

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

January 16, 2019

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

On Wednesday, January 16, 2019, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

The meeting began at 6:00 p.m. with a workshop session to discuss proposed changes to the Mission and Goals statements.

Present: John Briggs, Joseph Gentry II, Lisa Hilberg, Susan Stender, and Florence Stibitz. Trustee Duncan joined the meeting at 6:05 p.m.; Trustee Townsend joined the meeting at 6:35 p.m.

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

Chairman Briggs began the workshop by introducing the topic of the proposed revisions to the Mission and Goals statements. After mentioning the previous Mission and Goals revision process in 2005 and noting the amount of time that had passed since then, Briggs suggested the Board could review the statements on a periodic basis.

Trustee Stibitz stated she appreciates the effort of the Strategic Planning and Budgeting Committee, but she is not in full agreement with the results of their work. She also agreed that periodic review of the Mission and Goals by the Board is a good idea.

Trustee Stender noted that she didn't think the proposed new statements were much different than the current statements, although she did point out the change related to the wording "community service."

Trustee Gentry stated that he had questions about the process used by the committee. He reminded the trustees how President Joynton consistently attributed College actions to the five College goals. He also expressed his opinion that the proposed statements are more general than the current statements, and that the current statements were worded to reflect the focuses determined to be important by the Board.

Trustee Duncan stated that her initial reaction to the proposed statements was that they were not much different from the current statements, and the proposed statements did not detract from the current statements.

Trustee Hilberg said she was interested to hear the discussion and reasoning behind the proposed statements. She wondered what kind of community input on the proposed statements would be appropriate. She noted the deletion of the word "partnerships" and wondered how the committee defined "compelling."

Chairman Briggs agreed that getting community input on the proposed new statements is desirable.

President MacMaster took a few minutes to explain how the SPBC came to take on the task of “refreshing” the Mission and Goals. He noted that Instructor Tim Kuehnlein and Administrator Dawn Stone first suggested the committee’s involvement in the project at the August 16, 2017, Board of Trustees meeting.

Trustee Gentry said the Board had spent a lot of time discussing goals 3, 4, and 5 when they revised the goals in 2005. The trustees were interested in supporting the Wellness Center, use of Granum Theatre for cultural presentations, and the promotion of global learning. They also were interested in promoting partnerships with Besser Company, the hospital, and electrical utilities in support of ACC academic programs. He expressed an interest in keeping those focuses, and noted the importance of the Board communicating their priorities to the president.

Chairman Briggs expressed his opinion that the Board’s values are better stated in the current goals.

Trustee Stibitz said she was concerned about the wording “community service” in the proposed Mission statement. She said groups like churches and service clubs use that type of language.

President MacMaster suggested it would be good for the trustees to hear the committee’s thoughts and explanations.

Chairman Briggs agreed that hearing from the committee should be the next step the Board takes in considering the proposed new statements. He suggested the proposed new statements be put on hold for now and a new first reading may be necessary. The trustees should do some homework on the process of how they would like to evaluate the new statements and be prepared to talk about their ideas at the February Board meeting.

President MacMaster asked if he should invite the committee to present information to the Board. Chairman Briggs said yes, and proposed a workshop session to have a casual conversation between Board and the committee about how the new statements were developed.

The trustees agreed to a workshop at 6:00 p.m. on Wednesday, February 20, 2019. The purpose of the workshop is to have a casual conversation with SPBC members about how they arrived at the proposed Mission and Goals statements.

Having finished the workshop discussion, Chairman Briggs recessed the workshop at 6:45 p.m. Meeting attendees were seated and the Board meeting reconvened at 7:00 p.m.

Trustee Townsend led the Pledge of Allegiance.

## **Approval of Agenda**

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

## **Approval of the Proposed Minutes from the December 19, 2018, Regular Board Meeting**

Trustee Stibitz moved to accept the proposed minutes from the December 19, 2018, regular board meeting; Trustee Stender 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; Chief Joel Jett, Alpena Police Department; Debbie Bayer, ACC administration; Richard Sutherland, ACC administration; Andrew Paad, ACC faculty; Karol Walchak; ACC faculty; and Beverly Banks; ACC faculty.

