

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

December 18, 2014

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

The Alpena Community College Board of Trustees met for its regular monthly meeting on Thursday, December 18, 2014, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Present: John Briggs, Marc Ferguson, Joseph Gentry II, Lisa Hilberg, Florence Stibitz, and Tom Townsend. Absent: Teresa Duncan.

Seated at the Board Table: President Olin Joynton and Board Secretary Jay Walterreit.

Chairman Briggs called the meeting to order at 7:05 p.m. and led the Pledge of Allegiance.

**Approval of Agenda**

Moved by Trustee Hilberg that the agenda be approved; seconded by Trustee Townsend. Ayes: 6. Nays: 0. Motion carried.

**Approval of Minutes from the November 20, 2014, Regular Board of Trustees Meeting**

Trustee Townsend moved to accept the draft minutes from the November 20, 2014, regular ACC Board of Trustees meeting; Trustee Hilberg seconded the motion. Ayes: 6. Nays: 0. Motion carried.

**Introduction of Guests and Public Comment**

Guests in attendance included: April Barth, WATZ News; Nicole Grulke, Alpena News; Richard Sutherland, ACC administrator; Kathy Marsh, ACC administrator; Don MacMaster, ACC administrator; Mike Kollien, ACC administrator; Deb Hautau, ACC faculty; Dawn Stone, ACC staff; Brianne Becker, ACC student; Brennan Casler, ACC student; and Nancy Seguin, ACC administrator.

**Communication(s)**

None.

**Board Member and Subcommittee Reports**

None.

**Faculty Report**

Instructor Deb Hautau mentioned her preparatory efforts for the upcoming Science Olympiad, which is scheduled to be held on the Alpena Campus March 7, 2015. She was able to offer a workshop for

coaches, which is importance due to the cancellation of state-sponsored workshops. She is looking for volunteers to work during the event on March 7. Next year will be the 30<sup>th</sup> year the College has hosted Science Olympiad.

Hautau also mentioned her Science Fun Day for Scouts, scheduled for February 7.

## **Student Report**

Student Ambassadors Brianne Becker and Brennan Casler told the trustees about their responsibilities as part of the newly created Student Ambassadors group. Earlier in the day they led high school students in tours of the campus; they are also scheduled to staff a desk in the Besser Technical Center Lobby for the first two weeks of Spring Semester to provide directions and information to students and visitors. Currently there are four Student Ambassadors.

## **President's Report**

President's Report to ACC Board of Trustees  
December 18, 2014

### 1. Current Enrollment Figures for Spring Semester 2015

Early Registration for Spring Semester 2015 closed on December 9, a day later than usual to accommodate students who may not have been able to register earlier due to intermittent access to WebAdvisor, the student database. Students who had not paid for their courses were contacted and encouraged to arrange for payment. On December 12, unpaid registrations were purged from the system. Letters were sent to Fall Semester students who had not already signed up for Spring courses and to students who had applied for Spring Semester but who had not already enrolled.

The attached Spring 2015 Enrollment Stats Comparison by Semester report shows headcount down 16.6% as compared to the equivalent day last year; adjusted contact hours are down 16.8%.

Vice President for Administration and Finance Dick Sutherland reported that a number of continuing nursing students are waiting to register during Central Registration, which could potentially reduce the above percentages by approximately 2.5%. Admissions Director Mike Kollien reported he is expecting approximately 25 more dual enrolled students to sign up for classes during Central Registration.

Other factors currently affecting enrollment include:

- A reduction in the number of Early College students for Spring Semester. While the Early College students still count as additional students compared to Spring 2014, there are 18 fewer students as compared to Fall Semester 2014.
- A change in the online class offerings due to the departure of a faculty member.

The next Spring 2015 enrollment milestone comes on January 6 when Orientation and Central Registration begins.

# Enrollment Stats Comparison by Semester -- Spring 2015

As of Noon on December 16, 2014, and 8 a.m. on December 16, 2013 -- Purge done for both semesters; correction made to contact hours in earlier report

