

**Official Proceedings of the
Alpena Community College Board of Trustees Regular Meeting**

October 15, 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 on Thursday, October 15, 2015, for its regular monthly meeting.

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

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

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

Approval of Agenda

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

Ayes: 7. Nays: 0. Motion carried.

Approval of Minutes from the September 17, 2015, Regular Board of Trustees Meeting

Trustee Hilberg moved to accept the draft minutes from the September 17, 2015, regular ACC Board of Trustees meeting; Trustee Stibitz seconded the motion.

Ayes: 7. Nays: 0. Motion carried.

Introduction of Guests and Public Comment

Guests attending the regular meeting included: Ben Stevens, WATZ News; Nicole Grulke, Alpena News; Bethany Ricciardi, WBKB TV-11, Richard Sutherland, ACC administration; Nick Brege, ACC administration; Paul Wolne, community member; Andrew Phal, ACC student; Heather Pines, ACC faculty; Jim Makowske, ACC administration; Kerrie Kamyszek, ACC staff; Sarah Burt, ACC staff.

Paul Wolne addressed the trustees on matters related to Hillman Community Radio and finding content to run on the station. He asked for the College's support in asking WBKB to allow use of the audio from the Talk of the Town show on the radio station.

Communication(s)

Chairman Briggs noted a letter from the City of Alpena which notified the Board of Trustees about a meeting to take input about granting brownfield designation for the former site of Mike's Hardware on Chisholm Street.

Board Member and Subcommittee Reports

None.

Student Reports

Student Andrew Phal and Jacqueline Walchak briefed the trustees on several topics, including:

Autumn Fest, presented by the Student Leadership Commission, scheduled for October 29, which will feature treats for students and staff such as caramel apples and popcorn along with a fall- and Halloween-themed trivia contest.

Jacqueline Walchak also informed the trustees about the newly created Language Society, which was formed by her mother, Dr. Karol Walchak. The group is still waiting on their charter; while they wait, they are working on a variety of activities, including open nights for people to share cultural and language experiences, using Rosetta Stone for teaching French and Spanish, watching foreign films, and fundraising for a trip to Europe.

Faculty Report

English and Acting Instructor Heather Pines shared that she was excited to present an online version of ENG 112 during Spring Semester 2016. She is also teaching several acting classes which are presenting performances throughout the semester. Pines also talked about the ALP program being spearheaded by English Instructor Nick Bancroft, which helps students take developmental and regular English classes together to address social and developmental issues, promote learning, and accelerate completion of the necessary courses.

President's Report

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

President's Report
ACC Board of Trustees Meeting
October 15, 2015

CET Grant Award

ACC recently received award notification of a \$45,000 Consultation Education and Training (CET) grant from the Michigan Occupational Safety and Health Administration (MIOSHA). Jim Makowske, Director of Specialized Training, wrote the 2015-2016 grant and has successfully written and managed a number of past CET grant awards obtained on behalf of ACC. Director Makowske is here to talk about this year's award.

Iosco County

Recently, ACC staff has focused effort and attention on Iosco County K-12s and the HUSH Campus to create more presence in the southern part of ACC's service district. Recent activities include:

- A Pizza with the President conversation with HUSH campus students.
- A pair of drone seminars held at Oscoda High School for OHS physics students (see *Oscoda Press* article).
- A meeting this week with Oscoda Superintendent Scott Moore, IRESA Superintendent Dana McGrew, Oscoda Principal Terry Allison, Kathy Marsh, Nancy Seguin, and myself to discuss dual enrollment opportunities.
- Procurement of equipment to create a tech training lab at HUSH Campus.
- A Lunch with the President ACC Foundation activity in Iosco County set for November 10.
- A drone seminar held yesterday morning for 185 seniors at Ogemaw High School.