## **Communication(s)**

None.

## **Board Member and Subcommittee Reports**

Trustee Duncan noted the February 8, 2019, joint meeting between the ACC Board of Trustees and the ACC Foundation Board and reminded the trustees to R.S.V.P. to Barb Szczesniak if they had not already done so.

## **Student Report**

None.

## **Faculty Report**

Instructors Karol Walchak and Beverly Banks informed the trustees on recent Language Society activities and their efforts to raise money for the planned trip to Europe.

## President's Report

President's Report to the Board of Trustees  
January 16, 2019

### ACC Spring Semester Enrollment First Among Michigan's 28 Community Colleges

Enrollment data from January 14, 2019, showed that ACC is up 1.04% in credit hours compared to spring semester 2018, the only Michigan community college up in credit hours. Headcount is down .065%, or nine total students, currently leaving ACC \$156,607 ahead of budget projections for spring semester. According to MACRAO data assembled by community college registrars, comparable enrollment data from neighboring institutions is outlined below:

<b>Enrollment Spring Semester 2019</b>	<b>Credit Hours</b>	<b>Headcount</b>
Kirtland Community College	-8.9%	-6.9%
North Central Michigan College	-11.48%	-15.41%
Delta College	-7%	-6.3%
West Shore Community College	-11.6%	-9.5%
Northwestern Michigan College	-3.9%	-4%
Mid-Michigan College	-7.6%	-7.3%

Based on these numbers all around us, we feel grateful to be where we are in this challenging enrollment environment. Kudos to the entire staff for staying focused on enrollment.

### Integrated Postsecondary Education Data System (IPEDS)

The 2018 Integrated Postsecondary Education Data System (IPEDS) annually collects data from approximately 7,000 institutions that provide postsecondary education across the United States. IPEDS collects institution-level data on enrollment, graduation rates, retention, cost of attendance, faculty, staff, and finances. In this report, ACC's data is compared to the average of the nine other like-sized Group 1 Michigan community colleges: Bay, Glen Oaks, Gogebic, Kirtland, Mid-Michigan, Montcalm, North Central, Southwestern, and West Shore. Pertinent data points include:

Tuition and Required Fees	ACC: \$4,410	Comparison Group: \$4,530
Average Net Price	ACC: \$3,226	Comparison Group: \$5,868
Grant or Scholarship Aid	ACC: 80%	Comparison Group: 73%
Financial or Scholarship Aid:	ACC: \$5,351	Comparison Group: \$4,940
Associate's Degrees Awarded	ACC: 222	Comparison Group: 207
Retention Rates (fulltime)	ACC: 65%	Comparison Group: 58%
Graduation Rate (fulltime)	ACC: 35%	Comparison Group: 25%
Instructional Expense per FTE	ACC: \$7,463	Comparison Group: \$6,894

### Healthy Futures Start Here Update

A project milestone occurred this week as six full-time faculty with offices in Van Lare Hall completed office moves in time for spring semester. Margaret Ricker and Larry Thomson moved to the WCCT, Meghan Cameron and Mike Kelley to Besser Tech, and Dan Rothe and Lois Darga to the Newport Center. Forty-four instructional sections previously scheduled for Van Lare Hall found a new home across Johnson Street. Many thanks to the faculty who graciously accepted this move and to the instructors who have adjusted to teaching in new classrooms. These moves allow ACC maintenance staff to begin preliminary non-structural demolition work in the east wing of Van Lare Hall where the expanded nursing program will take up residence. Congratulations to Facilities Director Nick Brege and his team and VP for Instruction Debbie Bayer and her team for working together to deliver this timely outcome.