	Credits		Headcount		Contact Hours		Adj. Contact Hours					
	Spring 2014	Spring 2015	Change	Spring 2014	Spring 2015	Change	Spring 2014	Spring 2015	Change			
	11,853.50	9,919.00	-16.3%	1,160.00	968.00	-16.6%	14,039.25	11,713.70	-16.6%	13,838.25	11,517.20	-16.8%
<i>Average per student</i>	10.22	10.25					12.10	12.10		11.93	11.90	
	Credits		Headcount		Contact Hours		Residency					
	Spring 2014	Spring 2015	Change	Spring 2014	Spring 2015	Change	Spring 2014	Spring 2015	Change			
Early College	0.00	51.00	100.0%	0.00	17.00	100.0%						
New First Time Students	551.50	322.00	-41.6%	54.00	31.00	-42.6%						
Readmit	644.00	296.50	-54.0%	70.00	37.00	-47.1%						
Dual Enrollment	1,192.00	1,087.00	-8.8%	248.00	223.00	-10.1%						
Non-Credit	0.00	0.00	0.0%	0.00	0.00	0.0%						
Transfer Out-of-State	6.00	0.00	-100.0%	1.00	0.00	-100.0%						
Transfer In-State	47.50	66.50	40.0%	6.00	6.00	0.0%						
Guest	3.00	0.00	0.0%	1.00	0.00	-100.0%						
Continuing	9,409.50	8,096.00	-14.0%	780.00	654.00	-16.2%						
International	0.00	0.00	0.0%	0.00	0.00	0.0%						
Not Specified	0.00	0.00	0.0%	0.00	0.00	0.0%						
In-District	6,064.00	5,091.50	-16.0%	586.00	516.00	-11.9%	7,286.00	6,023.75	-17.3%			
Service District	3,837.00	3,234.00	-15.7%	424.00	343.00	-19.1%	4,379.75	3,714.95	-15.2%			
In-State/Michigan	1,828.50	1,465.50	-19.9%	140.00	100.00	-28.6%	2,244.50	1,839.00	-18.1%			
Out-of-State	110.00	101.00	-8.2%	9.00	7.00	-22.2%	115.00	107.00	-7.0%			
Foreign	14.00	17.00	0.0%	1.00	1.00	0.0%	14.00	17.00	0.0%			
Not Specified	0.00	10.00	100.0%	0.00	1.00	100.0%	0.00	12.00	100.0%			
Alpena Campus	10,395.50	8,935.00	-14.0%	993.00	857.00	-13.7%	12,463.00	10,672.70	-14.4%			
HUSH Campus	962.50	686.00	-28.7%	117.00	78.00	-33.3%	1,045.50	744.00	-28.8%			
MI Virtual or Financial Aid	0.00	21.00	100.0%	0.00	1.00	100.0%	0.00	0.00	0.0%			
Off-Campus Sites	495.50	277.00	-44.1%	133.00	82.00	-38.3%	530.75	297.00	-44.0%			
WCCT	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%			
Online Courses	1,304.00	1,035.00	-20.6%	295.00	238.00	-19.3%	1,363.50	1,063.00	-22.0%			

Note: Spring 2015 purge done 12-12-2014 at noon, Spring 2014 purge done 12-13-2013.

# Spring Semester 2014 Dual Enrollment Stats Comparison by Day

As of 8 a.m. on December 9, 2014, and December 9, 2013 -- End of Early Registration (early registration extended by one day)

School District	Number of Students			Credit Hours			Contact Hours		
	Spring 2014	Spring 2015	Change	Spring 2014	Spring 2015	Change	Spring 2014	Spring 2015	Change
Alcona HS	37	43	6	179.00	210.00	31.00	182.00	212.00	30.00
Alpena HS	84	99	15	403.50	450.00	46.50	407.50	468.50	61.00
Arenac Eastern HS	2	0	-2	9.00	0.00	-9.00	9.00	0.00	-9.00
Atlanta HS	6	2	-4	31.00	15.00	-16.00	31.00	15.00	-16.00
Au Gres-Sims	4	0	-4	19.00	0.00	-19.00	19.00	0.00	-19.00
Hale HS	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Hillman	18	22	4	90.00	131.00	41.00	90.00	148.00	58.00
Onaway HS	25	10	-15	75.00	33.00	-42.00	78.00	33.00	-45.00
Oscoda Area Schools	10	5	-5	75.00	26.00	-49.00	82.00	27.00	-55.00
Rogers City	43	38	-5	208.00	199.00	-9.00	219.00	206.00	-13.00
Tawas Area Schools	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Whittemore-Prescott	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Unknown/Other/Blank	9	5	-4	49.00	26.00	-23.00	53.00	28.00	-25.00
<b>Total</b>	<b>238</b>	<b>224</b>	<b>-14</b>	<b>1,138.50</b>	<b>1,090.00</b>	<b>-48.50</b>	<b>1,170.50</b>	<b>1,137.50</b>	<b>-33.00</b>
<b>Southern Region Total</b>	<b>16</b>	<b>5</b>	<b>-11</b>	<b>103.00</b>	<b>26.00</b>	<b>-77.00</b>	<b>110.00</b>	<b>27.00</b>	<b>-83.00</b>

## 2. Business Leaders of Michigan Report

The Business Leaders of Michigan, with a Board of Directors associated with 60+ of the largest companies in the state, publishes periodic reports on its aspiration for the state to be a “Top Ten” state in measures of economic vitality. The BLM’s methodology is outlined in the Michigan Turnaround Plan (<http://www.michiganturnaroundplan.com/>). Among the findings in the November 2014 report are the following (with all rankings, the higher the better):

