

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

February 21, 2018

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

On Wednesday, February 21, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting. The meeting was called to order by Chairman Briggs at 7:02 p.m.

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: none.

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

Trustee Gentry led the Pledge of Allegiance.

### **Approval of Agenda**

Moved by Trustee Townsend that the agenda be approved with the addition of New Business Item 2.694, Purchase of Used Digger Derrick Truck; seconded by Trustee Stibitz. Ayes: 7. Nays: 0. Motion approved.

### **Approval of the Proposed Minutes from the January 17, 2018, Regular Board Meeting**

Trustee Gentry moved to accept the proposed minutes from the January 17, 2018, regular board meeting; Trustee Duncan seconded the motion. Ayes: 7. Nays: 0. Motion approved.

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

Guests attending the regular meeting included: Jordan Spence, The Alpena News; Ben Stevens, WATZ; Richard Sutherland, ACC administration; Carolyn Daoust, ACC administration; Nancy Seguin, ACC administration; Cindy DeRocher, ACC administration; Roy Smith, ACC faculty; Deb Hautau, ACC faculty; and Alpena Police Department Chief Joel Jett.

Chief Jett addressed the trustees, saying he is excited by the prospect of ACC partnering with APD to provide security on the Alpena Campus; he offered to answer any questions regarding the partnership.

President MacMaster responded by explaining the proposed security would be concentrated during the College's Fall and Spring semesters. He added that ACC is making plans to include the added expense in the upcoming Fiscal Year 2018 budget.

Chief Jett closed his comments by saying it's a sign of the times that more security in public places is needed. An officer will be available to attend board meetings and other College activities. But the positive side of having a police presence on campus is the opportunity to build relationships between the police and students and College staff. He believed it is a win-win situation for everyone.

## **Communication(s)**

None.

## **Board Member and Subcommittee Reports**

None.

## **Student Report**

None.

## **Faculty Report**

Biology Instructor Deb Hautau updated the trustees on her recent activities, including managing the recent 6<sup>th</sup> Annual Science Fun Day for Scouts, the Elementary Science Olympiad, and preparing for the upcoming Junior High Science Olympiad. She thanked the College for supporting these endeavors.

## **President's Report**

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

President's Report to the Board of Trustees  
February 21, 2018

### Enrollment Report

Enrollment as of Monday, February 19, was up 1.2 percent in headcount and down 3.5 percent in adjusted contact hours compared to Spring Semester 2017. Highlights included dual enrollment up 21.5 percent, Early College up 15 percent, and online courses up 25.4 percent. Continuing students were down 7.5 percent. Average contact hours per student dropped from 8.86 in spring 2017 to 8.45 percent this semester. Four hundred ten Career and Technical Education (CTE) students from Alpena Public Schools, 149 from IRESA, and 75 from Alcona High School are enrolled in direct credit this semester, an 18 percent increase over last year. Total headcount enrollment for Spring Semester 2018, when all direct credit registrations are recorded, is projected to be 2,032.

### IPEDS Report

The Integrated Postsecondary Education Data system (IPEDS) collect data from about 7000 institutions that provide post-secondary education across the United States. The 2017 IPEDS report arrived recently and is available for your review. The data is customizable based on comparable institutions; ACC's custom comparables are the small, rural Michigan community colleges generally known as Group 1 institutions: Bay College (Escanaba); Glen Oaks Community College (Centreville); Gogebic Community College (Ironwood); Kirtland Community College (Roscommon); Mid Michigan Community College (Harrison); Montcalm Community College (Sidney); North Center Michigan

College (Petoskey); Southwestern Michigan College (Dowagiac); and West Shore Community College (Scottville).

Highlights of ACC's data compared to the aggregate of the other Group 1 institutions:

- Three hundred five associate degrees awarded compared to 282 (2015-16)
- Average net price of attendance: \$3,106 (ACC) versus comparable institutions (\$6,773)
- Grant aid: 76 percent at ACC versus 53 percent at comparable institutions
- Completion rate, first time undergraduates, within six years of enrollment: ACC (47 percent) versus comparable institutions (28 percent)
- Core expenses per fulltime enrollment: \$9,653 (ACC) versus \$6474 at comparable institutions.

### Clery Committee Report

In light of recent events at Michigan State University and University of Michigan, among others, ACC remains firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, sexual assault and stalking, which are collectively referred to as "sexual misconduct." Here tonight to provide an update on ACC's 2017-18 Clery Committee priorities are Carolyn Daoust, Director of Human Resources and Title IX Coordinator, and Nancy Seguin, Dean of Student Services and Deputy Title IX Coordinator. [Cindy DeRocher was also present.]