### Police Officers on Campus

City police officers Chet Spencer, Linnessa Mellberg, and Ethan Webster were formally introduced to staff on Tuesday, January 8. The three officers will take turns providing enhanced coverage of campus with particular focus on fall and spring semesters. Feedback by staff on this partnership between the Alpena City Police and ACC has been positive. An article regarding this development appeared in last Wednesday's *Alpena News*. Thanks to Chief Joel Jett and his staff for their presence on the ACC campus.

### **Action Items**

#### 2.727 Election of Board Officers

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

- a) The Board of Trustees approves the election of John Briggs as Chairperson of the Board of Trustees;
- b) The Board of Trustees approves the election of Thomas Townsend as Vice Chairperson of the Board of Trustees;
- c) The Board of Trustees approves the election of Susan Stender as Treasurer of the Board of Trustees;
- d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary of the Board of Trustees.

The term of office for all officers will extend through December 31, 2020, unless changed by official resolution of the Board of Trustees.

Ayes: 7. Nays: 0. Motion approved.

## 2.728 Authorization of Depository Accounts

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

The Board of Trustees authorizes appropriate College officials to execute all appropriate agreements to continue the existing financial relationships of the College with the following institutions for future relationships over the coming year:

mBank  
FirstMerit Bank  
Chemical Bank  
PNC Bank

Ayes: 7. Nays: 0. Motion approved.

## 2.729 Affirmation of Legal Council

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

The Board of Trustees affirms Wenzel Bennett & Harris, P.C. to serve as “Counsel of Record” through December 31, 2020, unless changed by official resolution of the Board of Trustees. It is understood that such designation does not restrict the capacity of the College to engage other firms to provide such legal services when appropriate officials of the College deem it necessary.

Ayes: 7. Nays: 0. Motion approved.

## 2.730 Affirmation of Auditor

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

That the Board of Trustees affirms Straley Lamp & Kraenzlein P.C. as external auditors of the financial activities of Alpena Community College, and to perform any other specialized services in the financial area that may be desired by the College. The length of service shall extend through December 31, 2020, unless changed by official resolution of the Board of Trustees.

Ayes: 7. Nays: 0. Motion approved.

#### 2.731 Purchase of Copiers

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

The Board of Trustees authorizes appropriate College officials to contract with Miller Office Machines to purchase three (3) Konica-Minolta Bizhub 808 copiers at a price not to exceed \$21,133.86.

Ayes: 7. Nays: 0. Motion approved.

#### 2.732 CNC Mill Purchase

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

The Board of Trustees authorizes appropriate College officials to contract with Gerotech, Inc., to purchase a Haas Mini Mill EDU at a price not to exceed \$21,485 plus shipping.

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. Vice President for Administration & Finance Richard Sutherland noted that credit hour enrollment for Spring Semester was positive and as a result the budget was in good shape.

New hires, terminations, and status changes from December 11, 2018, to January 10, 2019.

#### New Hires

- None.

#### Transfers

- None.

#### Layoffs

- None.

#### Resignations

- None.

#### Retirements

- None.

The Gifts and Grants Report was showed the following activity for the time period of December 11, 2018, to January 7, 2019:

Total Donors:	134
New Gifts:	\$28,184.00
Pledge Payments:	\$18,287.35
New Pledges:	\$5,550.00

### **Board Discussion**

Secretary Walterreit noted the new version of the Conflict of Interest Disclosure Form. Questions about how to use the form were addressed by VP Sutherland. Secretary Walterreit gathered the signed forms with the promise of delivering them to the appropriate ACC official

### **New Business**

None.

### **Suggested Future Agenda Items**

None.

### **Next Regular Meeting**

The next regularly scheduled Board of Trustees meeting is Wednesday, February 20, 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 a workshop session at 6:00 p.m.** for discussion with members of the Strategic Planning and Budgeting Committee regarding proposed new Mission and Goals statements.

The regular meeting is expected to begin at 7:00 p.m.

### **Adjournment**

The regular meeting was adjourned at approximately 7:48 p.m.

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