

**Official Proceedings of the  
Alpena Community College Board of Trustees Workshop and Regular Meeting  
May 21, 2015**

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 a workshop session and regular monthly meeting on May 21, 2015, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Chairman Briggs convened the workshop at 6:22 p.m.

Present: John Briggs, Teresa Duncan, Lisa Hilberg, Florence Stibitz, and Tom Townsend. Marc Ferguson joined the meeting at 6:50 p.m. Absent: Joseph Gentry II.

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

Chairman Briggs began the workshop by introducing the subject of enrollment and marketing, then inviting Mike Kollien, Director of Admissions, to the podium. Jay Walterreit, switching to his Director of Public Information & Marketing hat, directed the trustees' attention to a packet of information and briefly pointed out highlights, including:

- Application for targeted tech programs as of May 1 were higher than at the same time last year.
- Registrations for the targeted tech programs are progressing.
- Business Management and Marketing apps are being tracked to provide a baseline for FY16; Business Instructor Matt Bedard has been in contact with Mike Kollien and has expressed interested in accompanying Mike and other faculty on recruiting trips during the fall.
- Total applications for Fall 2015 are up considerably as compared to the same point last year.
- Mandatory Orientation has started and staff believe it is having a positive effect on registering new students and is better preparing new students to be successful at ACC.
- Mike Kollien and a number of faculty have been busy during Spring Semester conducting campus visits and traveling to schools, college fairs, etc. Kollien noted that the traveling portion of his work scheduling was ebbing and the emphasis was turning to enrolling applicants.
- The Public Information & Marketing Office noted several website tracking and digital marketing efforts including digital ad vending through Charter.

Chairman Briggs recessed the workshop at 6:57 p.m.

At 7:02 p.m. Chairman Briggs called the regular monthly meeting to order and led the Pledge of Allegiance.

**Approval of Agenda**

Moved by Trustee Stibitz that the agenda be approved; seconded by Trustee Hilberg.

Ayes: 6. Nays: 0. Motion carried.

## **Approval of Minutes from the April 16, 2015, Regular Board of Trustees Meeting**

Trustee Hilberg moved to accept the draft minutes from the April 16, 2015, regular ACC Board of Trustees meeting; Trustee Duncan seconded the motion.

Ayes: 6. Nays: 0. Motion carried.

## **Introduction of Guests and Public Comment**

Guests attending the workshop and regular meeting included: April Barth, WATZ News; Nicole Grulke, Alpena News; Don MacMaster, ACC administrator; Kathy Marsh, ACC administrator; Nancy Seguin, ACC administrator; Richard Sutherland, ACC administration; Mike Kollien, ACC administration; Dawn Stone, ACC staff; Roy Smith, ACC faculty; Mary Myers, ACC student; Karen Bennett, ACC legal counsel; Lee Kirkpatrick, ACC faculty; Dan Hayes, ACC student; Oscar Tavares, ACC researcher; and Nick Brege, ACC administration.

## **Communication(s)**

Chairman Briggs read a letter from Bronwen Woolman which complimented ACC Wellness Center staff members Noel Hall and Dayna Grimaldi for their presentation to a group of Salvation Army girls. Briggs also mentioned a letter from Bruce Johnson of WATZ.

## **Board Member and Subcommittee Reports**

Trustee Duncan attended the April 23 ACC Foundation board meeting and reported several points of interest, including:

- The ACC Foundation awarded 308 scholarships totaling \$151,000 for the 2014-15 year.
- Scholarship recipients are encouraged to write thank you notes to donors as a way to express their appreciation.
- The Foundation acted on a motion to purchase director and officer and employee dishonesty insurance liability policies from Alpena Agency.

Trustee Townsend reported on the April 23 Property Subcommittee meeting with Jeremy Stoppa, who has proposed a raptor refuge facility to be located on ACC property. As a result of the meeting, Stoppa was encouraged to secure 501(c)(3) non-profit status for the group and to secure financing.

President Joynton reported on College contacts with the Department of Environmental Quality regarding proposed testing to be conducted around the soccer fields adjacent to the former East Campus facility. Dr. Joynton has been in contact with the DEQ and the soccer organization in order to arrange for testing that will not interrupt the soccer season.