Accreditation Commission for Education in Nursing

ACC hosted an Accreditation Commission for Education in Nursing site visit team three weeks ago. The four-person site team evaluated the accreditation status of the Nursing program based on six broad criteria addressed in a self-study report prepared and submitted by Nursing Director Melissa Fournier prior to the site visit. The site team praised the Nursing program for many important strengths, including:

- Outstanding faculty
- Significant community support
- Robust clinical partnerships, particularly with ARMC
- Highly positive student feedback

However, because parts of the quality documentation system required for ACEN accreditation were not fully mature or sufficiently established, the site team did not recommend ACC's Nursing program for accreditation at this time. It is anticipated that the ACC team will focus on

the shortcomings identified by the site team, address them, reapply, and earn ACEN accreditation. Failure to gain ACEN accreditation status will not affect current operations of the ACC Nursing program or the employment or transfer prospects of ACC Nursing students.

Wireless

Wireless capacity is now available in the Marine Tech classroom lab. Thanks to MIS co-director Mark Grunder and his staff for this accomplishment.

Enrollment

As requested at the September meeting, Jay Walterreit has prepared a final fall semester 2015 enrollment report.



Enrollment Report Summary Fall Semester 2015

ACC Board of Trustees Meeting
October 15, 2015

Attached are the final reports for Fall Semester 2015 enrollment. Following are comments about each report.

1. Enrollment Stats Comparison by Semester — Fall Semester 2015 (Official Count)

- As compared to Fall 2014, credit hours fell 7.9%; contact hours fell 7.6%; and headcount fell 8.4%. ACC's enrollment decline is about average as compared to the 27 other Michigan community colleges.
- Average credits and contact hours per student rose slightly, which points to a higher percentage of full-time students.
- Early College added a second cohort of students, bringing the number of students to 76 and the credits up to 418.50.
- New First Time Students fell 6.9% despite the fact that total applications were up 5.4%. One factor was improved consumer sentiment, which encouraged more students to bypass community colleges and go directly to 4-year schools. Another factor was increased applications due to College Application Week, a statewide effort to have students to apply to colleges; more students are applying, but usually to more than one institution.
- Continuing Student headcount and credit hours were down significantly as compared to Fall 2014. Factors include tightening financial aid rules which limit the number of semesters students can use financial aid and require adequate academic progress, and an improving job market which enables students to get jobs or work more hours.
- The number of Service District students increased slightly as compared to Fall 2014, which helped the budget revenue numbers. Despite the rebound, the percentage of Service District student is still lower than the six-year average of 37.5%. The loss of dual enrollment students from the southern area may be contributing to this decline.
- Headcount and credit hours at the HUSH Campus are down significantly.
- Off-Campus Sites enrollment in the southern area increased due to additional dual enrollment opportunities in Au Gres. Overall, Dual Enrollment student numbers are down.

2. Fall Semester 2015 Dual Enrollment Stats Comparison by Day

- As noted in the main enrollment report, Au Gres-Sims added a section, accounting for 17 students and 99 credits hours. That addition lifted the southern area total higher than for Fall 2014.

- Decreases in students from Alpena, Hillman, Onaway, and Rogers City are due to normal fluctuations in the number of eligible students.
- Overall, dual enrollment student numbers fell by 28 and credit hours fell slightly by 8.5.

3. Application for Targeted Tech Programs for Fall 2015

- Four of the five program categories received more applications for Fall 2015 than Fall 2014. Concrete Tech garnered the same number of apps (37) as Fall 2014.
- Welding program (Certificate and AAS) applications grew significantly, partially due to the addition of the AAS program for Fall 2015 and increased recruiting activity by ACC faculty.
- Total college applications grew by 5.4%.

4. Application Received vs. Goal for Fall 2015 Tech Programs

- Two of the program areas (Auto Service and Welding) exceeded their application goals.

5. Students Registered vs. Number of Available Seats in Selected Tech Programs

- First- and second-year Welding students number 20 for Fall 2015, two more than the physical limit for one class section. An ample number of seats are available in the four other tech programs.

6. Registrations in Selected Tech Programs Fall 2014 vs. Fall 2015

- Despite positive application numbers, the total number of students in the selected tech programs decreased for Fall 2015, roughly in line with the overall decrease in ACC students.
- Marine Tech remained level with 13 students.

