluation team is scheduled for September 25-26. Maintaining accreditation in good standing through the Higher Learning Commission is essential to the operations of Alpena Community College and the entire staff, under the able leadership of Dean of the Learning Resources Center and HLC Liaison Wendy Brooks, has been involved in preparations for the HLC visit next week. Dean Brooks is here tonight to share the final agenda of the HLC team's site review and answer any questions about the upcoming visit. She has done outstanding work leading this essential peer review quality assurance function.

### Michigan Community College Association Fall Conference

ACC will host approximately 60 community college presidents and trustees at the Michigan Community College Association fall conference on October 5-6. Similar in some ways to MACET conference hosted by ACC in July, the MCCA fall conference gives ACC a chance to showcase its many assets and unique programs to leaders at other Michigan Community Colleges. Dinner will be held at Art in Loft on Thursday evening with Jeff Gray, Superintendent of the Thunder Bay National Marine Sanctuary, as keynote speaker. The conference will resume at 8 a.m. Friday morning in BTC 126 with tours of campus scheduled for noon. The last time ACC hosted the fall conference was 2005. Thanks to Barb Szczesniak, and Trustees Lisa Hilberg and Florence Stibitz for their engagement in this activity.

## **Action Items**

### 2.685 Local Strategic Value Resolution

The following resolution was proposed by Trustee Townsend 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.

## **Information Items**

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. Vice President for Administration & Finance Richard Sutherland noted that all revenue categories were higher than expected and all expenses were lower than expected.

New hires, terminations, and status changes between August 11 and September 11, 2017.

### New Hires:

Connie Cleary, ESP 2 PT Advising Asst., ETS – South, 8/21/17

### Resignations: N/A

### Status Changes:

Lisa Snyder, from ESP2 Programmer/Analyst to Admin, Director of Institutional Research, 8/28/17

The Gifts and Grants Report showed 131 donors gave \$78,849 in pledges and gifts between August 9 and September 11, 2017.

## **Board Discussion**

Chairman Briggs brought up the topic of the proposed fall trustee retreat. Secretary Walterreit outlined the current status of the retreat:

- October 9 is a date available for all the trustees.
- The suggested start time is 2 p.m.
- The suggested end time wasn't determined; it would be based on the number and length of the topics the trustees want to discuss. It is anticipated the retreat could run as late as 7:00 to 8:00 p.m.
- The location of the retreat was suggested to be the ACC Board Room based on the probability the retreat will go longer than normal business hours. The board table can be reconfigured into a smaller circle to facilitate conversation.
- A light dinner will be provided.

- A list of proposed topics has been circulated to the trustees. Trustee Gentry distributed two documents he would like to use as the basis of a 90- to 120-minute discussion. The information was distilled from Susan Meier's presentation at the MCCA Summer Conference.

The trustees agreed to meet on October 9, 2017, beginning at 2 p.m. in the ACC Board Room.

Trustee Gentry also circulated a flyer detailing the MCCA Fall Trustee Institute on Friday, November 10, from 8:30 a.m. to 3:00 p.m. Gentry encouraged the other trustees to consider attending the meeting due to the topics being covered. Secretary Walterreit agreed to send copies of the flyer to the trustees.

### **New Business**

None.

### **Suggested Future Agenda Items**

None.

### **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting is at 7:00 p.m. on Wednesday, October 18, 2017, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707.

Please note the addition of the ACC Board of Trustees Fall Retreat, scheduled for October 9, 2017, starting at 2 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707.

### **Adjournment**

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

Jay Walterreit  
Secretary of the Board of Trustees  
(989) 358-7215