

**Official Proceedings of the
Alpena Community College Board of Trustees Workshop and Regular Meeting**
September 17, 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 gathered for several activities on Thursday, September 17.

At 5:30 p.m. the trustees gathered in the Marine Tech lab for a tour of the new facility and to meet with Marine Tech students and instructors David Cummins and Jim Berles. The trustees watched a demonstration of a student-built ROV maneuvering in a water tank and viewed other program equipment. No official business was conducted.

At 6:30 p.m. Chairman Briggs convened a workshop session in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center. Vice President for Administration and Finance Dick Sutherland started the workshop by giving an overview of the effects of G.A.S.B. 68 on the College finances. Said Sutherland, “G.A.S.B. 68 does not change who the College is, how we do business, or how well we are doing.”

Sutherland distributed copies of a PowerPoint presentation which elaborated on G.A.S.B 68 and how the College was addressing it.

- The purpose of G.A.S.B. 68 is to recognize the existing unfunded liability from the state's MPSERS retirement system.
- The state determined that each entity participating in MPSERS will be allocated a portion of the overall unfunded liability.
- ACC's portion of the state's \$22,026,503,133 unfunded liability amounts to .08598%, \$18,937,550.
- Each year ACC's portion of the unfunded liability will be adjusted.
- A note to the financial statements will look at all the implications of G.A.S.B. 68 as it relates to MPSERS as well as future considerations.
- The Business Office has created a separate budget line for the unfunded liability so that it would be easy to track and would not muddy the established budget lines.

In summary, Sutherland stated that G.A.S.B. 68 will bring no tangible changes to the College's finances.

At 7:01 p.m. Chairman Briggs called the regular monthly meeting to order and led the Pledge of Allegiance.

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

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

Approval of Agenda

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

Ayes: 6. Nays: 0. Motion carried.

Approval of Minutes from the August 19, 2015, Regular Board of Trustees Meeting

Trustee Stibitz moved to accept the draft minutes from the August 19, 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: Ben Stevens, WATZ News; Nicole Grulke, Alpena News; Kathy Marsh, ACC administrator; Richard Sutherland, ACC administration; Paul Wolne, community member; Andrew Phal, ACC student; Melissa Fournier, ACC administrator; Anthony Pratt, ACC faculty; Diane O'Connor, ACC faculty; Heather Pines, ACC faculty; Steve Lewis, ACC faculty; Robert Kutschman, ACC faculty; Wendy Brooks, ACC administrator; Melanie Thomas, ACC faculty; David Cummins, ACC faculty; and Ken McQuarrie, ACC student.

Paul Wolne addressed the trustees on matters related to Hillman Community Radio and finding an advisor for Hillman's elementary school robotics team.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Reports

Student Andrew Phal briefed the trustees on Student Leadership Committee activities including the group's participation in the Welcome Back Bash and planning for an Autumn Fest Thursday, October 29.

Student Ken McQuarrie told the trustees about his experiences in a summer internship arranged through MATE as part of his Marine Tech program studies. He worked aboard three different ships which conducted scientific activities in the Gulf of Mexico including bottom sampling, trawling, and water sampling. He stated he felt very prepared for his internship duties because of the classes he had taken in the Marine Tech program. At the conclusion of his internship he was invited to work on more research on the boats, and was encouraged to finish his degree and then apply for a job with the sponsoring company. Overall McQuarrie called his summer internship a very enjoyable and amazing experience.

Faculty Report

Marine Tech Instructor David Cummins listed recent developments in the Marine Tech program, including:

- Based on student Ken McQuarrie's summer internship experiences, Cummins is interested in adding instruction on "marine technician" duties to the ACC Marine Tech program.
- Fall 2015 starts the first year the Marine Tech program is not being supported by grant monies.
- The program added two 1-week courses for Summer 2015: ROV piloting and Ocean Careers. Dr. Mark Gleason of Grand Valley State University helped teach the classes, along with R.C. Laugal.
- Cummins was asked by MATE to help develop national guidelines for ROV curriculum.
- The curriculum outline of the newly revised Mechanical Design Technician program as given to the trustees.

President's Report

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

President's Report to the ACC Board of Trustees
September 17, 2015

Nursing Accreditation

Nursing Director Melissa Fournier and her faculty colleagues have focused considerable time and energy preparing for an Accreditation Commission for Education in Nursing (ACEN) site visit at the end of this month. Director Fournier is here to discuss the ACEN accreditation process, the self-study report, and her vision for the long-term growth of the Nursing program.

[Fournier gave a PowerPoint presentation and responded to a number of questions during the President's Report and the following Campus Master Plan board discussion.]

Enrollment Summary

Fall semester enrollment was down 7.88% in credit hours and 8.36% in headcount compared to fall 2014. Total enrollment stands at 1501 students taking a total of 14,956 credit hours. A positive budget variance of approximately \$73,000 has been realized from fall semester enrollment. According to Vice President for Administration and Finance Richard Sutherland, an increase in the proportion of service-district students largely accounts for these surplus revenues.

