

ALPENA COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL PROCEEDINGS

May 17, 2007

The Board of Trustees met in regular session on Thursday, May 17, 2007, in the Roger C. Bauer Board Room, 400 Charles R. Donnelly Natural Resources Center, on the College campus.

Chairman John Briggs called the meeting to order at 7:00 p.m.

Present: John Briggs, Marc Ferguson, Florence Stibitz, Thomas Townsend, and Paul Wegmeyer

Absent: Joseph Gentry II, Dr. Judith Grenkowicz

Pledge of Allegiance

Chairman Briggs led the Board in the Pledge of Allegiance.

Approval of Agenda

Moved by Member Townsend that the agenda be approved as presented.

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

Nays: None

Motion carried. All ayes.

Approval of Proceedings of the April 30, 2007, Regular Meeting

The April 30, 2007, Board Proceedings were approved as presented.

Introduction of Guests and Public Comment

Guests signing the register are as follows: Jay Walterreit, ACC; Phil Wenzel, Alpena News; Jewel Lancaster, ACC; Linda Suneson, ACC; Mary Jane Thomson, ACC; Monica Bushey, ACC; Amber Vesotski, ACC; Steve Lewis, ACC; Nicholas Bancroft, ACC; Laurie Wade, ACC; F. Thomas Winter, ACC; Kevin Sylvester, ACC; Mike Roy, ACC; Brenda Kelley, ACC; Mike E. Kelley, ACC; Roy Smith, ACC; Dick Sutherland, ACC; Todd Artley, ACC; Carol Putkamer, ACC; Jim Berles, ACC; Tom Gougeon, ACC; and Tim Onstwedder, ACC.

There was no public comment.

Communication(s)

None

Board Member and Subcommittee Report(s)

Paul Wegmeyer asked the Board for permission for Florence Stibitz and him to begin the process of the President's performance evaluation. The Board authorized them to proceed with the process.

Faculty Report

Coordinator/Counselor Technical Career Services Monica Bushey updated the Board on the activities of The Learning Center including the work of Student Support Services.

President's Report

The President's Report follows as it was presented.

1. Summer Enrollment

	2006 (Final)	2007 (In Progress)	Change (To Date)
Headcount	353	413	+17%
Credit Hours	1,734	2,318	+34%
Contact Hours	2,223	2,663.5	+20%

Among the factors moving ACC in a positive direction are these:

- Production of the summer schedule on time.
- A new on-line corrections officer program developed by Adjunct Criminal Justice Instructor Dale Suiter (36 students, some taking up to 12 credit hours).
- An increase in utility tech students for summer.
- More classes with staffing occurring earlier than last few years.
- A combination of May and June sessions of the same course, which has scheduling advantages for some students.

With the latest summer classes starting about a month from now, there is room for even more enrollment growth.

2. Service to Former Thunder Bay Manufacturing Company Employees

After the closure announcement by TBMC, I contacted ACC staff about serving former employees who wish to retain at ACC for other careers. Director of Specialized Training Jim Makowske is designated as point person to lead these efforts. He will work under the direction of Dean Don MacMaster, who organized assistance for former Fletcher Paper workers to receive educational benefits authorized by the Trade Adjustment Act. Contacts have been made with leadership of TBMC and Michigan Works to initiate the work. Today Mr. Makowske and Admissions Director Mike Kollien traveled to TBMC for a meeting with the office/administrative staff and then to The Eagles Club to speak with the 64 union members who have lost their jobs and distribute ACC application materials.

3. Full Ten-Year ACBSP Accreditation

When the Board met on April 30, I reported on initial but incomplete communication from the Association of Collegiate Business Schools and Programs indicating renewal of accreditation for ACC's business programs. As told in a nice article in today's edition of *The Alpena News*, the renewal of accreditation has been granted for a full ten years with no requirement of intermediate reporting. In the spirit of continuous improvement, the association recommended that ACC expand assessment of learning outcomes for all program activities (rather than some) and to expand efforts to gather stakeholder satisfaction with the programs.

My comments to the press were as follows: "One of five major goals for ACC established by the Trustees is to "achieve excellence in program areas of transfer, occupational/technical, developmental, community and continuing education." Although there are many measures of educational excellence, the most reliable involve standards set independently by professional organizations and then applied objectively by a commission of outside evaluators. The ACC business programs have been subjected to that kind of external scrutiny and have demonstrated adherence to rigorous criteria of quality. In other words, it's not just us saying how good we are; it's not just our friends; it's a group of experts who don't know us in any other way than by the data and evidence of excellence in our programs. Receiving a ten-year renewal of our ACBSP accreditation means that students can pursue business programs at ACC with confidence, and it enhances the transferability of our courses to other institutions. I commend the ACC faculty, staff, and administrators who conducted the review of our programs, especially Instructor Linda Suneson, who led the effort, and I congratulate them on the successful outcome of the review."

