

Alpena Community College Board of Trustees  
Official Proceedings

February 21, 2008

The Alpena Community College Board of Trustees met for its regular February meeting on Thursday, February 21, 2008, in the Roger C. Bauer Board Room, Room 400 of the Natural Resources Center, 665 Johnson Street, on the College campus.

Chairman Briggs called the meeting to order at 7:02 p.m.

Present: John Briggs, Marc Ferguson, Joseph Gentry II, Dr. Judith Grenkowicz, Florence Stibitz, Thomas Townsend, and Paul Wegmeyer.

Absent: None

Approval of Agenda

Member Townsend moved to approve the agenda with the addition of revised action items, 2.405 and 2.407.

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

Motion carried. All ayes.

Approval of January 17, 2008, Retreat Minutes and January 17, 2008, Regular Meeting Proceedings

The minutes of both the January 17, 2008, retreat and the January 17, 2008, regular meeting were approved as presented.

Introduction of Guests and Public Comment

The following guests signed the registry: Jim Baier, Oscoda; Neal Sweet, Oscoda; Phil Wenzel, Alpena News, Donna Putkamer, student; Carol Putkamer, ACC; Mark Curtis, ACC; Dick Sutherland, ACC; Mary Jane Thomson, ACC.

Jim Baier addressed the Board regarding his termination as an adjunct and had questions regarding the way it was handled. Chairman Briggs asked President Joynton to review the matter and report back to the Board.

Neal Sweet also addressed the Board in support of Mr. Baier.

Communication

None

### Board Member and Subcommittee Reports

*Property Subcommittee* – Member Townsend told the Board the Subcommittee is working on the sale or lease of East Campus.

*Presidential Evaluation Committee* – Chairman Briggs announced that Member Grenkowicz had agreed to chair the presidential evaluation committee with the assistance of Members Ferguson and Stibitz. Member Grenkowicz asked that the committee commit to meeting an hour before the regular March meeting. Chairman Briggs indicated a new presidential contract would be in place by June 30, 2008.

*Foundation Report* – Dr. Joynton included a Foundation update in his President's Report.

### Faculty Report

Matt Dunckel presented an update of faculty department activities.

### Student Report

None

### President's Report

The President's Report was presented as follows:

#### 1. MCCA Board of Directors Meeting

Trustee Stibitz and I represented ACC at the Michigan Community College Association Winter Board of Directors meeting on February 1-2 at Schoolcraft College in Livonia. We were joined by Facilities Director Tom Ludwig on the first day of the program for a security and emergency management workshop. From a series of presenters the main points of the workshop include:

- Develop a plan that fits the institution.
- The Family Educational Rights and Privacy Act (FERPA) should not be viewed as a serious impediment to the sharing of campus information among campus officials or appropriate third parties when there is a legitimate concern relating to campus safety and security. Unfounded FERPA-related inhibitions at Virginia Tech prevented parties who suspected trouble from collaborating before the shootings occurred last April.
- Forge advance agreements and conduct regular joint practice exercises with local law enforcement officials.
- Do not be stampeded into purchasing one of the many emergency notification systems that have suddenly been marketed after the Virginia Tech shootings.

- The Clery Act places three primary requirements on colleges: a) annual reporting of serious and selected other crimes, b) timely warning when there is a threat on campus, and c) maintaining a crime log.
- Campus killers act from four basic motivations: revenge, notoriety, a wish to solve unbearable problems, and an irreducible desire to kill and be killed.
- Presidents should appoint a compliance officer so that the college follows the National Incident Management System (NIMS) – a set of structures and procedures sanctioned in 2003 by Homeland Security Presidential Directive 5. The Incident Command System (ICS) is the centerpiece of NIMS.
- During a critical incident on campus, command of operations is initially held by a law enforcement executive and then transitions to the college president when the immediate threat is eliminated and the initial investigation is completed.
- Despite much pressure to make statements, presidents should release only minimal information to the media in the early stages of an incident. College public information officers should be trained on the specifics of handling emergencies involving violence and criminal behavior and should assist presidents when the time comes to bring more information to the media.

On the second day of the program, the Directors reviewed and acted on current MCCA legislative initiatives on matters affecting community colleges:

- Changing the community college match rate for capital outlay funds to support building projects from 50% to 25% (the current university level).
- Seeking authorization for community colleges to use bond financing to fund certain types of workforce training. (MCCA President Mike Hansen is scheduled to address the ACC Board in March on this topic.)
- Supporting permissive legislation for community colleges to offer bachelor's degrees in high-demand applied technology fields.
- Ending the Michigan Public Schools Employee Retirement System (MPERS) for new community college employees because of runaway costs and allowing colleges to move to a defined contribution (ORP) system for new employees.
- Affirming the current performance indicator system for distributing state aid to community colleges.

