

Official Proceedings
Alpena Community College Board of Trustees Meeting
January 19, 2012, 7 p.m.
Roger C. Bauer Board Room
Charles R. Donnelly Natural Resources Center
Alpena, MI 49707

The Alpena Community College Board of Trustees met for its regular monthly meeting on Thursday, January 19, 2012, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center.

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

Absent: None

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

Chairman Briggs called the meeting to order at 7:00 p.m. and led the recitation of the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Gentry that the agenda be approved as presented. Seconded by Trustee Stibitz. Ayes: 7. Nays: 0. Motion carried.

Approval of Minutes from the December 15, 2011, ACC Board of Trustees Meeting

Hearing no corrections, Trustee Briggs moved to accept the draft minutes from the December 15, 2011, regular Board of Trustees meeting. Ayes: 7. Nays: 0. Motion carried.

Introduction of Guests and Public Comment

Members signing the guest register are as follows: Emily Siegmon, Alpena News; Jaime Adams, WATZ News; Christy Andrzejewski, WBKB; Don MacMaster, ACC; Richard Sutherland, ACC; Kate Bruski, ACC; David Cummins, ACC; Mary Jane Thomson, ACC; Lesslee Dort, ACC; Roy Smith, ACC; Caleb Smith; Vicky Kropp, ACC; Tim Kuehleln, ACC; Chip Redker, ACC student.

Communication(s)

Chairman Briggs mentioned a holiday card from Jase Bolger, Speaker of the Michigan House.

Board Member and Subcommittee Reports

Tom Townsend updated the Board on developments from the Wednesday, January 18, Property Subcommittee meeting, in which discussion covered inquiries from two local entities seeking College property. The committee will report again when more information becomes available.

Faculty Report

Adjunct Instructor Lesslee Dort updated the Board on activities in her Marketing class; students are developing a marketing plan which they will present to the Bank of Alpena.

Student Report

Student Leadership Commission representative Chip Redker outlined recent SLC activities, including hearing a proposal for a new student veterans group, preparing for an upcoming student ice skating event, and coordinating a blood drive with the student nurses association.

President's Report

The President's Report follows as it was presented.

President's Report to ACC Board of Trustees
January 19, 2012

1. Spring Semester Enrollment

Near-final enrollment figures for Spring Semester 2012 are shown on the first attachment. Compared with a year ago, headcount of 1,955 is down by 121 (5.83%) and credit hour enrollment of 19,452 is down by 1,784 (8.40%). Average credit hours taken per student went from 10.23 to 9.95, reversing an upward trend over several previous years. Final enrollment numbers will be determined after the last purge for non-payment, which will take place tomorrow.

Between the two primary causes of enrollment decline, one is old news: continuation of adverse demographic changes, including fewer residents overall, fewer high school graduates, proportionally more residents age 65+ not likely to take credit courses, and economic conditions making even ACC's low tuition and fees less affordable. As shown on the second attachment, the total public school enrollment in our five-county service district is 12,625 for the 2011-12 school year, down from 13,067 last year, 13,323 the year before, and 14,236 three years ago.

The new factor has been stricter implementation of Satisfactory Academic Progress (SAP) standards imposed by the US Department of Education affecting students receiving federal financial aid:

- A cumulative GPA of between 1.7 and 2.0, depending on the number of credit hours completed.
- Successful completion of at least 67% of credit hours attempted.
- No more than 90 attempted credit hours for an associate degree and 45 for a certificate.

These requirements reflect determination by the Department to stop wasting resources on students who are not serious or who may lack ability for academic success. In December, 227 ACC students received letters notifying them of failure to meet at least one of these standards, making them ineligible for federal financial aid in the Spring Semester. They also received instructions on filing appeals, which 171 ACC students followed in order to get aid reinstated. We lost an estimated 56 students who did not file appeals. In all, 1,186 of the 1,964 currently enrolled students (60.4%) receive at least one form of federal financial aid.