- The “Top Ten” states for job and economic growth for the period 2003-13 are North Dakota, Wyoming, Alaska, Massachusetts, South Dakota, Texas, New York, Iowa, Nebraska, and Connecticut.
- In order to be a “Top Ten” state, Michigan would need 150,000 more people working, \$12,000 more in per capita income, and \$16,000 more in GDP per person.
- Although Michigan is 46<sup>th</sup> in unemployment, it ranked 14<sup>th</sup> in private sector employment growth.
- Michigan is 35<sup>th</sup> in per capita income but 9<sup>th</sup> in growth thereof.
- We are 39<sup>th</sup> in the measure of cost of doing business, part of which comes from being 48<sup>th</sup> in labor costs. In worker productivity we have 27<sup>th</sup> place and getting better, but still 20% lower than the “Top Ten” average.
- Michigan is 9<sup>th</sup> in corporate tax climate and 14<sup>th</sup> in overall business tax climate.
- We rank 40<sup>th</sup> in the business climate ranking, an amalgamation of business costs, business leaders’ perceptions, regulatory climate, quality of life, and other factors.
- The state is 37<sup>th</sup> in college and career readiness, as measured by ACT College Readiness Benchmarks covering English, reading, math, and science.
- We are 21<sup>st</sup> in degrees conferred (associate’s on up) per 10,000 residents, coming in at 121 vs. 133 as the “Top Ten” average.
- We are 26<sup>th</sup> in technical education critical skills degrees and certificates, showing 5% growth since 2003 but still about 6% below the “Top Ten” average.
- At 37%, Michigan is 31<sup>st</sup> in percentage of population age 25-64 with educational attainment of associate’s degree or higher vs. 42% as the “Top Ten” average.
- Michigan is 33<sup>rd</sup> in venture capital investment and dropping, with only \$31 per \$100,000 of GDP vs. \$149 average for “Top Ten” states.
- On the brighter side, we are 20<sup>th</sup> as measured by the Kauffman Index of Entrepreneurial Activity.

## 3. Success of ACC Transfer Students at Ferris State University

Again we have encouraging news from Ferris State University, where 17 transfer students from ACC remain this year of the 27 who migrated there during the 2013-14 academic year. Their average GPA was 3.21, compared with 3.20 for all Michigan community college transfers and 3.14 for students who started there.

For the 17 former ACC students who graduated, 3.25 was their average final GPA, a little lower than the average figure of 3.37 of all Ferris graduates. As for the fields in which they graduated, the list includes health information management, manufacturing technology, HVACR technology, business administration, nuclear medicine technology, industrial electronics technology, electrical engineering technology, integrative studies, radiography, health care systems administration,

nursing, building contraction technology, construction management, computer networks/systems, pharmacy, criminal justice, and biology.

#### 4. IPEDS Data and Analysis

On an annual basis ACC staff members assemble and submit information for the US Department of Education's Integrated Post-Secondary Education Data System (IPEDS), a requirement for any institution receiving federal funds. Although the results can be reported out in dozens of different ways, the most useful way enables us to track ACC's performance against benchmarks set by the other nine comparably-sized (Group 1) community colleges in Michigan.

The 2014 report covers performance during the 2012-14 academic years and brings to light the following comparisons:

- ACC's 12-month unduplicated headcount of 2,541 (down by 85 from a year ago) continues to be smaller than the Group 1 median figure. However, our fall full-time student number of 870 is larger, with the part-time student number of 842 being correspondingly smaller. These differences continue a multi-year trend and affect our graduation rates positively.
- ACC has a lower percentage of women students (55%) than its peers.
- With 278 degrees awarded (level with last year) and 104 certificates (down by 17), ACC continues to outstrip its Group 1 peers.
- Consequently, ACC graduation rates also exceed those for peer colleges, with 27% of its first-time, full-time students completing certificates or degrees within 150% of the prescribed time, compared with an average of 16% for the other schools.
- Compared with its peers, greater percentages of ACC revenue come from tuition/fees, state appropriations and government grants.
- In dollar amount also, the ACC yearly tuition/fee rate of \$3,870 remains higher than the Group 1 benchmark. ACC's comparatively low property tax revenue causes this rate to be higher.
- However, the use of financial aid and the high percentage of students living at home result in a vastly lower net price of attending ACC – only \$2,538 per student on average – compared with the \$6,680 average at the other nine colleges.
- In line with this result, ACC students received an average of \$4,696 in financial aid, considerably above the \$4,140 figure for the other nine schools. These measures confirm the effectiveness of our financial aid office personnel and the significant scholarship assistance from the generous donors to the ACC Foundation.
- In the faculty, administrative, and instructional support staff categories, ACC is better staffed than sister Group 1 institutions. The widest margin appears in the faculty ranks, where the full-time equivalent ACC number of 89 compares with 64 as an average for peer institutions. (FTE figures combine full-time and part-time employees.) For administrators, our number of 23 compares with an average of 20 for the other schools.
- At \$73,962 on average, ACC full-time nine-month faculty salaries continue to be well above the average of \$59,958 for all other Group 1 institutions.
- ACC expends more per student on instruction, public service, and student services than the peer colleges while expending less on academic support and institutional support (administration).

