

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

December 19, 2018

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

On Wednesday, December 19, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

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.

At 7:01 p.m. Chairman Briggs convened the meeting. Trustee Hilberg led the Pledge of Allegiance.

### **Approval of Agenda**

Moved by Trustee Townsend that the agenda be approved as presented; seconded by Trustee Stender. Ayes: 7. Nays: 0. Motion approved.

### **Approval of the Proposed Minutes from the November 20, 2018, Regular Board Meeting**

Trustee Gentry moved to accept the proposed minutes from the November 20, 2018, regular board meeting; Trustee Stibitz seconded the motion. Ayes: 7. Nays: 0. Motion approved.

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

Guests attending the regular meeting included: Julie Goldberg, Alpena News; Ben Stevens, WATZ; Officer Lincoln Suszek, Alpena Police Department; Debbie Bayer, ACC administration; Richard Sutherland, ACC administration; Brenda Herman, ACC administration; Mary Jane Thomson, ACC faculty; Larry Thomson, ACC faculty; Mark Grunder, ACC administration; Jeff Blumenthal, ACC administration; Nick Brege, ACC administration; Pete Eastwood; ACC faculty; Matt Bedard; ACC faculty; Sarah Burt, ACC administration; Wendy Brooks, ACC administration; and Nancy Seguin, ACC administration.

Auto Service Instructor Pete Eastwood used the Public Comment portion of the meeting to share his perspectives on the Auto Body and Auto Service programs.

## **Communication(s)**

None.

## **Board Member and Subcommittee Reports**

Trustee Duncan gave a brief recap of Alpena Community College Foundation 2018 activities, including:

- In 2018 there were nine new scholarship funds established through the ACC Foundation and two more are currently in the planning stage and should be completed in first quarter next year.
- The ACC Foundation had a smooth transition with the retirement of long-time Executive Director Penny Boldrey and the hiring of her replacement Brenda Herman. This occurred during the month of June.
- The Foundation launched its Healthy Futures Start Here campaign to raise funds in support of the Van Lare Hall Renovation project over the summer. A positive response has been received thus far from area businesses and individuals alike. The Foundation quickly met its original goal of \$2.2 million and reset the goal to \$2.95 million. We are well on our way to achieving this goal with a current figure of \$2.7 million having been committed through the Foundation. Staff and volunteers will continue to pursue funding through local supporters.

## **Student Report**

None.

## **Faculty Report**

Mary Jane Thomson and Matt Bedard presented the faculty report. The reports focused on two areas: An update on Microsoft Office Specialist Certification statistics, and the upcoming Business Programs – Global Focus accreditation process.

Thomson's report included the following:

- ACC students compete globally by taking Microsoft Office Specialist certification exams that are delivered in 26 languages across 148 countries each year.
- Microsoft Office Skills have moved up from #4 to #3 on the Top 20 Skills needed across occupations, compiled by International Data Corporation Research. #1-Oral and Written Communication Skills, #2-Project Management Skills.
- ACC completed our 37th semester of testing here at our Microsoft Authorized Testing Center.

- Since May of 2016 ACC has tested a total of 785 students, averaging 21 students per semester; there is one certification-prep class each fall and four each spring.
- ACC students have achieved a 75.4% pass rate overall with 592 students out of 785 passing their MOS exam. 700 out of 1000 points is generally required to pass, depending on the rigor of the questions on each attempt.
- ACC students achieved a 100% pass rate in seven of the 37 semesters, including this Fall 2018 semester just concluded, where every student who took the MOS exam passed it.
- Six out of 785 testers have achieved a perfect 1000-point score, including one student this Fall 2018 semester.
- Microsoft says that one half of 1% (.5%) of students worldwide score 100%. Our record of six out of 785 testers computes to .76%, giving ACC 50% more perfect-testers than the worldwide average. That's something to really celebrate! Our students are competing on the world stage and doing exceptionally well.
- There is a different twist to the story of the student who scored 100% this time however. The student was also an ACC employee and a non-traditional student. Thomson noted she has at least one ACC staff or faculty member in a computer classes each semester. There were two ACC employees taking classes with her Fall Semester.
- She emphasized that ACC employees are committed to lifelong learning and continually working to improve their work efficiency.

Business Instructor Matt Bedard then updated the trustees on activities related to accreditation with the Accreditation Council for Business Schools and Programs (ACBSP).

- ACC's business programs are in "candidate" status, seeking accreditation from the ACBSP.
- We are working hard to receive this elite accreditation for eight of our business management, marketing, accounting, and business information systems programs.
- This is a global accreditation, having accredited-institutions in 44 countries, including 155 international schools.
- The ACC Business Programs Accreditation Team consists of Co-Champions Matt Bedard and Lois Darga, Institutional Accreditation Expert Wendy Brooks, Margaret Ricker, and Mary Jane Thomson.

