

**Official Proceedings of the
Alpena Community College Board of Trustees Regular Meeting**

October 19, 2016

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

On Wednesday, October 19, 2016, the Alpena Community College Board of Trustees gathered for their regular monthly meeting.

Chairman Briggs called the meeting to order at 6:30 p.m. Present: John Briggs, Teresa Duncan, Marc Ferguson, Joseph Gentry II, Lisa Hilberg, Florence Stibitz, and Tom Townsend. Absent: none.

Seated at the Board Table: President Don MacMaster and Board Secretary Jay Walterreit.

Trustee Townsend made a motion to go into a closed session to discuss property issues; Trustee Gentry seconded the motion. A roll call vote was taken:

Duncan: Aye
Ferguson: Aye
Gentry: Aye
Briggs: Aye
Hilberg: Aye
Stibitz: Aye
Townsend: Aye

Motion passed. Secretary Walterreit secured the doors and elevator while the trustees began the closed session.

At 7:00 p.m. Trustee Townsend made the motion to end the closed session; Trustee Stibitz seconded the motion. Vote: all ayes. The closed session ended and Chairman Briggs announced a five minute recess in order to admit the audience for the regular meeting.

At 7:08 p.m. Chairman Briggs reconvened the regular meeting and 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 carried.

Approval of Minutes from the September 14, 2016, Regular Board Meeting

Trustee Stibitz moved to accept the draft minutes from the September 14, 2016, regular board meeting. Trustee Duncan seconded the motion. Ayes: 7. Nays: 0. Motion carried.

Introduction of Guests and Public Comment

Guests attending the regular meeting included: Ben Stevens, WATZ News; Jordan Spence, The Alpena News; Richard Sutherland, ACC administration; Jacqueline Walchak, ACC student; Hannah Canute, ACC student; Sue Grulke, AMA-ESD; Rexann McConnell, AMA-ESD; and Sue Stender.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Report

Jacqueline Walchak and Hannah Canute reported on recent Student Leadership activities

Faculty Report

Dr. Karol Walchak reported on developments related to The Language Society and fundraising for a trip to Europe.

President's Report

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

President's Report to the Board of Trustees
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Accreditation Commission on Education in Nursing (ACEN)

A four-person team is on campus this week evaluating the ACC Nursing program for national accreditation through ACEN. Accreditation by ACEN confers a nationally-recognized standard of quality, consistency, and accountability for the Nursing program, and will support student transfer to BSN and MSN programs that mandate ACEN accreditation. The accreditation process consists of six criteria: mission, faculty, students, curriculum, resources, and outcomes. Nursing Director Melissa Fournier, faculty Diane O'Connor, Robert Kutschman, Tony Pratt, Melanie Thomas, Beverly Banks, and Julie Miller, and secretary Lisa Brege deserve credit for their commendable efforts to get ready for this ACEN site visit. Exit interview is at 10 a.m. tomorrow morning.

TRENDS Award Winners

Utility Tech instructors Roy Smith and John Nowlin, Electrical Apprentice/UTT instructor Todd Artley, Electrical Systems Tech instructor Steve Lewis, and Welding instructor Tim Ratz are in Detroit at the Renaissance Center receiving statewide awards for instructional excellence at the annual TRENDS in

Occupational Studies conference sponsored by Ferris State University. Smith, Nowlin, Artley and Lewis will receive the Outstanding Educator Award for Team/Collaboration for their work in Electrical Studies. Ratz will receive an Individual Outstanding Instructor award. Kathy Marsh, Vice-President for Instruction, is attending as well. Marsh submitted nominations on their behalf to the conference directors. It is understood that the instructors must buy Kathy's dinner as an expression of their gratitude.

Computer Donation to Atlanta Schools

Ten used computers rotated out of service at ACC were recently donated to Atlanta Schools to support staff and student learning opportunities in Montmorency County. Kudos to Ross Corpe, Educational Talent Search, for making this connection and to Yuko Fellows, MIS Technician, for preparing the computers for re-use by a valued educational partner.

