

ALPENA COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL PROCEEDINGS

May 18, 2006

The meeting was called to order at 7:27 p.m. on May 18, 2006, in the Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 666 Johnson Street, on the College campus.

Present: John Briggs, Marc Ferguson, Dr. Judith Grenkowicz, Florence Stibitz, Tom Townsend and Paul Wegmeyer. Joseph Gentry II joined the meeting at 8:43 p.m.

Chairman Briggs led the Board in the Pledge of Allegiance.

Approval of Agenda

Secretary Spragg asked that the agenda be amended to include approval of the proceedings for April 20, 2006, Budget Workshop; May 4, 2006, Budget Workshop; and the May 4, 2006, Special Meeting. Secretary Spragg asked Property Subcommittee Members Briggs, Townsend and Wegmeyer to approve minutes for the April 20, 2006, Property Subcommittee meeting.

Moved by Member Townsend that the Board amend the agenda to approve all the minutes as presented and to approve the remainder of the agenda as presented.

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

Motion carried all ayes.

Approval of April 20, 2006, Regular Board Meeting Proceedings

Moved by Member Townsend that the Board approve the April 20, 2006, proceedings as presented.

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

Motion carried. All ayes.

Introduction of Guests and Public Comment

The audience contained the following guests: Dan Cary, ACC; Noel Curtis, ACC; Sharon Cole, 107.7 the Bay; Mike Markowski, WATZ; Max Lindsay ACC; Kerri Miller, ACC; Jay Walterreit, ACC; Dick Sutherland, ACC; Jason Witz, The Alpena News; Joe

Grochowski, Michigan Tech; Natalie Joynton, University of Houston; and Suzanne Weathers, ACC

There was no public comment

Communication(s)

None

Board Member and Subcommittee Report(s)

Property Subcommittee - Member Townsend updated the Board on meetings of the Property Subcommittee and indicated on Friday, May 19, the Subcommittee would meet to discuss the Alpena Village survey, as well as other pending topics. He indicated the Subcommittee expected the Alpena Village sale to be consummated by June 1.

The Harrisville Committee – Committee members reported a meeting had been scheduled for June 8 to discuss the divesting of the Constantine Estate with the Harrisville Advisory Committee.

The President’s Evaluation Committee – Member Stibitz indicated she would need the president’s evaluations returned to her by Friday, May 19. She indicated the Board would meet in closed session as requested by Dr. Joynton and report the results of the evaluation at the regular June meeting.

Faculty Report

None

Student Report

None

President’s Report

The President’s Report follows as it was presented.

1. Commencement

At my request Registrar Lori Dziesinski has provided the following data on ACC graduation numbers over a six-year period. The verification of successful spring candidate will be finished by the end of next week.

Year	Summer	Fall	Spring	Total
2005-06	57	55	233 candidates	Potentially 345

2004-05	62	67	214	343
2003-04	55	63	248	366
2002-03	47	69	242	358
2001-02	44	53	212	309
2000-01	47	48	180	275

My thanks go to Board members for their participation in the academic awards ceremony, the nurses' pinning ceremony, the honors breakfast, the commencement ceremony, and the employee recognition dinner. Also, I want to express my gratitude for all of the staff members who showed both individual dedication and strong teamwork in making sure that these events went well. I am very proud of the results and feel that we represented the best of ACC through these ways of celebrating our success.

2. Datatel Implementation

Registration of students for Fall 2006 classes has been proceeding well. E-Commerce software has been installed, which will enhance the payment process for both credit students and non-credit students. Staff members have received orientation on using this software. Work on configuration of degree audit is proceeding. Data conversion for course sections, accounts receivable, and student program enrollment history is moving along.

3. Pathways

- Robb Kennedy, Tom Bennett, Paul Dickinson, and I appeared this morning before the Joint Capital Outlay Subcommittee to receive approval for up to \$4.1 million for the project if necessary. The JCOS members approved the request unanimously.
- Tom Bennett estimates the timetable as "out for bids in late May and start construction mid to late June. We will have an approximate eight-month construction schedule. This late bid date will put us very tight for finishing NRC before school starts. We may have to phase some of the classrooms and their completion."

4. Buy Michigan First Event

ACC responded to a call from the Michigan Department of Management and Budget to host one of fourteen sessions to orient small business owners to contracting opportunities with the state. The other thirteen sessions are also located at community colleges, which indicates a healthy link in the minds of state officials between the work that we do and local economic development. Don MacMaster, Lee Spragg, and I put together lists of business owners to receive the invitation from the DMB to the event.