## **Faculty Report**

Instructor Lee Kirkpatrick and Student Dan Hayes, a member of Kirkpatrick's Web Design class, showed a web site designed for Harborside Cycle and Sport. The website was the result of a team project in which students consulted with Tommy Dowd, Harborside Cycle and Sport owner, and then designed a site to promote his business. Dowd also briefly addressed the trustees and thanked the public for enthusiastically supporting the new business.

## **Student Report**

None

## **President's Report**

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

President's Report to ACC Board of Trustees  
May 21, 2015

### 1. Introduction of Nick Brege

With Tom Ludwig, Director of Facilities Management, having retired on May 1, ACC is pleased to announce employment of one of its own graduates as his replacement.

Nick Brege comes to us after 11 years with Cooper Standard Automotive in Oscoda. He brings a combination of the education and experience needed to excel in the position. He started his career as a Launch Engineer at ITT Industries, prior to its acquisition by Cooper Standard Automotive. Following the merger, he was promoted to a Process Engineer and later held the title of Business Unit Manager. During his time as manager he was responsible for day-to-day operations of the North America Multilayer Extrusion Facilities, had direct leadership over 60 departmental personnel, and was responsible for over \$800,000 in scrap reductions through the establishment of a financially optimized economic batch sizing model.

Nick's credentials include a Master of Business Administration degree from the University of Michigan, a Bachelor of Science degree in Mechanical Engineering from Kettering University, and an Associate of Science degree in Pre-Engineering from Alpena Community College. He recently began working toward a Ph.D. in Management—Finance through Walden University and is expected to complete the degree in 2019.

Nick tells us that "as a former student of ACC, I experienced how the visions, values, and goals of the college are applied as a strong basis of undergraduate education. My time spent at ACC launched my successful career both as a student and in business." After spending several days shadowing Tom Ludwig to grasp the responsibilities of his position, he adds how excited he is to join the ACC team.

### 2. Breaking Traditions Award (from *The Alpena News*)

Alpena Community College utility technology student Mary Myers has been selected to receive the Michigan 2015 Breaking Traditions Excellence Award. Myers is recognized for her

accomplishments in a nontraditional career and technical education program and was nominated for the award by her instructor and program adviser Roy Smith.

"I nominated Mary because she's just a phenomenal student," Smith said. "She's intelligent and handles herself well. She has earned the respect of her instructors and her fellow students, and what she does and her dedication to the program and to helping others is just amazing. I've had other nontraditional students before, but the way she goes about her work and never complains, just helps others, has just shown she is a great student. She also tutors members of her class and helps them whenever she can."

Myers was selected after a lengthy application process consisting of an instructor or employee nomination, number of questions answered by the instructor, photographs submitted of the nominee in the program area, questions completed by the nominee, a personal statement from the nominee on the benefits of developing skills in her field, and two letters of recommendation.

"I don't think there is any limit to what she can do," Smith said. "She has had her commercial driver's license since last year, and she helps other students practice to get their licenses. She will go out of her way to help other classmates and anyone she knows, and has a great attitude and personality, along with being an extremely hard worker."

The Breaking Traditions Award is granted through the Michigan Department of Education Office of Career and Technical Education, and as the recipient, Myers was invited to attend the 2015 Breaking Traditions Award presentation in Lansing at the Library of Michigan in May. This award is the highest ranking award and is only awarded to four students annually- one male and one female from secondary education, along with one male and one female from postsecondary education.

Myers was nominated and selected for her excellence, merit and recognition based on her academic standing, disciplinary history, and outstanding contribution to the awareness of nontraditional careers. Myers is originally from the Petoskey area and was enrolled in the nursing program when she first started at Alpena Community College.

"I can still remember the first day the guys in the utility technology program talked me into going out to the field and trying it. I had a blast," Myers said in a press release from ACC. "I'm just really grateful for my instructors for nominating me and for helping me. My instructors and my classmates have helped me so much at ACC. I never would have gotten this award without them."