Fall Semester 2015 Dual Enrollment Stats Comparison by Day

As of September 8, 2015, and September 8, 2014 -- Official Count Day

School District	Number of Students			Credit Hours			Contact Hours		
	Fall 2014	Fall 2015	Change	Fall 2014	Fall 2015	Change	Fall 2014	Fall 2015	Change
Alcona HS	53	56	3	246.00	348.00	102.00	251.00	351.00	100.00
Alpena HS	122	108	-14	523.00	477.00	-46.00	533.00	505.00	-28.00
Arenac Eastern HS	1	0	-1	7.00	0.00	-7.00	7.00	0.00	-7.00
Atlanta HS	19	5	-14	79.50	35.00	-44.50	95.75	35.00	-60.75
Au Gres-Sims	0	17	17	0.00	99.00	99.00	0.00	111.00	111.00
Hale HS	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Hillman	26	20	-6	176.00	120.00	-56.00	196.00	132.00	-64.00
Onaway HS	32	31	-1	105.00	132.00	27.00	105.00	132.00	27.00
Oscoda Area Schools	8	7	-1	48.00	34.00	-14.00	51.00	34.00	-17.00
Rogers City	48	40	-8	246.00	176.00	-70.00	253.00	194.50	-58.50
Tawas Area Schools	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Whittemore-Prescott	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Unknown/Closed/Blank	9	6	-3	54.00	55.00	1.00	61.00	60.50	-0.50
Total	318	290	-28	1,484.50	1,476.00	-8.50	1,552.75	1,555.00	2.25
Southern Region Total	9	24	15	55.00	133.00	78.00	58.00	145.00	87.00