4. Update on Safety Committee Meeting with Thad Taylor

Members of ACC's Safety Committee met on May 10 with City of Alpena Director of Public Safety Thad Taylor to review the college procedures for responding to criminal and violent behavior on campus. Mr. Taylor noted that there is no explicit mention of responses to an active shooter in our procedures. Emergency responders have instructions to fire on active shooters without prior warning or negotiation.

K-12 schools are required by law to conduct lock-down drills to prepare for this scenario or any violent behavior on or near campus, but the law does not apply to colleges. There is currently no communication system at ACC that would make a lock-down practical. The number of windows and doors on our campus further complicates the feasibility of a lock-down.

There is potential for chaos in following our current procedures calling for persons on campus to protect themselves. Some would try to barricade themselves in rooms, while others would want to exit the building.

The one communication system across campus is the fire alarm. There's a possibility of altering the system so that there would be a separate tone alerting persons to a violent criminal situation. Then a plan that would follow the K-12 response could be composed and communicated. (Lock doors in rooms and exterior doors, close curtains, everyone be quiet and lie low, and slide red or green card under door for emergency responders to see. Red = situation in room that needs immediate attention; Green = situation OK.)

The current emergency communication system through local media now used for weather conditions could alert students off campus of a shooter problem and warn them not to come on campus.

Next steps are as follows:

- Facilities Director Tom Ludwig will contact WATZ to set up communications system for warning people off campus of an emergency involving violence on campus and directing them to stay away.
- Safety Committee will review K-12 lock-down plans with a view to applicability to ACC.
- Alpena Fire Department will be contacted to inspect status of first aid kits on campus.
- Mr. Taylor will return to a future meeting of the Safety Committee for discussion of K-12 lock-down plans after the committee's review. Mr. Taylor also agreed to an annual review of ACC's Emergency Procedures.

5. Results of First Endowed Chair Award

Biology Instructor Mark Milostan has delivered a report on the results of advancements to the biology program during his term (2005-06) as the first holder of the Dr. Russell H. and Fromilda Y. Wilson Endowed Teaching Chair. His major goal was to implement technology in the microbiology lab and transform it into a "Smart Lab." The technology includes a computer with wireless pointer and keyboard, a projector and screen, and document camera. All of this equipment is compatible with a digital microscope and USB microscope that he also recently acquired. Installation of the equipment was staged to follow completion of the Pathways NRC lab renovation during the summer 2006 Semester, and its use began in the spring 2007 Semester.

To document results of using the technology, Mr. Milostan solicited the written opinions microbiology students who used this technology for the first time. Of 33 students who received survey instruments, 21 completed and returned them. The student comments were very favorable. Mr. Milostan is positive that the technology enhanced learning and also stimulated greater use of the course website outside of lab, which helped students to master the learning objectives better.

Mr. Milostan concludes his report by saying: "I hope this approach to science lab instruction might also encourage my colleagues to at least consider doing the same for their laboratories. It is very doable if the initiative is there. ACC should strive to keep in step with other colleges and universities that utilize innovated ways to deliver cutting-edge instruction to students. We live in a computer age. I would also like to add one unexpected benefit of this project. I believe it has helped me to be a better instructor. By writing, organizing, and publishing to the website I developed in conjunction with the Smart Lab technology, it has forced me to update and critically evaluate my course content and instruction. I am motivated to continue to add, update and improve upon this foundation."

Congratulations to Mr. Milostan for the success of his project, and many thanks to Janet and Lucas Pfeiffenberger for providing the endowment for the chair award.

6. Testimony to Senate Community College Appropriations Subcommittee

On May 11 ACC students Scott Mikkelson and Danielle Mulvena and ACC graduate Greg Winter represented us in a hearing at Bay de Noc College in Escanaba that was conducted by Michigan State Senators Hardiman, McManus, and Clark-Coleman, who comprise the Community College Appropriations Subcommittee. The purpose of the hearing was to prepare the senators for making recommendations for state funding of community colleges in

the states FY08 budget. Our presentation focused on the value of the education each speaker received from ACC and the impact made by ACC on regional economic development.

The report in Saturday's *Escanaba Daily Press* included this passage: "Alpena Community College student Scott Mikkelson can relate [to previous testimony from a student who got a second chance at education by attending Bay College]. 'I was not the perfect student...but (at ACC) I felt that I was not just another number in their classroom.' He, too, excelled in a community college setting. Today, he is Alpena student senate president and works as a loan officer at a local non-profit development corporation."

