

## ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

January 17, 2008

The Alpena Community College Board of Trustees met for its regular January meeting on Thursday, January 17, 2008.

Chairman Briggs called the meeting to order at 6:57 p.m.

Present: John Briggs, Marc Ferguson, Judith Grenkowitz, Florence Stibitz, Thomas Townsend, and Paul Wedmeyer.

Absent: Joseph Gentry II

### Pledge of Allegiance

Chairman Briggs led the Board in the Pledge of Allegiance.

### Approval of Agenda

Member Townsend moved the agenda be approved as presented.

Ayes: Briggs, Ferguson, Grenkowitz, Stibitz, Townsend, and Wegmeyer

Motion carried. All ayes.

### Approval of December 20, 2007, Regular Board Proceedings

The December 20, 2007, Board proceedings were approved as presented.

### Introduction of Guests and Public Comment

Roger Witherbee addressed the Board regarding the proposed River Center designed to encourage tourism, education, and research.

### Communication

There was no communication.

### Board Member and Subcommittee Reports

Chairman Briggs updated the audience on the retreat held earlier in the day at the Combat Readiness Training Center.

### Faculty Report

Political Science/History instructor Tim Kuehnlein updated the Board on activities of various instructional departments as well as the Faculty Council.

### Student Report

Student Senate representative Emily Stone highlighted upcoming activities of the Senate including Habitat for Humanity and events scheduled for Homecoming week.

### President's Report

The President's Report follows as it was presented.

### Report to ACC Board

The Board received the following report from me last night at its regular meeting.

#### 1. Preliminary Spring Semester Enrollment Report

This spring ACC enters another semester of truly impressive enrollment gains. Today's record shows 2,013 students (up 15.36% from the same point last spring) enrolled in 20,214 credit hours (up 15.89%). Spring credit enrollments have never been higher since the closure of Wurtsmith AFB (though they rose to 19,491 in spring of 2003). The Huron Shores Campus has 174 students (level headcount) enrolled in 1,170 credit hours (up 7.73%). Other sites (mostly dual enrollment) have 149 students (up 30.70%) enrolled in 725 credit hours (up 28.55%). Online courses have 244 students (up 23.86%) enrolled in 932 credit hours (up 25.10%).

Congratulations to all ACC staff for the team effort it took to achieve such fine results and to our community members for recognizing and responding to the value of an ACC education. At present ACC leads, by a wide margin, all community colleges in Michigan in percentage gains of enrollment. Bay, Henry Ford, Kirtland, Mid-Michigan, and St. Clair County Community Colleges are jockeying for second place in the 10-11% range. Late registration will continue for another week, after which time a final enrollment report will be issued.

#### 2. Rural Homeland Security Earmark (Text from Press Release by Director of Public Information and Marketing Jay Walterreit)

Alpena Community College's Rural Homeland Security Education and Training Initiative was recently included in legislation signed into federal law by President George W. Bush. The earmark provides approximately \$244,000 for activities related to training first responders in Northern Lower Michigan and the Upper Peninsula.

The initiative was created to address the unique training issues faced by rural first responders, who often are volunteers and have to take time off of work and travel to

receive training. The Rural Homeland Security Education and Training Initiative's goal is to bring quality training to the first responders, thus ensuring they are able to meet the emergency needs of their communities.

ACC faculty and staff members Jim Makowske, director of specialized training, Mike Roy, criminal justice instructor, and Dale Suiter, criminal justice adjunct instructor, created the initiative and worked with legislators as it went through the legislative process.

"We want to ensure that rural first responders have the same quality of training as major metropolitan first responders," said Makowske. "Senator Debbie Stabenow championed this initiative with the support of Representative Bart Stupak and Senator Carl Levin, and we appreciate their efforts to make sure all the citizens of Michigan are protected by well-trained first responders."

"This funding will help Alpena Community College improve its rural first-responders program, which provides emergency management and first-responder training to assist rural communities throughout northern Michigan," said Senator Stabenow (D-MI). "Ensuring that our regional emergency personnel can better integrate with other departments and agencies plays a vital role in our state's ability to effectively respond to a state or national incident or crisis."

"Rural counties — like those of Northern Michigan — are just as important to our homeland security as urban and suburban communities," said Representative Stupak, (D-MI), "and we need to make sure they have the resources necessary to prepare for emergencies. Alpena Community College's Rural Homeland Security Education and Training Initiative will help provide our rural first responders the training they need to prevent, prepare for, respond to and recover from major events, including possible acts of terrorism."

Work on the initiative begins in the spring of 2008 when the earmark money is released. The first phase includes surveying the training status of rural Michigan first responders, surveying the available qualified trainers, establishing the courses, and beginning limited delivery of the courses.