Fall 2015 Dual Enrollment Numbers Comparison by Term.xlsx

Applications for Targeted Tech Programs for Fall 2015

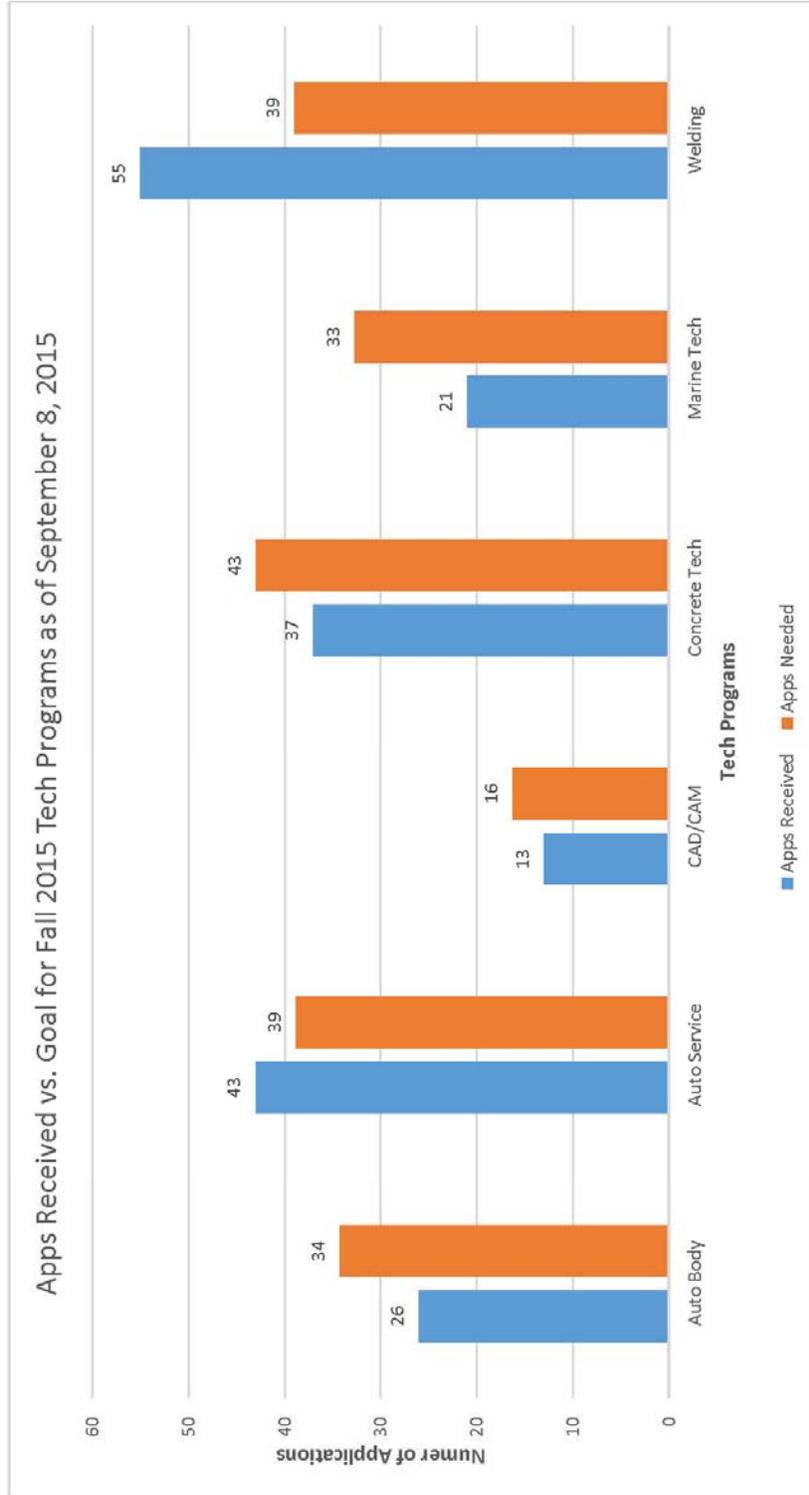
Last Updated: September 8, 2015

<u>Program</u>	September 8, 2015		
	<u>Fall</u>	<u>Fall</u>	<u>+/-</u>
	<u>2014</u>	<u>2015</u>	
Auto Body Repair Certificate (AUTBDY.CERT)	19	26	7
Auto Service & Repair AAS (AUTSER.AAS)	7	8	1
Automotive Service & Repair Certificate (AUTSER.CERT)	20	19	-1
Automotive Service & Repair Certificate Master (AUTSERM.CERT)	14	16	2
Business Management AAS (BUSMGT.AAS)	50	57	7
CAD/CAM, Advanced, Certificate (CADCAMADV.CERT)	0	2	2
CAD/CAM Technology (Machining option) AAS (CADCMMACH.AAS)	8	8	0
CAD/CAM Technology (Welding option) AAS (CADCAMWELD.AAS)	2	3	1
Concrete Technology AAS (CONC.AAS)	37	37	0
Manufacturing Technology, Basic, Certificate (MFG.CERT)	2	0	-2
Manufacturing AAS (MFG.AAS)	1	0	-1
Marine Technology AAS (MARTECH.AAS) *	17	21	4
Marketing AAS (MKTNG.AAS)	9	6	-3
Welding Fabrication AAS (WELD.AAS) **	0	3	3
Welding Fabrication Certificate (WELD.CERT)	39	52	13
Total College Applications	1356	1429	73

