

**Official Proceedings of the  
Alpena Community College Board of Trustees Workshop and Regular Meeting**  
August 19, 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 August 19, 2015, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

Chairman Briggs convened the workshop at 6:04 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.

Board Secretary Walterreit began the workshop by introducing the subject of the Open Meetings Act and ACC Board of Trustees Bylaws. He explained the goals of the workshop, which were to educate the trustees on the Open Meetings Act and Board Bylaws and to give trustees the opportunity to clarify concerns related to the law and the regular operations of the Board of Trustees. Walterreit distributed a folder of information including printed copies of the Open Meetings Act and Board Bylaws with highlighted sections and inserted comments. Also included in the packet were a number of supporting documents such as the 2015 Calendar of Board Meetings and the Public Comment Policy.

During the course of the workshop, the trustees asked for more discussion of certain topics:

- Chairman Briggs noted that the Board's Public Comment Policy at one time included a total time limit of 30 minutes for public comment. Secretary Walterreit and College Attorney Karen Bennett explained the Open Meetings Act interpretation related to public comment, which stipulates that boards must give everyone who wants to speak an opportunity to speak, and cannot limit comments based on a total time limit. Trustee Gentry pointed out a suggested public comment policy statement in the MASB Open Meeting Act Guide. Secretary Walterreit was asked to use the MASB statement as the basis to draft a new ACC Public Comment Policy, which would then be evaluated.
- The trustees asked for clarification about committee activities and posting public announcements of committee meetings. Attorney Bennett noted that legal opinions support the posting of committee meeting notices in most cases, and that is standard operating procedure for ACC. Trustees asked whether the board meeting planning session constituted a committee meeting; Bennett's opinion was no, the board meeting planning session was not a standing committee and thus did not need to be announced as a public meeting.
- During the Board Bylaws part of the workshop, discussion centered on the duties of the Board Chair and President related to the regular meeting agenda creation process. Trustee Ferguson expressed a concern that all the trustees were not privy to all of the information that was offered

at the board meeting planning sessions. Attorney Bennett reiterated that the board meeting planning session was not a committee meeting and was not subject to being posted as a public meeting. She offered her opinion that it was normal that Board Chair and President discuss a variety of topics as part of the process of determining what would be included in the meeting agendas. She also noted that each of the trustees has the ability to contact the Board Chair and President to ask questions, either prior to the regular meetings or to ask for more discussion during the meetings.

Chairman Briggs recessed the workshop at 7:04 p.m. to allow audience members to be seated for the regular meeting.

At 7:10 p.m. Chairman Briggs called the regular monthly meeting to order and led the Pledge of Allegiance.

### **Approval of Agenda**

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

Ayes: 7. Nays: 0. Motion carried.

### **Approval of Minutes from the June 18, 2015, Regular Board of Trustees Meeting and the July 16, 2015, Special Board Meeting**

Trustee Hilberg moved to accept the draft minutes from the June 18, 2015, regular ACC Board of Trustees meeting and the July 16, 2015, special meeting; Trustee Townsend seconded the motion.

Ayes: 7. Nays: 0. Motion carried.

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

Guests attending the workshop and regular meeting included: Ben Stevens, WATZ News; Paige Trisko, Alpena News; Kathy Marsh, ACC administrator; Richard Sutherland, ACC administration; Dawn Stone, ACC staff; Karen Bennett, ACC legal counsel; Nick Brege, ACC administration; Paul Wolne, community member; Todd Artley, ACC faculty; Roy Smith, ACC faculty; John Nowlin, ACC faculty; Kim Montague, ACC staff; Jim Berles, ACC faculty; Alec Firack, ACC student; and Joe Lukasiewicz, community member.

Paul Wolne addressed the trustees on matters related to Hillman Community Radio and property not included in the tax rolls of Wellington Township.

Joe Lukasiewicz told the trustees about his efforts related to bringing a four-year university to Northeast Lower Michigan.

### **Communication(s)**

Chairman Briggs read a thank you note from President Emeritus Olin Joynton.

President MacMaster read a letter from the Michigan Manufacturers Association thanking him and Dawn Stone for speaking at the recent MMA conference.

### **Board Member and Subcommittee Reports**

Trustee Stibitz briefed the other trustees on her experiences during the July MCCA event in Traverse City. She mentioned the event was a one-day affair this year. Event activities included a speech by Aspen Institute College Excellence Program Executive Director Josh Wyner, who talked about his new book, *What Excellent Community Colleges Do: Preparing All Students for Success*. Stibitz also attended a presentation on women community college presidents by Dr. Beverly Walker-Griffea, who became the seventh president of Mott Community College in August 2014.

Chairman Briggs attended the presentation of Dr. Paul LeBlanc, president of Southern New Hampshire University.

President MacMaster stated the MCCA event was a wonderful week which gave him the opportunity to meet the other community college presidents, who treated him like a peer.

Trustee Duncan mentioned that should would not be able to attend the upcoming ACC Foundation Board meeting and offered the other trustees the opportunity to attend in her place.

### **Faculty Report**

Jim Berles introduced new UTT Instructor John Nowlin, then briefed the trustees on a summer research project utilizing GIS mapping for the Bay View development in Petoskey.