### 3. ACC Foundation Scholarship Publication

The ACC Foundation has just published the 2008-09 edition of the booklet describing scholarships available for ACC students. The list of scholarships has grown significantly over the past year as a result of strong gains in Foundation fundraising. It reflects both the outstanding generosity of our community members and their confidence in the power of ACC education to transform individual and community life in a multitude of positive ways. Congratulations to the donors, to the Foundation Board of Trustees, and to Executive Director Penny Boldrey.

### 4. Wellness Center Update

In 2006, a three-year business plan for the Frederick T. Johnston Wellness Center was implemented. The following is a summary of the Center's results for FY07, organized by the three principal objectives of the plan.

Objective One: Increase student usage of the Center's facilities and services by 5% each year.

Results: Overall student usage for FY07 was up by 6.1% to 659 (unduplicated) students utilizing the center. This includes PEH 110/112 course usage of 175 students and service to approximately 60 student athletes. General student usage of the Center was up 26% while enrollment in PEH 110/112 courses is down 13%.

The increase in student usage and awareness of availability of the Center's facilities was created through promotion in registration updates, class schedules and new student orientations. Increased emphasis was placed on Wellness Center usage during on campus tours and events such as Career Pathways and open houses. Additional information regarding the Wellness Center has been distributed to all staff and placed in areas such as the library, counseling services and the Learning Center. Consequently, information has been more available to answer student questions.

The Learning Center personnel have been instrumental in conveying Wellness Center information along with other services available to the students during their visits with freshman classes.

Objective Two: Increase health awareness among faculty and staff and their usage of the Center's facilities by 3% each year.

Results: Faculty and staff usage of the center is up 86% over last year (from 14 to 26 individuals). Faculty/staff spouse and dependant usage of the Center is up 163% over last year (from 8 to 21 individuals).

In addition to Center usage, 114 staff members, spouses and family members participated in the "Let's Get Moving Northern Michigan" Employee Program. Several marched with the "Let's Get Moving Northern Michigan" float in the Alpena 4<sup>th</sup> of July parade, and all staff were invited to participate in the \$100 Golden Medallion Hunt.

Objective Three: Promote the Center in the community and increase community membership by 6% each year.

Results: Community usage included seniors, general populations under age 60 and special user groups (Alpena Public Schools, Alpena Regional Medical Center,

Community Mental Health, Catholic Human Services, and District Health Department). During FY07 the number of community users increased by 10% (from 410 to 453 members).

Results in community usage can be attributed to multiple factors:

1. Change in Hours of Operation – The Center has extended evening hours by one hour and has reintroduced Saturday hours. Saturday usage is up approximately 10% from the last time it was available in 2004.
2. Advertising – An advertising plan to run five advertisements for the Wellness Center in the Alpena News over the course of the fiscal year was implemented in August of 2006. Additional information was added to the ACC marquee sign and Channel 3.
3. Promotion to Partners - The Center has continued to promote a special partner in education fee to Alpena Public School (through pay roll deduction). This year the special rate was extended to the District Health Department, Community Mental Health and Catholic Human Services.
4. Change in Fee Structure – The center initiated a new fee structure changing from only semester-based schedule to offering annual, semester, monthly, weekly and daily fees.

Membership revenue (Wellness Center fees) for the 2007 fiscal year was projected to be \$21,423, representing a 2% increase over 2006 revenue of \$21,003. Actual revenue for FY2007 was \$22,651, representing a 7% increase.

The other revenue categories were as follows:

	FY2006 Actual	FY2007 Budgeted	FY2007 Actual	Increase/(Decrease)
Student Activity Fee	\$42,500	\$43,350	\$40,235	(5%)
PEH110/112 Tuition/Fees	\$62,026	\$63,267	\$67,596	9%
State Aid	\$54,808	\$55,904	\$51,264	(6%)
Total (incl. Membership Revenue)	\$180,337	\$183,944	\$181,746	0.8%

These increases have continued in the first half of FY08. Student usage is up 40% over the same period last year. Senior memberships are up 36% and community memberships have increased 71% over the first half of fiscal year 2007. Faculty/staff usage is up 4% this fiscal year.

To conclude the report, a comparison of ACC's Wellness Center with similar facilities at selected other Group I Michigan community colleges is attached.