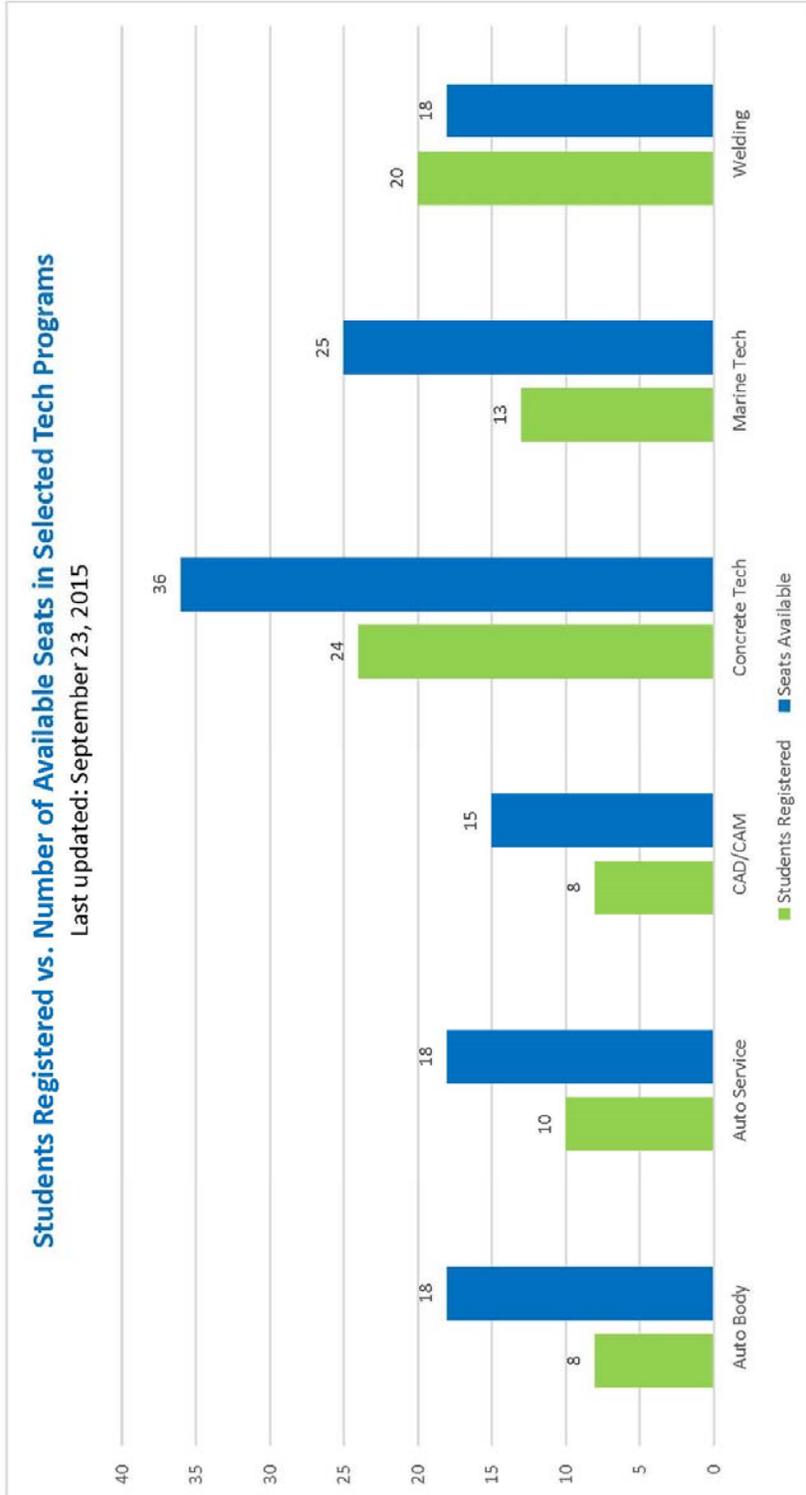
* Includes apps for Summer and Fall semesters