[During the Clery Committee report, Trustee Gentry suggested the ACC trustees should participate in training to better advise them on their Clery-related responsibilities. Chairman Briggs agreed and suggested a workshop session should be scheduled one hour prior to the March Board meeting, and the College attorney should be invited to lead the training.]

### **Action Items**

See New Business Item 2.694, Purchase of Used Digger Derrick Truck, under New Business.

### **Information Items**

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. He noted that revenues from Spring Semester promised to be at or near the budgeted amount thanks in part to additional revenue from direct credit offerings to area schools. Vice President of Administration and Finance Richard Sutherland also updated the trustees on the current status of personal property tax reimbursement ideas from the State of Michigan.

New hires/Terminations/Status Changes from January 13 to February 15, 2018.

#### New Hires:

None.

#### Resignations:

None.

Status Changes:

None.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. It showed 91 donors gave \$50,170 in pledges and gifts between January 16 and February 13, 2018.

**Board Discussion**

Chairman Briggs began the discussion period by reminding the trustees about the upcoming millage renewal election in August. He noted a schedule of activities which need to happen in preparation for the millage election, beginning with Board approval of the ballot language. The schedule calls for this action to take place at the March Board meeting; Briggs requested that appropriate staff engage in those preparations.

The discussion then turned to a report written by Director of Public Information & Marketing Jay Walterreit summarizing the Non-Cognitive Obstacles student survey conducted in late January. Walterreit's summary included an overview of the survey methodology, the survey contents, the number of responses, and a breakdown of the responses by category. Also included was a document which lists all of the comments from the top five categories.

The top five categories were: 1) transportation and commuting; 2) personal finances; 3) work-related issues; 4) childcare; and 5) busy personal schedules.

Walterreit noted the results of the survey would be distributed to appropriate groups across campus for review and potential follow-up.

The trustees talked about several facets of the survey results. Trustee Stibitz wondered if a childcare sharing "communications center" could be created to facilitate communication between students who needed to arrange for childcare. Trustee Gentry noted the prevalence of childcare challenges at his company; he wondered if the College could create a student assistance program which could act as a central diagnostic center which could help find resources to help students. Dean of Students Nancy Seguin pointed out the ACC Foundation often helps students in financial need.

President MacMaster noted the ACC Food Pantry had opened and was being used by a small number of students. He related an experience with a student that day who picked up food because of a family situation and thanked the College for providing the pantry.

Trustee Duncan asked how students would be contacted about their answers; Walterreit noted the answers and contact info would be passed along to the Student Services Office for appropriate follow-up in the next week.

The trustees all agreed they were pleased with the survey results and were very interested in continuing to discuss ways to help students.

## **New Business**

### **New Business Item 2.694, Purchase of Used Digger Derrick Truck**

Alpena Community College's Utility Tech programs provide quality hands-on training with a variety of industry-standard equipment, and the programs have been full for a number of years. Due to the active nature of the programs and the number of students involved each year, the equipment used by students suffers from normal wear and tear; periodic replacement of old equipment is a priority for the efficient operation of the programs and education of the students.

ACC Utility Tech faculty and staff have searched for a used digger derrick truck to replace one of the older trucks used by the program. Specifications for the used truck would facilitate a request from the UTT Advisory Committee to provide training on a manual-transmission, air-brake, Class A vehicle. ACC would use Perkins Grant money to pay for the purchase.

Other specifications include: 2011 or newer model year; current annual DOT inspection; current Annual Ariel Device Test; and current Insulation and Dielectric Test certification.

Just recently a suitable digger derrick truck was located for sale by Altec NUECO Corporation. A price of \$70,000 delivered was negotiated.

The UTT program is excited to purchase the new digger derrick truck and attests to its suitability for instructional purposes. Due to the difficulty of locating this vehicle and the time sensitive nature of the potential sale, ACC staff are recommending to the trustees that this single-source purchase be approved.

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

The Alpena Community College Board of Trustees approves the purchase of a 2011 Terex C4045 digger derrick truck from Altec NUECO for a price of no more than \$70,000 delivered.

Ayes: 7. Nays: 0. Motion approved.

## **Suggested Future Agenda Items**

Chairman Briggs reminded the trustees of his intention to hold a workshop session at 6 p.m. on Wednesday, March 21, 2018, for training on Clery-related responsibilities.

## **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting is at 7:00 p.m. on Wednesday, March 21, 2018, 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 8:30 p.m.

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