After the testimony at Bay College I received this account from MCCA President Mike Hansen: "The two hearings held so far have been hugely successful, mainly due to the excellent testimony from students, faculty, and business people from your colleges who have given powerful and compelling stories about the great things going on at community colleges. I have heard this from Legislators, staff and guests, how valuable and important these hearings have been. Kudos to all of you who have participated and/or facilitated in the production of these meetings."

7. 2007 Nursing Graduate Kim Gerke Named Runner-Up

Attached are copies of the May 6 edition of the *Detroit Free Press* with a photo and article about 2007 ACC nursing graduate Kim Gerke, who was named as sole runner-up in the student section of the newspaper's Michigan Nurses of the Year Competition. Congratulations to Ms. Gerke and to the ACC faculty, staff, and administrators for the program excellence it takes to produce such a strong competitor.

8. Best Small Business Award for SBTDC Client

Also attached is an *Alpena News* photo and account of Bay Athletic Club's receipt of one of twelve awards given by Governor Granholm to outstanding new small businesses in Michigan at a recent awards banquet in Lansing. Bay Athletic Club owner Trina Gray is shown with Carl Bourdelais, director of the Small Business and Technology Development Center hosted by ACC, who assisted Ms. Gray with business and strategic planning prior to the successful launch of BAC. Congratulations to Ms. Gray and Mr. Bourdelais on achieving this distinction, which again demonstrates how, in keeping with College Goal 3, ACC does indeed "serve as a primary center for regional economic development."

Action Items

2.358 Finalize Millage Levy

Moved by Member Townsend that the Board of Trustees approves a maximum rate of 2.4373 for the period 2007-2008 subject to any appropriate reduction fraction provided to College officials from local equalization authorities. Such establish levy is to be applied to all property located within the College's taxing district and appropriate officials so notified.

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

Nays: None

Motion carried. All ayes.

2.359 Second Reading: Revised Board Bylaws

Moved by Member Stibitz that the Board of Trustees approves on second reading the revised Bylaws of the Board of Trustees of Alpena Community College.

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

Nays: None

Motion carried. All ayes.

2.360 Personnel Actions: Faculty

Moved by Member Wegmeyer that the Board of Trustees congratulates Ms. Heather Pines for a job well done in her work at the College and approves continued employment in a non-probationary status.

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

Nays: None

Motioned carried. All ayes.

2.361 First Reading: FY08 Budget

Moved by Member Wegmeyer that the Board of Trustees accepts the proposed budget as a first reading and continue communication with the President until final adoption of the FY08 budget in the June regular meeting of the Board.

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

Nays: None

Motion carried. All ayes.

2.362 FY08 Tuition and Fees

Moved by Member Stibitz that the Board of Trustees increase tuition at the College effective with the Fall semester as per the following plan:

	FROM	TO
In-District	\$76.00	\$80.00
In-State	\$114.00	\$120.00
Out-of-State	\$152.00	\$160.00

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

Nays: None

Motion carried. All ayes.

2.363 Resolution of Appreciation

Moved by Member Wegmeyer that the Board of Trustees adopt the attached Resolution of appreciation for Roy Smith and extends its sincerest best wishes to him for much continued success in all his future activities as a member of the Alpena Community College faculty.

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

Nays: None

Motion carried. All ayes.

3.566 Financial Report

President Joynton reviewed the financial report including a comparison of revenue and expense and a comparison of budget/actual revenue and expense.

3.567 Personnel Report

The personnel reported showed one addition/replacement and one change under other.

3.568 Gifts and Grants Report

The gifts and grants report showed the attached activity.

New Business

None

Suggested Future Agenda Items

None

Next Meeting

June 21, 2007

Adjournment

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Elizabeth L. Spragg
Secretary, Board of Trustees

3.568 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received between April 13, 2007 and May 3, 2007.

Alro Steel
AMA-Educational Service District
Besser Foundation
Jim & Penny Boldrey
John and Shawna Bushey
Steve Campbell
Mr. & Mrs. Gerald Fawcett
Agnes Ferguson
Shelly Garlitz
Mr. Leonard Garlitz
Russell and Debra Garlitz
Suzanne and William Geiersbach
Thomas and Lisa Hilberg
Olin & Patricia Joynton
Wayne and Jill Kowalski
Max Lindsay
Jerry and Barb Meek
David Miller Photography
National City Bank
Mary Schulke
Shouldice Designer Stone
Dr. Gerald Skiba
Denis J. Walterreit
F. Thomas Winter

TOTAL DONORS: 24

TOTAL GIFTS & PLEDGES: \$23,812.48