### 3. Region Three Prosperity Award

Alpena Community College was recently recognized in Lansing by Michigan Works! as part of a strategic partnership that earned a Region 3 Prosperity Award. Regional Prosperity Awards recognize significant strategic partnerships and collaboration that provide local employment and training opportunities. ACC was recognized for its role in supporting American Process Inc., Alpena Biorefinery in its startup training and ongoing training needs. Nominated by Michigan Works! Northeast Consortium, the strategic partnership consisted of API, the City of Alpena, Michigan Works!, and ACC workforce development staff via the 2011 TAACCCT grant.

Representatives from each group traveled to Lansing to receive the award, which was presented by State Senator Jim Stamas.

#### 4. National Concrete Ready-Mix Association Presentation

ACC Adjunct Instructor Oscar Tavares and WCCT Director Dr. Don MacMaster presented at the National Ready-Mix Concrete Association Sustainability conference in Miami last Tuesday. The presentation summarized the findings from the \$200,000 National Science Foundation Advanced Technical Education grant obtained by ACC in 2011 to study carbon sequestration in concrete products. The WCCT research team, led by Co-Principal Investigator Oscar Tavares, discovered that up to 20 percent less water is required to fully carbonate concrete masonry product using CO<sub>2</sub>. This finding was particularly interesting to producers from drought-stricken regions and stimulated considerable interest for the WCCT to pursue further targeted research in this area.

#### 5. Lineman Rodeo Competition (from *The Alpena News*)

A team of Alpena Community College utility technology students recently returned from Kansas City, Mo. with a first place finish in the 13th Annual College Lineman's Rodeo under their utility belts. The students were chosen to compete in the event and practiced for hours each day to prepare for the different tasks they would have to complete. Each of the three ACC teams competing was made up of three students who had to complete a written test, cross-arm change-out, obstacle climb and C-1 framing event. The three ACC teams were competing against 28 other teams from technical colleges around the United States.

"I'm very proud of all the extra effort the teams put in and the flawless performance they had once they were there competing," UTT Instructor Roy Smith said. "The competition is intense, and the students are nervous when they get there, but they had trained for a long time for this and went about what they needed to do very well."

The ACC team of Matt Kruskie, Zak Kruskie and Tyler Jones took first place overall along with first place finishes in the obstacle climb, third place in the cross-arm change, first place in C-1 framing and first place in the written exam, winning the timed events by around one minute over all the other competing teams. In the individual events, ACC students took four of the top 10 lineman positions. Matt Kruskie took first overall, Zak Kruskie third, Jones sixth, and Sean Guzy ninth. In C-1 framing, Matt Kruskie took first place, Zak Kruskie second, Guzy fifth, and Jones sixth. In the obstacle climb event, Matt Kruskie took third place, Zak Kruskie eighth, and Guzy tenth. In the cross-arm change, Jones took fifth place and Matt Kruskie sixth. The competition takes place in a large pole yard with poles already set and some on the ground for different events. Smith said he hopes to bring the competition to Alpena sometime in the future.

#### 6. Completion of Outside EPTC Projects

Work continues on outside areas for the Electrical Power Technology Center. Landscaping led by Tom Ludwig, Nick Brege, and local contractor Jerry Black has focused recently on installation of the irrigation system. The ground array of solar panels is in place. The concrete base for the turbine is in place, but the turbine has yet to be installed.

On May 4, members of the Besser Foundation toured the EPTC and later met in session in the EPTC conference room. Attendees included Jim Park, Scott Park, Chris McCoy, Ann Burton, Pat Gardener, and Gary Dawley. Members of the Besser Foundation expressed enthusiasm and support for the project.

7. Activities Classification Structure 2013-14 Data Book

This year’s ACS report comes from the Workforce Development Agency of the Michigan Department of Education, a change from previous years, when the report was produced by the now-defunct Department of Energy, Labor, and Economic Growth. The report reveals many points of comparison among Michigan community colleges that help us derive benchmarks for our own performance. Some of the comparisons involve grouping of colleges by size, so that the unique features of small colleges like ACC (Group 1) are placed in the proper perspective.