Slackened demand for credit instruction is most pronounced among in-district students on the Main Campus, with Huron Shores Campus enrollment down only slightly. The online course headcount reduction can be put into historical context as shown below:

Year	Summer	Fall	Spring	Total
2012			369 (-12%)	
2011	253 (+77%)	322 (+21%)	421 (+43%)	996
2010	143 (-25%)	266 (+13%)	294 (-13%)	703
2009	190 (+34%)	235 (-18%)	337 (+39%)	762
2008	142 (+50%)	285 (+34%)	241(+9%)	668
2007	96 (+48%)	212 (+28%)	221 (+31%)	529

Factors behind this semester’s online enrollment mostly relate to fewer qualified adjunct instructors signing on to teach for ACC, reducing the number of sections offered by two.

The large increase at other sites mostly represents dual enrollment, with the most significant advance coming from Atlanta (194 credit hours) as a result of the Kellogg Foundation grant. Also helping these numbers along is the resumption of service in Alcona (69 credit hours).

In addition to placing more advertising with extra funds appropriated in the October budget revision, and expanding recruitment in high schools to more distant locations, ACC staff members have taken other notable steps to mitigate the losses this semester:

- The Financial Aid Workshop, offered in November as part of the Enrollment Committee activities, yielded five new Spring 2012 students who signed up for a full load of classes and qualified for \$250 scholarships. Another five students who attended the event signed up for fewer than 12 credits, so they did not receive scholarship; but they are new students taking classes.
- The Financial Aid Office provided a lot of help to a lot of students dealing with SAP issues, staying open late during Central Registration and Late Registration, and working the weekend between Central and Late Registration to process SAP appeals

and contact affected students. Additionally, the Student Affairs Office handled overflow telephone calls.

As was the case last fall, every other community college in the state is posting declines in both headcount and credit hour enrollment.

2. Sustainability Champion Activity

Director of Facilities Management Tom Ludwig reports completion of the lighting upgrades in Van Lare Hall and the Newport Center Building. ACC has received a rebate of \$465.23 for Van Lare Hall, which is low because most of it was awarded last year. The Newport Center Building rebate will amount to \$5,485.11. The Besser Tech Center lighting upgrade started this month with an anticipated rebate of \$2,587.56, to be followed by the Natural Resource Center with an anticipated rebate of \$3,169.30. As for future sustainability upgrades in facilities infrastructure, Mr. Ludwig recommends looking at replacement of boilers in Van Lare Hall, the Natural Resource Center, the Huron Shores Campus, and the World Center for Concrete Technology.

Dean of Workforce Development Don MacMaster is present this evening for narrative on progress in grant-funded green technology research and education programs. With him are Volunteer Center Director Kate Bruski, who assists with regional K-12 system outreach with the National Science Foundation grant for carbon sequestration by concrete products, and CAD/Welding Instructor David Cummins, who is working to shape curriculum for a marine technology AAS program in collaboration with the Thunder Bay National Marine Sanctuary.

3. Scholarship Booklet

The ACC Foundation has just published the 2012-13 edition of the ACC Scholarship Booklet, featuring instructions for application, tips on writing successful applications, and a listing of 145 named scholarships, most of them associated with particular fields of study. ACC Foundation Executive Director Penny Boldrey points out how this number has risen from 73 in 2002, representing a 99% increase in 10 years. Both the College and the Foundation wish to express gratitude for so many individual and corporate donors who understand the value of an ACC education and endeavor to assist students making their way through our programs.

ALPENA COMMUNITY COLLEGE
SPRING ENROLLMENT ANALYSIS
AS OF JANUARY 19, 2012 - 8:00 A.M.