Selected Group I Michigan Community College Wellness Center Comparison

	ACC	Westshore	Gogebic	Southwestern	Glen Oaks	North Central
Hours	M-Th 6am-8pm F 6am-5pm S 8am-12pm	MW 5:30am-9pm TTh 7am-9pm F 5:30am-8pm S 8am-12pm	M-Th 7am-8pm F 7am-4pm S 7am-11am	M-F 6am-6:30pm S 8am-12pm (Oct-May)	M-Th 8am-8pm F 8am-2pm S 9am-12pm	M-Th 6:30am-8pm F 6:30am-7pm S 8am-3pm S 11am-5pm
Weekly Total	71	77.5	65	66.5	57	79.5
User Groups	Students Staff Community	Anyone age 15 and up	Students Community	Anyone age 13 and up	Students Anyone age 16 and up	Students enrolled in physical education classes
Rates (semester unless otherwise stated)	Student/staff free Staff family \$20 Community \$70-115 Senior \$50 Day \$4 Week \$15 Month \$30	Student PE class tuition Senior \$41-57 Day \$5 Month \$35	n/a	Student \$75 Staff \$200 Community \$10 Year \$300	Student PE class tuition Community \$75 Day \$3 Month \$25 Year \$175	PE class tuition
Staffing	1 FT Director 1 FT Tech 3 Subs	1 FT Director 2 PT Techs		3 FT Staff Many Student Staff	1 FT Coordinator 4 Techs 1 Assistant 1 Clerk	1 FT Coordinator 5 Fitness Specialists
Equipment	8 treadmills 7 rowers 7 stair climbers 10 recumbent bikes 1 stepper 2 ellipticals 1 recumbent bike 14-piece weight training circuit Free weights Physioball	10 weight machines 6 treadmills 5 recumbent bikes 2 stair climbers 7 ellipticals 10 stationary bikes Free weights	1 weight machine Free weights Steppers Stationary bikes 1 elliptical	15 weight machines Free weights 6 treadmills 2 stair climbers 4 stationary bikes 1 elliptical	14-piece weight training circuit Free weights 5 treadmills 16 stationary bikes 4 rowers 2 stair climbers 2 ellipticals	15 weight machines Free weights 4 treadmills 5 ellipticals 4 steppers 2 recumbent bikes

Other Amenities	Gymnasium	Recreation center (open to public, additional fee) Racquetball court Gymnasium 2 tennis courts Pool	Pool (additional fee) Walking track Gymnasium	Gymnasium Racquetball court	YMCA on campus grounds	
-----------------	-----------	---	---	--------------------------------	------------------------	--

***Action Items***

2.402 Oath of Office and Seating of Elected Trustees

On November 6, 2007, electors of the College district returned incumbent Trustees Florence Stibitz and Thomas Townsend for additional six-year terms on the Board of Trustees of Alpena Community College. Following the election, the candidates completed the Oath of Office within the time established by statute. Their new terms of office began January 1, 2008.

Probate Judge Tom LaCross administered the following Oath of Office to Trustee Florence Stibitz and Thomas Townsend.

Oath of Office

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Trustees of Alpena Community College, Alpena and Presque Isle Counties according to the best of my ability.”

2.403 Election of Officers

Moved by Member Townsend

- a) That the Board of Trustees approves the election of John Briggs as Chairperson of the Board;
- b) That the Board of Trustees approves the election of Paul Wegmeyer as Vice Chairperson of the Board;
- c) That the Board of Trustees approves the election of Thomas Townsend as Treasurer of the Board;
- d) That the Board of Trustees approves the appointment of Elizabeth L. Spragg as Secretary of the Board.

A roll call vote was taken by the Secretary.

Ayes: Briggs, Ferguson, Grenkowicz, Stibitz, Townsend, and Wegmeyer.

Nays: None

Motion carried. All ayes.

#### 2.404 Authorization of Depository Accounts

Moved by Member Townsend that 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:

Citizens Bank  
First Federal of Northern Michigan  
Independent Bank  
National City of Michigan/Illinois  
Huron Community Bank  
Bank of Alpena

Ayes: Briggs, Ferguson, Grenkowicz, Stibitz, Townsend, and Wegmeyer.

Nays: None

Motion Carried. All ayes.

### ***Information Items***

#### 3.587 Financial Report

President Joynton reviewed the comparison of revenue and expense (year-to-year comparison) and a comparison of budget/actual revenue and expense with the Board. He also reviewed the quarterly financial report for October-December 2007.

#### 3.588 Personnel Report

The personnel report showed no additions/replacements; resignations; retirements; or others.

#### 3.589 Gifts and Grants Report

The gifts and grants report showed the attached activity.

#### New Business

None

Suggested Future Agenda Items

None

Next Regular Meeting: February 21, 2008

Adjournment

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Elizabeth L. Spragg  
Secretary of the Board of Trustees