** Program not offered in FY15

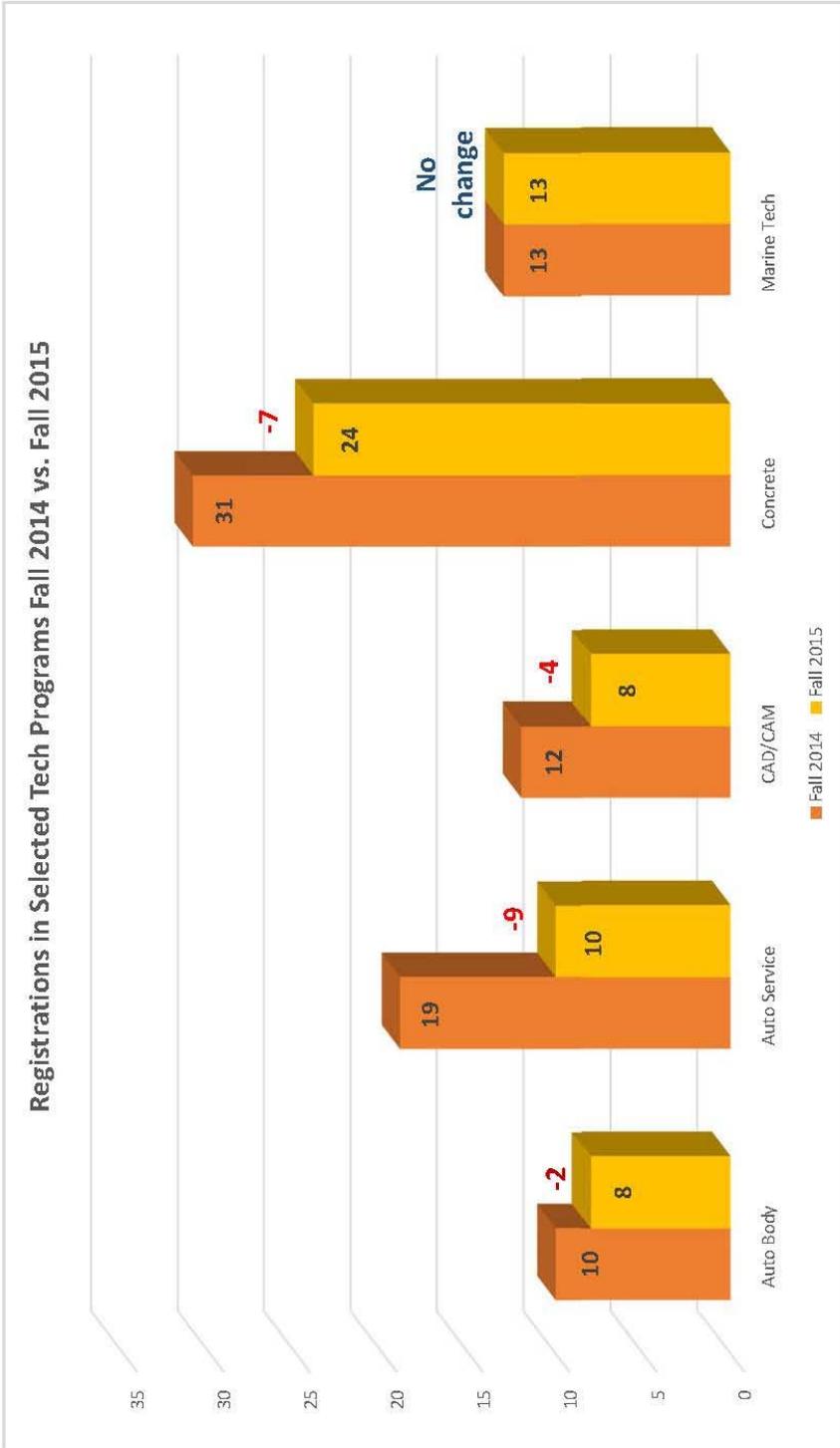
<u>Program Area</u>	<u>Fall</u>	<u>Fall</u>	<u>+/-</u>
	<u>2014</u>	<u>2015</u>	
Auto Body Repair Certificate (AUTBDY.CERT)	19	26	7
Auto Service & Repair (AUTSER.AAS, AUTSER.CERT, AUTSERM.CERT)	41	43	2
CAD/CAM (CADCAMADV.CERT, CADCMMACH.AAS, CADCAMWELD.AAS, MFG.CERT)	10	13	3
Concrete Technology AAS (CONC.AAS)	37	37	0
Marine Technology AAS (MARTECH.AAS) *	17	21	4
Welding (WELD.CERT, WELD.AAS)	39	55	16
Business Management AAS (BUSMGT.AAS)	50	57	7
Marketing AAS (MKTNG.AAS)	9	6	-3