The Directors concluded by approving a new strategic plan for the Michigan Community College Virtual Learning Collaborative and listening to presentations on fund raising and on a St. Clair County CC China initiative.

## 2. ACC Emergency Plan

In the light of information received on emergency and security management at the MCCA workshop, it is important for the Board to know the essential points of the ACC plan:

- Unlike some of our sister colleges in urban areas with annual security budgets of over \$1 million, ACC does not maintain its own police force. The proximity and quick response

time of local law enforcement agencies continues to be a primary asset in ACC's management of campus security.

- ACC's official Emergency Management Team consists of VP Dick Sutherland, Director of Public Information Jay Walterreit, Director of Facilities Management Tom Ludwig, Dean of Student Affairs Max Lindsay, and me. Alternates are VP Mark Curtis and Director of Nursing Sue Weathers. At all times they and other ACC administrators carry laminated cards with multiple phone numbers for team members on one side and basic emergency instructions on the other.
- ACC's emergency plan is to follow the Emergency Procedures Manual, developed and updated with the guidance of City of Alpena Director of Public Safety Thad Taylor. Copies of the manual are in the offices of all Emergency Management Team members and several other locations around campus.

3. Final Spring Semester Enrollment Report

I have duly congratulated Mid-Michigan Community College President Carol Churchill for edging ACC out of first place in percentage of enrollment growth among Michigan community colleges:

Community College	Percent Change in Credit Hours	Percent Change in Head Count
Alpena	+13.25%	+13.66%
Mid-Michigan	+13.36%	+13.82%

A complete table on our final numbers is attached.

4. ACC Foundation Revenue for 2007

ACC Foundation Executive Director Penny Boldrey has brought me welcome news of a strong finish in fundraising brought by 21% increase of response to the year-end giving appeal. The Foundation progressed well in all of its funding categories last years, as the attached complete revenue table shows. Congratulations and thanks to all who have helped with this achievement.

5. "Alive at 55" – ACC History 1992-2007

Shortly after my arrival I learned of a project in progress to supplement the book published in 1992 for ACC's 40<sup>th</sup> anniversary with another publication covering the next ten years. Since a couple of years had passed since the ten-year mark, I proposed waiting another three and then coming out with a volume bringing us up through ACC's 55<sup>th</sup> year. Jay Walterreit has produced the work, which I am pleased this evening to bring to the Board, the staff, and the community.

*Action Items*

2.405 First Reading: Board Policy on Fund Balances (Revised)

Moved by Member Townsend that the Board approves on first reading the *Board Policy on Fund Balances* and instructs the president to make changes to identified verbiage as suggested by the Board for a second reading in March.

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

Nays: None

Motion carried. All ayes.

2.406 Bids: Carpeting for Huron Shores Campus

Moved by Member Stibitz that the Board of Trustees authorizes appropriate College officials to contract with Carpet One of Alpena, Michigan, to supply and install carpet as specified in the bid documents, to include four-inch cove base, at a price not to exceed \$29,633.00. Funds are made available out of the Maintenance Replacement Fund.

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

Nays: None

Motion carried. All ayes.

2.407 Millage Renewal and Restoration

Moved by Member Stibitz that

1. A special election of the registered school electors of the Community College District be called and held in each constituent school district on Tuesday, August 5, 2008.
2. The question to be submitted at the special election shall be stated on the ballots in substantially the form attached hereto as Exhibit "A". the Vice President for Administration and Finance is hereby authorized and directed to insert into the ballot proposition prior to the printing of the official ballots an estimate of the revenue from local property tax the Community College District will collect the first year of levy if the millage is approved and levied by the Community College. The Vice President for Administration and Finance is hereby authorized to make this estimate following consultation with the County equalization director and/or other local municipal officials.

3. On or before Tuesday, May 27, 2008, the Secretary of this Board shall file a certified copy of this resolution with the Community College's election coordinator (the Alpena County Clerk).
4. The Election Coordinator is hereby requested to utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in the form as set forth in Exhibit "B" attached hereto.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Trustees: Briggs, Ferguson, Gentry, Grenkowiz, Stibitz, Townsend, and Wegmeyer.

Nays: None

Motion carried. All ayes.

#### *Information Items*

##### 3.590 Financial Report

President Joynton and Richard Sutherland reviewed the financial report.

##### 3.591 Personnel Report

The personnel report showed one addition/replacement, no resignations, no retirements; or others.

##### 3.592 Gifts and Grants Report

The gifts and grants report is as attached.

##### New Business

None

##### Suggested Future Agenda Items

None

##### Next Regular Meeting

The Board agreed to change its regular March meeting from Thursday, March 20, 2008, to March 27, 2008, at 7:30 a.m.

Adjournment

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Elizabeth L. Spragg  
Secretary of the Board of Trustees