The event was held in the Granum Theater on May 10 for an audience of 50-60 participants, including ACC Foundation Board member Kim Thompson. DMB Director Lisa Webb Sharpe and I greeted the participants at the beginning of the program. Chief Procurement Officer Sean Carlson and Sue Schweim of the DMB office of purchasing operations provided the nuts and bolts on processes to secure state contracts.

On May 11, the *Alpena News* published a front-page article on the event. This is another way in which the College takes action to achieve the part of Goal 3 (Community Involvement) that says “actively contribute to regional economic development.”

5. ACC/Marine Sanctuary Collaboration

On April 29 at the Plaza Pool, I served as a judge for the Marine Sanctuary’s annual Remote Operated Vehicle competition for high school and junior high school students.

On May 9 I gave a report to the Marine Sanctuary Advisory Council, on which I sit as higher education representative and Dean Emeritus Chuck Wiesen sits as higher education alternate. Two main items comprised the core of my report.

a) A three-credit-hour ACC course called Underwater Archaeology will be offered for the first time this year in a one-week format (July 24-28). The course origins can be traced to initial discussions with Thunder Bay Marine Sanctuary Manager Jeff Gray and ACC Anthropology Instructor Richard Clute almost a year ago. Mr. Clute took the course development process to Lansing and worked with a team including

- Lynne Goldstein, chairperson, MSU Department of Anthropology
- William Lovis, professor, MSU Department of Anthropology
- Gail Vander Stoep, associate professor, MSU Dept. of Community, Agriculture, Recreation, and Resource Studies
- Brandon Schroeder, district agent, Michigan Sea Grant Extension
- Wayne Lusardi, state underwater archaeologist, State of Michigan
- Mark Holley, research associate, Center for Maritime & Underwater Resource Management (CMURM), and instructor for the new ACC course
- Ken Vrana, President, CMURM

The course was approved at the March 21, 2006, meeting of the ACC Curriculum Committee after a presentation by Social Science Department Chair Matt Dunckel. Two field trips are planned as part of the course, one to the Great Lakes Maritime Heritage Center and the other to the C. Patrick Labadie Research Collection at the Alpena County Library.

b) The Educational Talent Search Program at ACC has created a new summer day camp program for 7-10th grade students called “Set Sail.” The

program will run June 19-23. On Monday through Thursday, the students will spend mornings at the Marine Sanctuary and afternoons at ACC. Topics include

- Great Lakes maritime history
- Ship construction
- Information on a SCUBA diving and sea detectives program
- Nautical archaeology, artifact conservation, and shipwreck mapping
- Taste of college and healthy choices

On Friday, the students will take an expedition aboard the *Pride of Michigan* sea cadet training vessel.

6. Small Business and Technology Development Center Annual Report

Director Carl Bourdelais has distributed the SBTDC annual report for both the State of Michigan and Region 3, the eleven-county region in which he serves. Carl provided 710 counseling hours to 255 businesses, including local inventors, manufacturers, and a biotechnology firm. The featured business in Region 3 is A-Gem Enterprises, Inc., in West Branch. Carl assisted the new owner (a former employee) in making a successful offer to buy the business from the previous owners, who were ready to retire. The company produces \$1 million per year in revenue from the sale of gaming equipment and materials.

Carl has also started using the services of Regional Economic Models, Inc., to measure the total economic impact of the SBTDC Region 3 activities. The REMI analysis shows 82.5 jobs created, \$5.3 million additional sales growth, \$246,000 additional state tax revenue, and \$415,000 additional federal tax revenue over the past year as a result of SBTDC services.

7. ROI Special: CC Benefits Analysis

Speaking of measuring economic impact . . .

Among the components under discussion by the Michigan Legislature for performance-based community college funding is something called “Local Strategic Value.” To anticipate a call for data relating to this component, the Michigan Community College Association has contracted with CC Benefits, Inc., a firm that produces reports on regional socio-economic benefits generated by the presence of a community college. Under the terms of the MCCA contract, colleges are charged \$5,000 (discounted from \$7,000) for an individualized report. However, since Dr. Newport ordered a report just before I started, I was able to negotiate having an update done for ACC at no charge. The College has provided fresh information to CC Benefits, and we are awaiting the updated report. In the meantime, I want to summarize the data from the 2003 report.

- ACC delivered \$9.7 million over one year in direct salaries and benefits, operating expenditures, and capital expenditures to the five-county service area.
- Considering the advanced skills of workers, the accumulated value of ACC instruction since the inception of the College added \$35.2 million per year to the area's economy.
- For all exiting students, they were predicted to earn an average of \$4,848 more per year over 30 years for every year of ACC instruction, which translates into a \$5.3 million accumulated annual increase of earnings. Viewed another way, students enjoy a 22% annual return on their investment of time and money.
- State and local revenues to ACC totaled \$7.4 million during the analysis year. Greater amounts of education are correlated with lessened likelihood of smoking, abusing alcohol, drawing welfare, drawing unemployment assistance, and committing crimes. These factors cause taxpayers to enjoy a 9.5% annual return on this investment and recover all costs in 12.3 years.