Fall enrollment data from other Michigan community colleges is included for your review.

Michigan Association of Collegiate Registrars and Admissions Officers

Community College Weekly Enrollment Report

Archived Reports (Fall 2007 and prior)

Input Data

View report for: Fall 2015

Please note that the following data are not official enrollment totals and are used for weekly comparisons only.

If a cell on the table is blank the information has not been provided.

Winter Reports are based on the semester that starts closest to January 1.

Spring Reports are based on the semester that starts closest to May 1.

Fall Reports are based on the semester that starts closest to September 1.

Report Generated: Thursday, September 17, 2015 at 9:44:33 AM

Fall 2015

Community College	Report Date	Percent change in Credit Hours*	Percent change in Head Count*	Credit Hours	Head Count	Semester Start Date	Information provided by
ALPENA	9/8/2015	-7.88%	-8.36%	14,956	1,501	8/24/2015	Lori Dziesinski
BAYDENOC	8/31/2015	-11%	-7%	17810	1945	8/31/2015	Travis Blume
DELTA	9/10/2015	-5.99%	-5.58%	84,165.5	9293	8/29/2015	Terri Gould
GLENOAKS	9/8/2015	-4.1%	-1.2%	8,941	942	8/24/2015	Beverly Andrews
GOGEBIC	8/31/2015	-8.7%	-4.5%	11,870	1,070	8/24/2015	Jeanne Graham
GRANDRAPIDS	8/31/2015	-6.5%	-5.8%	127,516	14,785	8/31/2015	Bryan Vliem
HFC	9/1/2015	-5.27%	-4.87%	118,897	13,233	8/27/2015	Holly Diamond
JACKSON	9/9/2015	0.00%	0.00%	51386	5504	9/8/2015	Zakary McNitt
KALAMAZOOVALLEY	9/15/2015	-8.2%	-7.7%	79,595	8,997	9/8/2015	Sarah Hubbell
KELLOGG	8/31/2015	-17.17%	-15.85%	38,173	5,119	8/27/2015	Colleen Wright

KIRTLAND	8/25/2015	-11.67%	-8.54%	13,828	1557	8/24/2015	Michelle Vyskocil
LAKEMICHIGAN	9/14/2015	-3.9%	-2.3%	30,561	3,397	9/8/2015	Sara Skinner
LANSING	8/11/2015	-2.12%	-.57%	124,053	13,372	8/20/2015	Dana Martinez
MACOMB	8/31/2015	-4.8%	-5.1%	196,727	21,764	8/24/2015	Carrie Jeffers
MIDMICH	9/14/2015	-5.79%	-5.28%	36,179	4,250	8/29/2015	Scott Mertes
MONROE	9/3/2015	-8.7%	-8.3%	27,011	3,192	8/27/2015	Tracy Vogt
MONTCALM	8/31/2015	-5.71%	-8.13%	14263	1683	8/22/2015	Debra Alexander
MOTT	8/31/2015	+1.5%	+2.4%	72,847.75	8,277	9/8/2015	Chris Engle
MUSKEGON	8/17/2015	-2.00%	-3.00%	38,224	4,329	8/24/2015	Jean Roberts
NORTHCENTRAL	9/11/2015	-1.84%	-0.89%	20,300	2,566	9/11/2015	Renee DeYoung
NORTHWESTERN	9/9/2015	-6.4%	-6.0%	40,426.2	4268	8/29/2015	Michael Stalker
OAKLANDCC	9/8/2015	-13.34%	-12.16%	176,087.0	20,898	9/3/2015	Stephen Linden
SCHOOLCRFT	9/1/2015	+4.37%	+3.54%	101,417	10,879	8/31/2015	Nicole Wilson-Fennell
SOUTHWESTERN	9/8/2015	-8.5%	-8.5%	24,254	2363	9/8/2015	Nicholas Mustak
STCLAIR	9/9/2015	-10.5%	-9.5%	35723.85	3807	8/24/2015	Carrie Bearss
WASHTENAW	9/10/2015	-3.51%	-1.70%	100902	11919	8/1/2015	Evan Montague
WAYNECOUNTY							NO REPORT
WESTSHORE	9/14/2015	-6.30%	-6.90%	11156	1241	8/31/2015	Jill Sweet

* compared to same time last year.

Capital Outlay

Michigan universities and community colleges are requested to participate in the capital outlay budget development process in preparation for the FY 17 Executive Budget recommendation. The State of Michigan's State Budget Office advises that capital outlay requests should focus on addressing specific academic or research needs of the institution. Projects should be narrowly focused on a specific facility or programmatic need. Scoring criteria includes:

- a. Investing in existing facilities and infrastructure.
- b. Life and safety deficiencies.
- c. Occupancy and utilization of existing facilities.
- d. Integration of sustainable design to enhance the efficiency and operations of the facility.
- e. Estimated cost.
- f. Institutional support.
- g. Estimated operating costs.
- h. Impact on tuition, if any.
- i. Impact on job creation in this state.
- j. History of prior appropriations received by the institution through the capital outlay process.