	% INC. (DEC.) H/C	CR. HRS.	12-2		11-2		10-2		09-2		08-2	
			H/C	CREDIT HOURS	H/C	CREDIT HOURS	H/C	CREDIT HOURS	H/C	CREDIT HOURS	H/C	CREDIT HOURS
CREDIT HOUR COUNT												
EARLY REGISTRATION ENROLLMENT	-14.27%	-14.70%	1,196 497	12,887 4,630	1,395 188	15,107 1,870	1,505 179	15,966 1,703	1,333 218	14,526 2,168	1,233 518	13,294 5,093
END NEW STUDENT ENROLLMENT	-10.17%	-11.80%	271	14,974	286	16,977	246	17,669	1,551	16,694	1,392	14,821
END OF 1ST DAY CENTRAL ENROLLMENT	-9.42%	-11.31%	1,693 109	17,517 993	1,869 104	19,751 735	1,930 107	19,917 905	1,756 73	18,511 543	1,751 110	18,387 670
END OF CENTRAL ENROLLMENT	-8.67%	-9.64%	1,802 153	18,510 943	1,973 103	20,485 751	2,037 123	20,821 893	1,829 144	19,054 1,019	1,861 169	19,057 931
DAY COUNT ENROLLMENT	-5.83%	-8.40%	1,955 (121)	19,452 (1,784)	2,076 (84)	21,236 (478)	2,160 130	21,714 1,726	1,973 187	20,072 2,423	2,030 193	19,988 2,530
CONTACT HOURS												
		-9.26%	22,762	25,084	25,275	23,444	23,625	23,625	23,444	23,625	23,625	23,625

BUDGET 2,873,969

ACTUAL 2,830,383

VARIANCE (43,586)

