

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**

October 17, 2018

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

On Wednesday, October 17, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

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

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

The trustees began the meeting at approximately 5:30 p.m. with a workshop session to discuss the President's fiscal year 2019 goals and current priorities.

Chairman Briggs began the workshop by asking President MacMaster to outline some of the higher priority activities currently being addressed. MacMaster discussed a number of topics, including:

- Recent legal activities
- Community relations activities
- Managing College facilities and funding

President MacMaster then directed the trustees to his list of 20 goals for fiscal year 2019 and commented on many of them.

The trustees asked questions about some of the goals and how they were being addressed.

The workshop ended at 6:50 p.m. and Chairman Briggs called for a short recess to allow for the audience to be seated for the regular meeting.

At 7:00 p.m. Chairman Briggs reconvened the meeting. Trustee Stender lead the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Townsend that the agenda be approved as written; seconded by Trustee Stibitz. Ayes: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the September 27, 2018, Regular Board Meeting

Trustee Duncan moved to accept the proposed minutes from the September 27, 2018, regular board meeting; Trustee Hilberg seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the regular meeting included: Julie Goldberg, The Alpena News; Ben Stevens, WATZ; Joel Jett, Alpena Police Department; Debbie Bayer, ACC administration; Lauren LaFleche, ACC student; Taylor Livingston, ACC student; Aidan Francis, ACC student; John Siegert, ACC student; Mark Sandula; Phil Straley; and Mark Jacobs, ACC Cross Country Coach.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Report

ACC Volleyball players Lauren LaFleche and Taylor Livingston and ACC Cross Country runners Aidan Francis and John Siegert talked about their experiences as students and athletes at Alpena Community College.

Faculty Report

None.

President's Report

President MacMaster noted the recent speech given by U.S. Senator Gary Peters in which ACC was mentioned as a leader in drone technology and teaching. The trustees viewed a short video clip of the speech taken from C-SPAN.

Action Items

2.717 Fiscal Year 2018 Audit Report

The following resolution was proposed by Trustee Townsend and seconded by Trustee Hilberg:

The Board of Trustees accepts the financial report and approves the fiscal year 2018 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: 6. Nays: 0. Motion approved.

2.718 Local Strategic Value Resolution

The following resolution was proposed by Trustee Stibitz and seconded by Trustee Hilberg:

The Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations.

Ayes: 6. Nays: 0. Motion approved.

2.719 Capital Outlay/Campus Master Plan Submission

The following resolution was proposed by Trustee Hilberg and seconded by Trustee Townsend:

The Alpena Community College Board of Trustees authorizes staff to submit the ACC 2020-24 Five-Year Master Plan for Capital Outlay to the State Budget Office.

Ayes: 6. Nays: 0. Motion approved.

2.720 Campus Nicotine Policy Second Reading

The following resolution was proposed by Trustee Duncan and seconded by Trustee Stender:

The Alpena Community College Board of Trustees approves on second reading the proposed change to Policy 3027, Tobacco Use Policy, to Policy 3027, Campus Nicotine Policy.

Ayes: 6. Nays: 0. Motion approved.

2.721 Sales Tax Exempt Policy

The following resolution was proposed by Trustee Stibitz and seconded by Trustee Hilberg:

The Alpena Community College Board of Trustees approves on first reading the proposed new Policy 5029, Sales Tax Exempt Policy.

Ayes: 6. Nays: 0. Motion approved.

Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. He noted the College is doing well in terms of budget to date.

New hires, terminations, and status changes from September 21 to October 9, 2018.

New Hires:

- Shantel Spoor, Part-time Custodian, Oscoda Campus, effective 09/24/18.
- Christin Sobeck, Women's Softball Head Coach, effective 10/01/18.

Transfers:

- April Barres, from ESP2 Part-time Learning Resource Center Technician to Full-time Learning Resource Center Technician, effective 10/11/18.

Layoffs:

- Gary Hollingsworth, Media Instructional Development Technician, effective 10/01/18.
- James Payne, Part-time Tool Room Attendant, Auto Service, effective 10/01/18.

Resignations:

- None.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. For the time period of September 11 to October 7, 2018, it showed:

Total Donors:	39
New Gifts:	\$35,921.00
Pledge Payments:	\$46,644.70
New Pledges:	\$222,000.00

Board Discussion

Chairman Briggs asked the trustees if their schedules permitted changing the date of the November board meeting to Tuesday, November 20, due to Thanksgiving being early this year. All the trustees were in agreement, therefore Briggs declared the meeting date changed.

Board Secretary Walterreit will notify the appropriate people and organizations.

Chairman Briggs then brought up a question forwarded by Trustee Hilberg about how the College handles tuition rates for veterans. He noted that College officials are researching the subject and will provide a comprehensive report on veterans' services at the November meeting.

Trustee Duncan asked about the status of the student food pantry. President MacMaster noted the students were aware of the food pantry and it was being used on a regular basis. He also mentioned the recent donation of more food from Hunters Harvest.

Several trustees wondered about the status of College Park Apartments. President MacMaster responded by saying the apartments were full for Fall Semester, which is a good place to be, but we are not contemplating building more housing at this time.

New Business

(This item was addressed during the Action Items portion of the meeting.)

2.722 Agreement for Enhanced Law Enforcement Coverage Between City of Alpena and Alpena Community College (New Business Item)

The following new business resolution was proposed by Trustee Townsend and seconded by Trustee Hilberg:

The Board of Trustees approves the contract with the City of Alpena and the Alpena Police Department to provide enhanced law enforcement coverage for the Alpena Campus for the period of January 1, 2019, through December 31, 2024. The cost of the first year of the contract will be \$41,241.

Ayes: 6. Nays: 0. Motion approved.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting **has been changed to Tuesday, November 20, 2018, at 7:00 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 approximately 8:00 p.m.

Jay Walterreit
Secretary of the Board of Trustees
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