Tech Program Applications for Fall 2015.xlsx



Students Registered for Tech Programs Fall 2015.xlsx



Registrations for Tech Classes Fall 2014 vs. Fall 2015.xlsx

Admissions Office Activities 2015/FA Semester

<u>Date</u>	<u>Activity</u>
September 16	Presentation to all Seniors @ Onaway HS
September 16	Information table at AHS Open House
September 18	College Night at LSSU
September 22	Presentation to all Seniors @ Fairview HS
September 24	Presentation to all Seniors @ Posen HS
September 25	Presentation to 12 th Graders @ Alcona HS
September 28	Presentation to two (2) Industrial Arts Classes one (1) First Year Experience Class and Lunch Time visit @ Inland Lakes HS
September 29	Presentation to 11 th and 12 th Graders @ Rogers City HS
September 30	College Night @ Kirtland CC
October 1	Presentation to two (2) 12 th grade classes at Oscoda HS
October 2	Onaway HS Senior Class on campus for Tours and Presentations
October 6	College Night – Standish HS
October 7	Presentation @ Hillman HS
October 8	Presentation @ Au-Gres Sims HS
October 8	College Night @ Alpena HS
October 12	Presentation @ Hale HS
October 13	College Night @ Traverse City
October 14	Presentation to Ogemaw Heights HS Seniors
October 14	College Night @ Petoskey
October 16	ACC Open House
October 20	Presentations to Tawas High School 12 th Graders
October 20	Iosco Co. Tech Center Open House
October 21	Kevin Sylvester @ Just Build It! Career Expo in Ypsilanti
October 21	Presentation to 7 th Hour Senior Class @ Oscoda HS plus Lunch Time Visit
October 22	Lakeview Academy on campus (4-6 students)
October 23	Students on Campus from Melvindale HS
October 26-29	College Application Week Activities
October 30	Presentations at Bay-Arenac Tech Center (Bay City)
November 2	Presentation @ Whittemore Prescott HS
November 6	Presentation to all Seniors @ Atlanta HS
November 20	Iosco Co. Tech Center Visit to Campus

Additional visits to be scheduled at Mio HS, Joburg-Lewiston HS, Cheboygan HS, Arenac Eastern HS and others

Additional Admissions Office Activities:

New Student Orientation Dates for 2016/SP:

Alpena

Thursday October 29

Tuesday November 10

Thursday November 19

Tuesday November 24

Oscoda

Tuesday November 3

Wednesday November 11

Processing of 2016 Spring Applications is up-to-date

Information was sent to all 2015 Fall no-shows and 2016 Spring new applicants concerning Orientations

Letters are being sent to all students who sent ACT Scores to ACC but have not yet applied

Information packets will be mailed next week to all High Schools north of US-10 who are participating in College Application Week (October 26-30).

Have given several Individual campus tours already – calls are coming in to set up additional ones every week.

Action Items

2.636 Local Strategic Value Resolution

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

That the Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations under Michigan Public Act 85 of 2015.

Ayes: 7. Nays: 0. Motion passed.

2.637 Capital Outlay/Campus Master Plan Submission

President MacMaster introduced the action item by noting there had been discussions about Van Lare Hall, including whether to renovate it, tear it down and build a new building, sell the property, or leave it alone and building an entirely new building elsewhere on campus. He acknowledged that there are options, but also pointed out that ACC needs to submit a request to the state by November 1.

Chairman Briggs noted that the next couple of years will give the College the opportunity to communicate with decision-makers and revise the plan as necessary.

Trustee Gentry asked if ACEN accreditation for the Nursing Program would be helpful to the capital outlay request; President MacMaster said accreditation would be very helpful so it is important for ACC to move ahead and gain ACEN accreditation as soon as possible.

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

The Alpena Community College Board of Trustees authorizes staff to submit the ACC 2017-21 Five-Year Master Plan for Capital Outlay to the State Budget Office.

Ayes: 7. Nays: 0. Motion passed.

2.638 Renaming of the Fine Arts Building

President MacMaster introduced the action item by reading the preamble. Chairman Briggs then read the motion, which is as follows:

The Board of Trustees directs College officials to rename the Fine Arts Building to the Olin H. Joynton Fine Arts Center and that the renaming be noted in publications and other documents as the occasions arise.

Trustee Townsend made the motion and Trustee Stibitz seconded the motion. The trustees then discussed the issue.

Trustee Gentry asked if the College has a policy on the naming of buildings. None were identified. Trustee Hilberg then asked if it was possible for Secretary Walterreit to ask the other Michigan community colleges if they have policies related to naming buildings. Walterreit replied affirmatively.

The trustees then discussed ACC's other buildings and how they came to be named. There are three other Alpena Campus buildings named after former presidents: Van Lare Hall, the Charles R. Donnelly Natural Resources Center, and the Newport Center.

Trustee Townsend pointed out that the Center Building and the Natural Resources Center were renamed for former presidents. Naming the Center Building after Donald Newport was the precedent for naming the Fine Arts Building after Olin Joynton.