We can use these figures as a baseline to compare the results of the current report when it arrives.

8. NCA Accreditation Activities

a) The facilitators for the Conversation Day event for all staff on March 14 have returned their observations to ACC. Some comments:

- Participants appreciated the opportunity to interact with colleagues with whom they do not normally work and saw healthy lines of communication open up across departments.
- They noted a sense of urgency to act on “quick fixes” compiled during the day and plan carefully to implement ideas in the “provocative propositions.”
- Results of Conversation Day and previous online Constellation Survey showed consistency in what ACC employees value most: learning and people.
- As reported to the Board in March, ACC employees are relatively critical of themselves (compared to other institutions), which indicates something on which to capitalize for improvement. 75% of employees were enthusiastic or very enthusiastic about implementing continuous quality improvement measures.
- In spite of the self-critical tendency, there was high alignment between things rated very important and things rated as done very well.
- As noted in the March Board meeting, 84% of employees are satisfied or very satisfied with their work at the College.

- Best quote of the day: “We must NOT go back to our own little cubicles and small worlds of the day-to-day. We need to keep in mind that we are all part of a larger community.”

b) The Accreditation Steering Committee is assembled, consisting of Roy Smith (co-director), Don MacMaster (co-director), Mary McLaren (secretary), Max Lindsay, Todd Artley, Nan Hall, Jeff Blumenthal, Chuck Tetzlaff, Jackie Witter, Tim Kuehnlein, Mike Kollien, and Jay Walterreit. The work of the committee has consisted mainly of reading of NCA manuals and locating existing documents supporting ACC’s compliance with the five criteria of accreditation:

- **Mission and Integrity:** The organization operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff and students.
- **Preparing for the Future:** The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.
- **Student Learning and Effective Teaching:** The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission.
- **Acquisition, Discovery, and Application of Knowledge:** The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.
- **Engagement and Service:** As called for by its mission, the organization identifies its constituencies and serves them in ways both value.

c) Jeff Blumenthal is setting up an online site for the committee’s projects using the Blackboard software developed for distance education instruction.

9. Annual Perkins Plan

The preliminary 2006-2007 Perkins III grant funding for Alpena Community College is \$165,583 and is matched by the College in the amount of \$165,583 for a total of \$331,166.

Special Populations Support -- \$161,964

- Assessment of reading, writing, and math competency skills
- Peer and professional tutoring
- Academic, career, and personal counseling
- Customized seminars provided in technical classes
- Workshops for academic and study skills

- Disability accommodations services to ensure equal access to students with disabilities
- Special Populations Coordinator/Counselor
- Monitoring for student success
- Assistance for students in obtaining financial aid, scholarships, and attendance cost funding
- Outreach to students, instructors, and community

Career and Technical Program Equipment -- \$158,468

Equipment and supplies are for direct instructional use by students and to modernize and update Alpena Community College's state approved career and technical programs. Currently, these programs at ACC are:

Auto Body Repair: Glass removal tool, metal blasters, impact guns, tool carts, grinders, cut-off saws, drills, ratchets, vacuum cleaner, and miscellaneous other tools/equipment	\$9,722
Automotive Service and Repair: Brake lathe and bore scope video equipment	\$12,500
Business Information Systems: Mobile ITV unit with cart	\$10,500
Business Management: No request	\$0
Computer Information Systems: No request	\$0
Computer Aided Drafting: Software upgrades	\$6,580
Concrete Technology: Concrete compression machine	\$37,600
Customer Energy Service & Electrical Maintenance Technician: Drill, reciprocating saw, portaband saw, fish tape, hydraulic EMT bender, clamp-on meters, circuit tester	\$16,270
Manufacturing Technology: Lathe and press brake	\$27,500
Network Administration: Network hub	\$5,180
Nursing: 9 laptop computers, human cadaver, spectrophotometer	\$30,916
Utility Technician: Volt test meter, 2 loadbreak adapters	\$1,700
Welding Fabrication: No request	\$0
Total	158,468

Program Planning and Development -- \$10,735

- Include occupational program advisory committees to assess and provide development advice for instructional programs.
- Technology training for faculty members.
- Provide for networking with colleagues from other colleges at TRENDS in Occupational Studies Conference.