Topic	ACC	1-yr. Δ	Group 1	All
Change in taxable value of district property	-1.3%	-0.2%	3.0% (average)	3.8% (average)
Expenditures per full-year equated student	\$13,378	+\$1,950	\$11,784 (average)	\$9,612 (average)
Unduplicated student headcount	2,206	-335	3,233 (average)	411,764 (total)
In-district tuition per contact/credit hour	\$115.00	+\$4.00	\$101.40 (average)	\$98.13 (average)
Operating revenue from tuition & fees	43%	-3%	43% (average)	43% (average)
Operating revenue from property tax	19%	+2%	31% (average)	35% (average)
Operating revenue from state aid	38%	+3%	25% (average)	20% (average)
Operating expense on instruction	55%	-1%	49% (average)	47% (average)
Operating expense on Instructional support*	8%	None	11% (average)	13% (average)
Operating expense on student services	10%	None	13% (average)	13% (average)
Operating expense on administration	16%	+1%	17% (average)	13% (average)
Operating expense on physical plant	11%	None	12% (average)	12% (average)
Operating expense on salary & fringe	82%	-1%	75% (average)	79% (average)
Physical plant cost per square foot	\$3.16	+\$0.07	\$3.98 (average)	\$6.29 (average)
Energy cost per cubic foot	\$0.08	None	\$0.13 (average)	\$0.12 (average)

\*Some Instructional support is also covered in the restricted fund via TRIO grants.

Placed against data from other Group 1 colleges, the ACC data bring to light reasons for both concern and pride. The sources of our serious budget work ahead begin with how we spend 14% more per student than our peers. They continue with how we charge 13% more in tuition than they do and how our personnel costs are 7 percentage points ahead of theirs.

We can be justly proud of how much more, proportionally, we direct spending to instruction, which is the reason we are in business. While administrative costs at smaller colleges almost always run higher, our 16% figure is a point lower than the average for small colleges. And the evidence of shrewd and efficient management of our facilities comes forward again, as it has year after year.

We owe a considerable debt of gratitude to members of the administrative and MIS staff for many hours of organizing systems and inputting data for the ACS reports, as well as a host of others. Like other community colleges, ACC deals with an ever-increasing burden of reporting requirements, never funded, of course, by the authorities imposing them on us.

### **Action Items**

#### 2.625 Cybersecurity Training Contract Bids

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

The Board of Trustees accepts the bid of \$64,800.00 from Merit to provide three fundamental cybersecurity courses.

Ayes: 6. Nays: 0. Motion passed.

#### 2.626 Clery/Title IX Policy Amendments (First Reading)

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

The Alpena Community College Board of Trustees approves on first reading the amendments to Policies 7001, 7002, 7003, 7008, and 7009 as summarized above and shown below.

Ayes: 6. Nays: 0. Motion passed.

### **Information Items**

#### 3.828 Financial Report

Dr. Joynton reviewed the Financial Report with the Board.

#### 3.829 Personnel Report

New hires, terminations, and status changes for April/May 2015.

##### New Hires:

Catherine Abraham, Volunteer Center Secretary, 4/21/15

Nicholas Brege, Director of Facilities, 5/4/15

##### Terminations:

Tom Ludwig, Director of Facilities, 5/1/15 – Retired

##### Status Changes:

N/A

### 3.830 Gifts and Grants Report

The Gifts and Grants Report showed 51 donors gave gifts or pledges totaling \$30,553.00 for the time period of April 8, to May 12, 2015.

#### **Board Discussion**

Chairman Briggs mentioned several topics, including:

- His interest in applying for a spot on a Commission on Aging committee. He noted that the committee meeting schedule is normally on the third Friday of the month, which would create difficulties for him in attending both the ACC and Commission on Aging meetings. He assured the ACC trustees that the ACC Board was his primary interest, but wondered if it would be possible for the ACC Board to move its regular monthly meeting date. He promised to send a message to Board Secretary Walterreit for forwarding to the trustees to solicit possible alternate days for the ACC Board of Trustees regular meetings.
- Upcoming trustee workshops will include 1) a June budget workshop led by Vice President of Administration and Finance Dick Sutherland as preparation for consideration of the 2015-16 budget action item at the regular June board meeting, and 2) an August workshop on board bylaws and the Open Meetings Act led by Board Secretary Walterreit.

#### **New Business**

None.

#### **Suggested Future Agenda Items**

None.

#### **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting will be held on June 18, 2015, 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.

## **Adjournment**

The regular meeting was adjourned at 8:25 p.m.

Jay Walterreit  
Secretary of the Board of Trustees  
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