Action Items

2.663 Resolution of Appreciation for Rep. Peter A. Petalia, Sr.

Trustee Stibitz made the motion and Trustee Ferguson seconded the motion which reads as follows:

The Board of Trustees of Alpena Community College publicly expresses its sincerest condolences to the family of Peter Pettalia, Sr. for their loss, and acknowledge his positive efforts on behalf of ACC and Northern Michigan.

Ayes: 7. Nays: 0. Motion passed.

2.664 Fiscal Year 2016 Audit Report

Trustee Gentry made the motion and Trustee Stibitz seconded the motion which reads as follows:

The Board of Trustees accepts the financial report and approves the fiscal year 2016 audit as submitted by Straley Lamp & Kraenzlein P.C., and commends all parties for their dialogue and exactness in assuring the audit has been produced in full compliance with state law and the new principles of accounting as adopted by G.A.S.B. It is further noted that appropriate officials at the College are directed to communicate the results of this important process to all interested parties.

Ayes: 7. Nays: 0. Motion passed.

2.665 Local Strategic Value Resolution

Trustee Townsend made the motion and Trustee Duncan seconded the motion which reads as follows:

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 passed.

2.666 Capital Outlay/Campus Master Plan Submission

Trustee Townsend made the motion and Trustee Hilberg seconded the motion which reads as follows:

The Alpena Community College Board of Trustees authorizes staff to submit the ACC 2018-22 Five-Year Master Plan for Capital Outlay to the State Budget Office.

Ayes: 7. Nays: 0. Motion passed.

2.667 Revision of Policy 4026, Faculty Qualifications Policy — First Reading

Trustee Stibitz made the motion and Trustee Ferguson seconded the motion which reads as follows:

The ACC Board of Trustees approves the first reading of the proposed changes to Policy 4026, Faculty Qualification Policy.

Ayes: 7. Nays: 0. Motion passed.

Information Items

Vice President for Administration and Finance Richard Sutherland discussed the implications of potential reduced property tax income to the College and City of Alpena. The financials are tracking as expected.

New hires, terminations, and status changes between September 9 and October 12, 2016, are as follows.

New Hires:

Tani Briggs-Dekett, PT ESP2, Health Fitness/Activities Technician, 9/3/16.

Brandinn Keetch, PT ESP2, Educational Talent Search Media Tech., 9/12/16.

Resignations:

N/A

Status Changes:

Kristen Schnell, from EPS1 ETS Clerical Assistant to ESP1 Program Assistant TRIO Talent Search, 9/5/16.

The Gifts and Grants Report showed 38 donors gave \$11,894 in pledges and gifts between September 7 and October 11, 2016.

Board Discussion

Trustee Ferguson brought up the topic of determining the ideal headcount for the College. He noted that we can't control the demographics of our area, but we can control how we respond to our environment.

He noted a chart that showed ACC student headcount is below average, and he wondered what could be done to increase headcount without adversely affecting overhead costs, staffing, etc. He suggested the College could make our own luck by determining what size we wanted to be, then creating specific and measurable goals to achieve that enrollment.

President MacMaster thanked Ferguson for his input and acknowledged the value in determining what would be the ideal enrollment number for the College.

On a separate subject, Trustee Hilberg recognized Alpena Power Company for offsetting the cost of ACC Utility Tech students to attend the presentation by William Kamkwamba at the George N. Fletcher Public Library.

New Business

2.668 Resolution of Support for the Alpena-Montmorency-Alcona Educational Service District Special Education Millage Renewal

Trustee Townsend made the motion and Trustee Gentry seconded the motion which reads as follows:

As supporters of educational opportunities in Northeastern Lower Michigan, the Alpena Community College Board of Trustees endorses the Alpena-Montmorency-Alcona Educational Service District special education millage renewal request on the general election ballot November 8, 2016.

Ayes: 7. Nays: 0. Motion passed.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting is at 7:00 p.m. on Wednesday, November 16, 2016, 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 8:32 p.m.

Jay Walterreit
Secretary of the Board of Trustees
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