## **President's Report**

President's Report to the Board of Trustees  
December 19, 2018

### Healthy Futures Start Here Update

Two milestones on the \$8.7 million Healthy Futures Start Here—Van Lare Hall renovation project occurred last week. On Friday, the Michigan Department of Technology, Management and Budget (DTMB) approved the 400-level design documents submitted by Cornerstone Architects Inc., the project architects. Kudos to Facilities Director Nick Brege for his sustained work on refining these schematic documents and to VP Richard Sutherland for his focus on

keeping the project within budget. On the fundraising side, the Besser Foundation agreed to frontload the first two years of their \$600,000 three-year commitment to the project, or \$400,000, to be payable in mid-January. This generous move allows the College to meet the \$3.35 million cash-in-hand match threshold required by the State to trigger release of its \$3.35 million share of the project. The Besser Foundation also formally agreed to release the proceeds of the Alpena Village money (\$340,500) for this project. Nick Brege is here tonight to discuss the significance of 400-level approval by DTMB.

#### Enterprise Software Solution Update

Jeff Blumenthal, co-director of the Office of Information Technology (OIT), has been working diligently with his team to clarify the path forward for ACC to provide a long-term robust enterprise software solution for students and staff that the College can afford. As part of this effort, Lisa Snyder, Director of Institutional Research, recently developed an in-house replacement for the campus management software, known internally as R25. This initiative will save the College over \$40,000 in implementation costs and approximately \$16,000 per year in licensing and maintenance costs. Many thanks to Jeff Blumenthal, Mark Grunder, Lisa Snyder, and the OIT team for their efforts in seeking out the best solution for ACC. Jeff Blumenthal is here tonight to provide an update on this essential process.

#### Website Accessibility Update

ACC's efforts to improve digital accessibility and comply with the Office of Civil Rights Resolution Agreement made great strides in December. Accessibility Team members Jess Ruppert and Sarah Burt managed a request for proposals process to secure auditing services for ACC websites and its learning management system. The results of the RFP were contracts with Siteimprove and Blackboard Ally for a combined first-year cost of \$16,900. These auditing services are integral to the Web Accessibility Plan because they will identify non-accessible content and facilitate remediation. Each service also has a training component which will help ACC staff and faculty improve digital content.

Implementation of the auditing services is under way. The Siteimprove service has been running for over a week and has already yielded valuable information related to the ACC website. The Blackboard Ally software is anticipated to be installed this week with full implementation by mid-January. Faculty training and a first audit of online course content will begin shortly after.

## Action Items

### 2.726 Proposed Changes to ACC Mission and Goals

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

The Alpena Community College Board of Trustees approves on first reading the proposed new Mission and Goals statements as proposed by the Strategic Planning and Budgeting Committee.

Ayes: 7. Nays: 0. Motion approved.

## Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. MacMaster pointed out that enrollment is going on now for Spring Semester and credit hours as compared to last year at the same time are nearly even. He anticipated the second half of the fiscal year would be tighter than the previous year.

New hires, terminations, and status changes from November 12 to December 10, 2018.

### New Hires

- None.

### Transfers

- None.

### Layoffs

- Fred Wenn, ESP2 Part-time Tool Room Attendant - Machine Tool, effective December 14, 2018.

### Resignations

- None.

### Retirements

- None.

The Gifts and Grants Report was showed the following activity for the time period of November 12 to December 10, 2018:

Total Donors:	83
New Gifts:	\$76,980
Pledge Payments:	\$1,075
New Pledges:	\$12,250

## **Board Discussion**

Chairman Briggs asked if the ACC trustees were available on February 8, 2019, to meet with the ACC Foundation trustees to share thoughts and information on projects of mutual interest. The ACC trustees agreed on the February 8 date and instructed staff to work out the details and communicate them to the pertinent people.

Trustee Gentry suggested the ACC trustees meet for a workshop session prior to the January Board meeting to discuss the proposed new Mission and Goals statements. The trustees agreed to meet at 6:30 p.m. on Wednesday, January 16, 2019.

## **New Business**

None.

## **Suggested Future Agenda Items**

During the discussion of the proposed new Mission and Goals statements Trustee Townsend asked that an action item for the second reading of the Mission and Goals be added to the January 2019 Board meeting agenda.

## **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting is Wednesday, January 16, 2019, 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 addition of the workshop session to discuss the proposed new Mission and Goals. The workshop will begin at 6:30 p.m. The regular meeting is expected to begin at 7:00 p.m.

## **Adjournment**

The regular meeting was adjourned at approximately 8:34 p.m.

Jay Walterreit  
Secretary of the Board of Trustees  
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