### **Student Report**

Student Alec Firack recounted his grounds keeping efforts during the summer, including cleaning up the BTC Courtyard and planters around campus.

### **President's Report**

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

President's Report to the ACC Board of Trustees  
August 19, 2015

#### Natural Resources Center Boiler Installation Update

The installation of new energy-efficient boilers in the NRC, approved at the June Board meeting with bids approved at the July special session, is progressing ahead of schedule. Nick Brege, Director of Facilities, will provide an update.

## Enrollment Update

Enrollment is down slightly as of Friday, August 14, though still above budget projections for FY16. Central Registration continues tomorrow, Thursday, August 20. Enrollment management leaders Jay Walterreit and Mike Kollien will provide context.

## Michigan Manufacturer's Association/Unmanned Aerial Vehicle Awareness Seminar

Trade Adjustment Assistance Community College Career Training grant director Dawn Stone and ACC President Don MacMaster presented at the Michigan Manufacturer's Association Manufacturing Forum in Holland, Michigan on August 6. The topic was ACC's innovative work in developing content in Unmanned Aerial Vehicles (drone) technology with particular emphasis on the role applied robotics can play in engaging young people to consider manufacturing careers. The following day, ACC rolled out its first 16-hour UAV Awareness Seminar on campus with capacity enrollment. Dawn Stone is here to provide an update.

## Michigan Community College Association Update

Senate Bill 98, sponsored by Senator Mike Shirkey (R-Jackson), would allow Michigan community colleges to offer baccalaureate degrees in Nursing, Ski Hill Management, Allied Health, Information Technology and Advanced Manufacturing.

House Bill 4265, sponsored by Rep. Amanda Price (R-Ottawa County) and co-sponsored by Rep. Peter Pettalia and Rep. Phil Potvin, would allow non-contiguous annexation to a community college district.

## Summer Projects

ACC maintenance staff completed the move of Utility Tech and associated electrical programs into the Electrical Power Technology Center. This facilitated the move of Marine Technology and CAD into the instructional space formerly occupied by Utility Tech. The space formerly occupied by Marine Tech and CAD is now the home of the Medical Assistants program. Nick Brege is here to answer any questions about this sequence of events.

## Maintenance and Grounds Projects Completed

ACC maintenance and grounds look very inviting to students and staff as Fall semester begins. Special thanks to Dr. Henry Stibitz and his team for the flowers lining both sides of the sidewalk and along Johnson Street. Volunteer Dawn Lancaster also has performed great service to the College with her inspired work in the Besser Tech courtyard. Facilities Director Nick Brege is available to field questions or comments regarding the grounds.

## WCCT Publication in American Concrete Institute's *Materials Journal*

WCCT adjunct Oscar Tavares received news last week that an article based on ACC's National Science Foundation carbon sequestration grant has been accepted for publication in the American Concrete Institute's *Materials Journal*, a prestigious peer-reviewed trade publication. Results from the NSF

research project indicating that using CO<sub>2</sub> in the curing process could result in a reduction of up to 20 percent less water has generated considerable interest among concrete researchers and producers nationwide, particularly those working in areas suffering from extreme drought.

### Presidential Inauguration

Inauguration of President Dr. Don MacMaster as the 7<sup>th</sup> president of Alpena Community College is set for October 23 at 3:30 p.m. [See “Board Discussion” for change of date.]

### Project Win-Win

Three years ago, the Institute for Higher Education Policy (IHEP) launched Project Win-Win, which recruited 61 associate’s degree-granting institutions in nine states — Florida, Louisiana, Michigan, Missouri, New York, Ohio, Oregon, Virginia, and Wisconsin — to locate former students, no longer enrolled anywhere and never awarded a degree, whose records indicated that they were within striking distance of qualifying for associate’s degrees. Leader of this project at ACC, Registrar Lori Dziesinski, is here to discuss the results of her team's efforts with Project Win-Win.

### **Action Items**

None.

### **Board Discussion**

- President MacMaster notified the trustees that the date of the Presidential Inauguration had been changed to October 30, 2015, at 3:30 p.m., to avoid conflicting with the ~~monthly~~ MCCA directors meeting.
- Chairman Briggs informed the trustees that he did not get appointed to the Commission on Aging board, so the regular board meeting day of the third Thursday of each month didn’t need to change because of his schedule. He asked President MacMaster if there was any need to change the regular board meeting date due to conflicts with the MCCA meeting schedule, but President MacMaster stated his opinion that the third Thursday of each month worked fine.
- The trustees expressed an interest in touring the new Marine Tech lab space and asked Secretary Walterreit to arrange the tour prior to the start of the September Board meeting.
- Chairman Briggs also mentioned the subject of a mid-year presidential evaluation to be conducted in January 2016. He pointed out the option of having the evaluation be conducted in closed session if so desired by President MacMaster. Trustee Gentry suggested the Board should develop a set of measurable goals which will form the basis of the president’s evaluation. The trustees agreed a workshop session to develop measurable goals was desirable and suggested the workshop be held prior to the September regular meeting. Trustee Ferguson also suggested that the president could give progress reports during each board meeting.

### **New Business**

None.

### **Suggested Future Agenda Items**

None.

### **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting will be held on Thursday, September 17, 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 8:34 p.m.

Jay Walterreit  
Secretary of the Board of Trustees  
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