A proposal to renovate Van Lare Hall is brought forward for Board discussion. The proposal would house an expanded nursing program in the East Wing, enhanced student services and a community space occupying a second story at the front entrance, and business offices and administrative services along the West Wing.

Deadline for proposal submission is October 30, 2015.

Higher Learning Commission Approval of Baccalaureate Program

ACC received word from Mary Vanis, Vice President for Accreditation Relations at the Higher Learning Commission (HLC), that our request to offer a 4-year baccalaureate degree in Electrical Systems Technology was formally approved by the HLC on Tuesday afternoon. ACC is now free to spread the good news and begin marketing the program.

Action Items

None.

Board Discussion

Chairman Briggs and President MacMaster brought up the topic of the Campus Master Plan, which is a yearly task from the state to community colleges to submit requests for capital outlay funds. President MacMaster outlined his thoughts for the College's latest Campus Master Plan submission, which centered on renovating Van Lare Hall.

For reference, artist's renderings of Van Lare Hall with an added second floor were provided to the trustees. Those renderings were created a number of years ago by SHW.

Benefits to renovating Van Lare Hall would include:

- Providing new, expanded space for the Nursing Program.
- Providing new space for community and alumni-related activities.
- Addressing HVAC issues in the building.
- Renovating the building would fit with the state's criteria.

Trustee Townsend asked about the state's requirements for this year's Campus Master Plan submission. Did it have to be perfect right now, or could it be modified later? How many options does ACC need to present to the state? President MacMaster stated that the plan could be modified as the capital outlay process unfolded, and the state only wanted one proposal this year.

Trustee Townsend noted that a second floor would need to be barrier-free and would need an elevator. He also pointed out the current building would need to be reviewed to evaluate the structure and determine what has to be changed. This review would require a front-loading of architectural fees.

Trustee Gentry brought up previous board discussions about a split campus concept which would consolidate classroom and student-related activities on the north side of Johnson Street and make Van Lare Hall an administrative building.

Trustee Stibitz then asked what would happen to Van Lare Hall if all the classes and student activities were moved out of the building. Trustee Townsend suggested that the building would still be used much like it is now. Trustee Stibitz expressed her opinion that the College should not do away with the facilities and property on the south side of Johnson Street.

President MacMaster noted that he had received very positive feedback from internal constituents to keep and renovate Van Lare Hall. He also noted a recent suggestion to explore building a tunnel underneath Johnson Street to facilitate pedestrian traffic across the road. Other such campus tunnels were noted by the trustees.

President MacMaster then asked the trustees how they would like him to proceed with the Campus Master Plan process.

Trustee Townsend noted that a thorough inspection of Van Lare Hall by a firm like SHW would be necessary to fully determine the scope and cost of needed renovations. Townsend also mentioned an idea from a previous campus master plan which endeavored to create a healthcare center of excellence on ACC's campus. Part of that process would be to determine the expenses related to new equipment, technologies, etc., in addition to the cost of the building. Townsend encouraged President MacMaster and Director of Nursing Melissa Fournier to create a list of expenses related to expanding the Nursing program as suggested in Fournier's presentation during the President's Report.

President MacMaster and Fournier have already had preliminary discussions about supplies and other needs, and they pledged to formalize a list of equipment and technology along with costs.

President MacMaster then noted the Campus Master Plan needs to be approved by the Board of Trustees prior to submission to the state, and that would normally be at the October regular meeting, which is scheduled for October 15 this year. Chairman Briggs encouraged the administration to develop the plan and send information to the trustees as soon as possible; Briggs also noted that a special meeting to approve the plan was possible if necessary.

Trustee Duncan mentioned her opinion that the location of Van Lare Hall on the banks of the river is lovely and she sees it as a good place for more community involvement with the College.

Trustee Gentry asked about contacts ACC has had with the Alpena Regional Medical Center board and whether there had been any indications of how their rumored organizational change might affect ACC's Nursing program. President MacMaster confirmed that he has been talking with ARMC representatives but had no knowledge of what changes might be in the works and how they might affect ACC. Nursing Director Fournier said she had also voiced concerns about changes at the hospital and asked that ACC's perspective be considered.

At the end of the discussion President MacMaster promised to compile a proposal for submission to the state and share it with the trustees for feedback.

The second topic discussed by the trustees was the possible renaming of the Fine Arts Center.

Chairman Briggs noted ACC has a history of naming buildings after retired presidents, and he also pointed out that Dr. Olin Joynton had performed very well at ACC, was actively involved with the community, and had an interest in the arts and student artwork. After soliciting feedback from other trustees, Briggs instructed President MacMaster to bring an action item to the October Board of Trustees meeting naming the Fine Arts Center after Dr. Olin Joynton.

New Business

None.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting will be held on Thursday, October 15, 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 8:15 p.m.

Jay Walterreit
Secretary of the Board of Trustees
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