-1.5%

PRIOR YEAR: 2,804,149

ACTUAL

ACTUAL

ACTUAL

ACTUAL

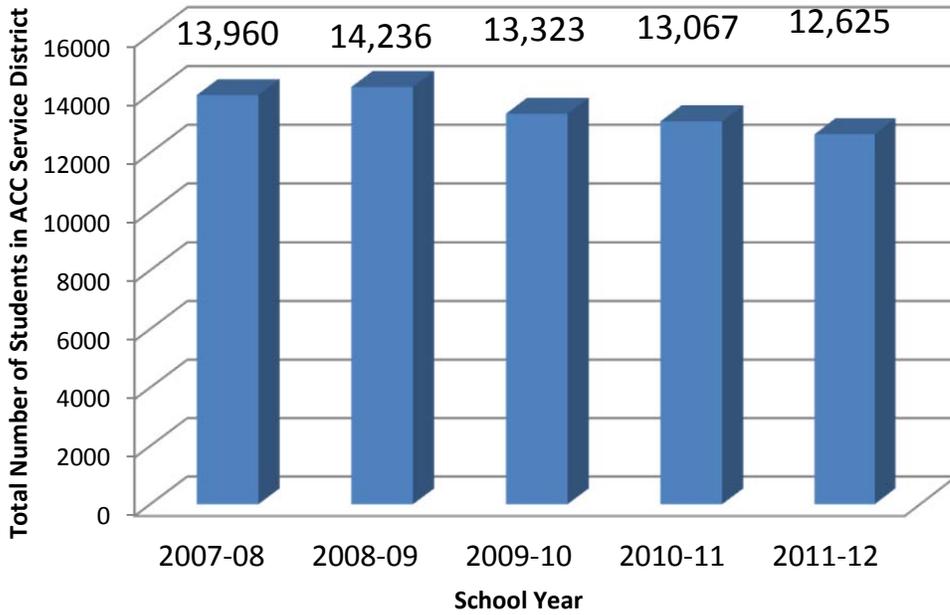
ACTUAL

SPRING ENROLLMENTS BY CAMPUS

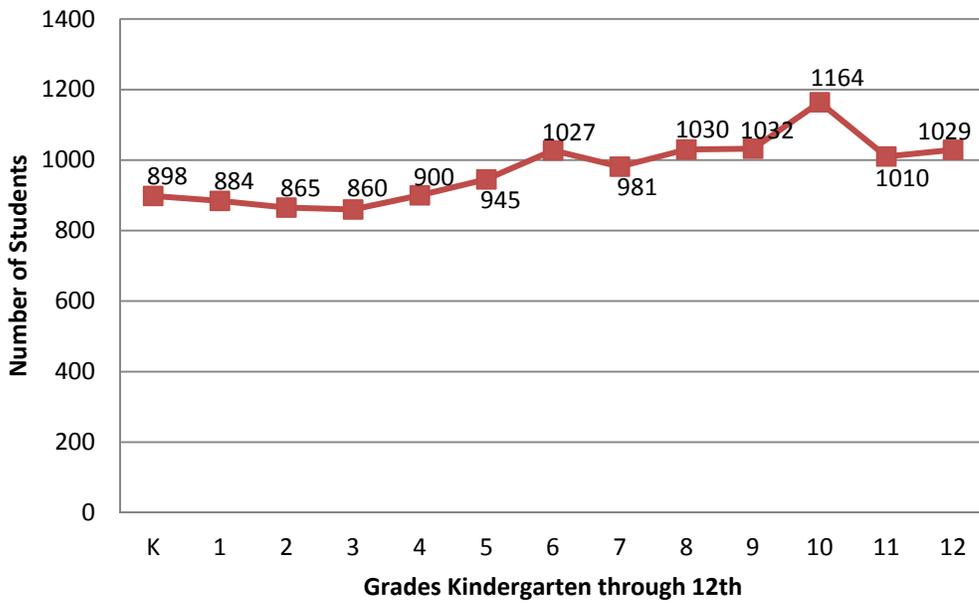
	% INC. (DEC.) H/C	CR. HRS.	12-2		11-2		10-2		09-2		08-2	
			H/C	CREDIT HOURS								
MAIN CAMPUS												
	-12.10%	-11.25%	1,613	16,748	1,835	18,871	1,871	19,271	1,750	18,292	1,794	18,058
HURON SHORES												
	-0.45%	-2.31%	219	1,712	220	1,753	221	1,673	158	1,108	179	1,190
OTHER SITES												
	67.65%	61.83%	228	992	136	613	171	770	148	673	153	740
ON-LINE - Included in above												
	-11.96%	-9.02%	368	1,584	418	1,741	293	1,339	345	1,418	243	919
NON CREDIT COURSES												
	0.00%											
TOTAL COLLEGE												
	-5.98%	-8.40%	2,060	19,452	2,191	21,236	2,263	21,714	2,056	20,072	2,126	19,988

HUSH & OTHER COMBINED	25.56%	14.31%	447	2,704	356	2,366	392	2,443	306	1,781	332	1,930
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Total Number of Students in ACC Service District FY08-FY12



Total Students by Grade 2011-12



2.518 Phone System

Trustee Townsend made a motion that the Alpena Community College Board of Trustees select the Merit Network, Inc. proposal to provide equipment not to exceed \$40,573.00 for capital costs and services not to exceed \$48,577.08 for operational costs for the current fiscal year. Trustee Gentry seconded the motion.

Ayes: 7. Nays: 0. Motion carried.

2.519 Authorization of Depository Accounts

Trustee Stibitz made a motion that the Board of Trustees authorizes appropriate College officials to execute all agreements to continue the existing financial relationships of the College with the following institutions over the coming year:

Citizens Bank
First Federal of Northern Michigan
Independent Bank
PNC Bank
Bank of Alpena

Trustee Townsend seconded the motion.

Ayes: 7. Nays: 0. Motion carried.

3.717 Financial Report

Dr. Joynton reviewed the Financial Report with the Board.

3.718 Personnel Report

The Personnel Report noted full-time Business Instructor Dan Cary retired as of January 1, 2012.

3.719 Gifts and Grants Report

The Gifts and Grants Report showed that 175 donors gave gifts or pledges totaling \$78,125.14 for the time period of December 8, 2011, to January 5, 2012.

New Business

None

Suggested Future Agenda Items

None

Next Regular Meeting

February 16, 2012

Adjournment

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

Jay Walterreit
Secretary of the Board of Trustees