Other buildings were named for notable people, based on the preferences of major donors: Harris Hall/World Center for Concrete Technology; Ferris H. Werth Electrical Power Technology Center; Besser Technical Center; and the Madeline Briggs University Center.

Trustee Ferguson noted that he thought Joynton was deserving of honor, but he was not sure if naming the Fine Arts Building after him was the right honor. Ferguson suggested Lucas Pfeiffenberger as someone who deserved to be honored because he was a part of the effort to building the FAC. He also asked if it was important to talk to others outside of the Board of Trustees about naming the building.

Trustee Hilberg wondered if there were other opportunities to honor both Lucas and Janet Pfeiffenberger. Trustee Townsend agreed there were other opportunities which were more closely associated with Lucas's work in the concrete industry.

President MacMaster stated his view that honoring Joynton with renaming the Fine Arts Building was appropriate.

Chairman Briggs stated he supported renaming the building for Joynton with the caveat that the College should find an appropriate way to honor both of the Pfeiffenbergers.

After the discussion concluded, the trustees voted on the motion.

Ayes: 6. Nays: 1. Motion passed.

2.639 Advanced Manufacturing Equipment Bid Selection

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

The Alpena Community College Board of Trustees approves the purchase of

- Four AC/DC electric trainers from Hampden Engineering, for \$6,040.00
- One hydraulic trainer from Parker Hannifin Corporation for \$27,127.12
- One lathe CNC turning center from Gerotech, Inc., for \$77,010.00
- One mini mill vertical machining center from Gerotech, Inc., for \$43,793.00

All purchases shall be made from TAACCCT grant funds.

Ayes: 7. Nays: 0. Motion passed.

Information Items

The trustees reviewed the information items.

Board Discussion

Chairman Briggs asked Vice President for Administration and Finance Dick Sutherland to update the trustees on the status of the College's audit. Sutherland explained that he anticipates the state will have taken care of their own audit by October 18, and if so, there is a high probability that the College will be able to present its final audit to the trustees for approval during the last week of October. Ultimately the College audit needs to be submitted to the state by November 15, while some other financial report documents need to be submitted by November 1.

Trustee Townsend asked if the College should expect these types of delays every year. Sutherland answered that the state may be better prepared next year after having gone through the process once already.

Trustee Briggs noted that Trustee Duncan had informed him that she would not be available on October 29, the day being proposed for a special meeting to review the audit. After some discussion about scheduling, the trustees agreed that having all of the trustees present was not required and the consensus was to move ahead with the October 29 special meeting. The proposed meeting time of 5:00 p.m. was agreed upon by all of the trustees.

Chairman Briggs then informed the other trustees about his recent interactions with the group interested in starting a 4-year school in Northeast Michigan. He stated that even though ACC has land and the trustees support more educational opportunities in the area, he felt the ACC Board of Trustees was not yet ready to support the group's ideas.

Trustee Gentry noted that the trustees would need a lot of background information and data before he felt ready to support the 4-year university group.

Chairman Briggs suggested that ACC might hold public forums to ask the public what types of educational opportunities they are looking for, and how ACC could better serve the area.

Lastly, Chairman Briggs reminded the trustees about the October 30, 2015, inauguration event for Dr. MacMaster. Some trustees wondered if wearing academic regalia was necessary. Secretary Walterreit volunteered to review photos from the Joynton inauguration to verify whether robes were worn by the trustees at that event.

New Business

None.

Suggested Future Agenda Items

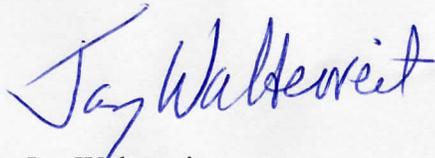
None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting will be held on Thursday, November 19, 2015, 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. **Please note: the trustees have approved a special meeting for 5:00 p.m. on Thursday, October 29, 2015, to review the College's audit.**

Adjournment

The regular meeting was adjourned at approximately 8:45 p.m.



Jay Walterreit
Secretary of the Board of Trustees
(989) 358-7215