Overall, these comparisons tell a story of ACC resources focused on the core business of instruction and students persevering to complete their programs. It takes a great deal of work for ACC staff to feed our numbers into IPEDS, so our thanks for fulfilling this responsibility are due to Robert Roose, Lisa Snyder, Vicky Kropp, and Richard Sutherland.

The following table shows the position of ACC on last year's IPEDS-based ranking of most affordable colleges in the United States. Seven other Michigan community colleges made the list of about 90 institutions with the lowest net price.

<b>Institution</b>	<b>State</b>	<b>Percent receiving grant aid<sup>(3)</sup></b>	<b>Net Price<sup>(1)(2)</sup></b>
Instituto Tecnologico de Puerto Rico-Recinto de San Juan	PR	94	(\$723)
Cleveland Community College	NC	69	(\$274)
Escuela De Troqueleria Y Herramientaje	PR	67	\$184
Instituto Tecnologico de Puerto Rico-Recinto de Guayama	PR	62	\$399
Coahoma Community College	MS	94	\$900
Roxbury Community College	MA	85	\$922
Pearl River Community College	MS	67	\$986
North Central Michigan College	MI	71	\$1,123
Illinois Eastern Community Colleges-Lincoln Trail College	IL	99	\$1,256
Illinois Eastern Community Colleges-Olney Central College	IL	96	\$1,465
Chattahoochee Valley Community College	AL	92	\$1,474
Central Alabama Community College	AL	91	\$1,561
Palau Community College	PW	98	\$1,665
Northeast Alabama Community College	AL	86	\$1,684
Union County College	NJ	67	\$1,742
Leeward Community College	HI	45	\$1,745
Roanoke-Chowan Community College	NC	70	\$1,812
Radford M Locklin Technical Center	FL	55	\$1,823
Wytheville Community College	VA	92	\$1,978
Illinois Eastern Community Colleges-Frontier Community Coll	IL	96	\$2,062
Albany Technical College	GA	99	\$2,068
Central Georgia Technical College	GA	98	\$2,187
Oconee Fall Line Technical College	GA	99	\$2,217
Alpena Community College	MI	80	\$2,300
Illinois Eastern Community Colleges-Wabash Valley College	IL	93	\$2,469
Pennsylvania Highlands Community College	PA	89	\$2,493

## **Action Items**

### 2.614 Appointment of Trustee to Oscoda-Wurtsmith Airport Local Development Finance Authority

Trustee Townsend made the motion and Trustee Stibitz seconded the motion that reads as follows:

NOW, THEREFORE BE IT RESOLVED THAT Alpena Community College does hereby appoint Mr. John Briggs to serve as Trustee on the Oscoda-Wurtsmith Airport – Local Development Finance Authority until December 31, 2018.

Ayes: 6. Nays: 0. Motion passed.

### 2.615 Authorization to Prepare a Proposed Presidential Contract

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

That the Alpena Community College Board of Trustees authorizes the College attorney to prepare a proposed presidential contract effective July 1, 2015, for Donald MacMaster.

Ayes: 6. Nays: 0. Motion passed.

## **Information Items**

### 3.813 Financial Report

Dr. Joynton reviewed the Financial Report with the Board.

### 3.814 Personnel Report

New hires, terminations, and status changes for November 2014.

#### New Hires:

N/A

#### Terminations:

N/A

#### Status Changes:

N/A

### 3.815 Gifts and Grants Report

The Gifts and Grants Report showed 61 donors gave gifts or pledges totaling \$40,701 for the time period of November 11, 2014, to December 5, 2014.

## **Board Discussion**

Chairman Briggs reminded the trustees of the Board retreat scheduled for January 8, 2015, at 12:30 p.m., in the Community Foundation of Northeast Michigan conference room.

Briggs also proposed a public forum with Don MacMaster to give community members a chance to meet MacMaster and participate in a question and answer session. The trustees will organize and host the event; details will be discussed in the Board retreat on January 8.

## **New Business**

None.

## **Suggested Future Agenda Items**

None.

## **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting will be held on January 15, 2015, meeting at 7 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.

Please note the retreat session scheduled for January 8, 2015, beginning at 12:30 p.m. in the Community Foundation of Northeast Michigan conference room, 100 N. Ripley, Suite F, in Alpena

## **Adjournment**

The regular meeting was adjourned at 7:58 p.m.

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