10. ACC/SACC Articulation Agreement

Dean Roy Smith recently completed work on an articulation agreement between ACC and the Sault Area Career Center (SACC), a career and technical education facility of the Sault Ste. Marie public school system. The articulated grants credit in three ACC CAD courses for students who complete the Drafting and Design Vocational Certification at the SACC. This will make it more attractive for SACC graduates to continue their education at ACC.

Other institutions with articulation agreements with the SACC include Lake Superior State University, Ferris State University, Bay Mills Community College, and Bay de Noc Community College.

11. WCCT Partners Council Meeting

The WCCT Partners Council is comprised of concrete industry leaders with an interest in the WCCT who meet annually with representatives of ACC and WCCT to be updated on activities of the Center and explore new opportunities for its services. The Partners Council met on May 3; present were

- Jim Park and Kevin Curtis of Besser Company
- Dennis Hayes of Grace Construction Products
- Kurt Trump of Tarmac
- Jill Britt of Oldcastle APG Northwest, Inc.
- James Bachman of Lafarge Corporation
- Michael Carlson on Rinker Materials
- Eric Krebs, Bob Eller, and Vicki Cripps of the WCCT
- Dick Sutherland, Tim Onstwedder, and I from ACC

Main points of the meeting were as follows:

- Lower-than-anticipated expenses have put the WCCT \$5,168 in the black for the nine months of the FY06 fiscal year ending March 31 (\$19,901 ahead of budget).
- Blockmaker class enrollments are down by 94 from last year. The year is expected to end with a decrease of 50 enrollments. The decrease is attributed to plants running at accelerated schedules with little opportunity to pull workers away for a week of training.
- Kurt Trump made constructive suggestions for improvement in the Blockmaker program including running the Advanced Vibrapac class twice instead of once per year, put more emphasis on electronics and troubleshooting, and provide weekend activities for members of the three-week Plant Integration class.
- Student research projects and job interview schedule for graduates of the AAS Concrete Tech show signs of continued health in the program.
- An article by Kerrie Miller, "The Envy of Others," published in *The Concrete Producer* of August 2005, featured the AAS program in concrete technology.

- Kurt Trump was applauded for a \$50,000 donation from Tarmac to the WCCT that will be used for upgrading a laboratory.
- Bob Eller and Eric Krebs presented a strategic plan for the WCCT developed over the past year that included statements of vision, mission, goals, and benefits to the concrete industry. Among the goals are development of online courses, short specialty courses, on-site training, and increased marketing activities.
- A grant proposal to the National Concrete Masonry Education and Research Foundation for \$100,000 is in the final stages of approval. The activities proposed for the funding include recruiting, implementation of online courses, a 1+ 1 articulation program that allow completion of the AAS in concrete technology in two semesters and one week, and staff development.
- A grant proposal for \$828,000 over three years to the State of Michigan 21st Century Jobs Fund was reviewed. The activities covered by this grant would focus on research for the benefit of a Michigan for-profit company, EnviroProducts International, for development of systems that use industrial wastes as components of concrete products. Don MacMaster, Eric Krebs, and Bob Eller led the effort to get the grant application submitted.

Action Items

2.315 First Reading: FY07 Budget

Dr. Joynton presented the first reading of the FY07 budget and indicated new initiatives would be incremental. Member Wegmeyer questioned the \$15,000 figure for the Harrisville collection. Dick Sutherland indicated that figure represents the amount of dollars that would be needed to support the collection if the institution is unable to separate from the collection in FY07.

Chairman Briggs thanked Mr. Sutherland for the budget's good detail.

Moved by Member Stibitz that the ACC Board of Trustees accepts the proposed budget as a first reading and continue communication with the President until final adoption of the FY07 budget in the June regular meeting of the Board.

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

Motion carried. All ayes.

2.316 Tuition and Fees for FY07

Members of the Board expressed an interest in seeing a breakout of value versus dollars. Member Grenkowicz expressed her concern regarding a tuition increase, especially since

tuition was raised last year. President Joynton pointed out that our property tax base is limited and state aid is undependable. He indicated that only way to raise the dollars needed to operate the College is to boost tuition.

Moved by Member Townsend that the Board of Trustees increase tuition at the College effective with the Fall 2006 Semester as per the following plan:

	FROM	TO
In-District	\$72.00	\$76.00
In-State	\$108.00	\$114.00
Out-of-State	\$144.00	\$152.00

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

Motion carried. All ayes.

Member Gentry joined the meeting at this point.

2.317 First Reading: Communicable Disease Policy

Director, Nursing, Allied Health & Human Services Programs Suzanne Weathers conveyed the need for a new policy and satisfactorily answered questions regarding the policy change.

Moved by Member Stibitz that

1. Policy 3017 and Procedures 3018 be nullified,
2. That Policy 3017 be replaced with the following language:

In the event of a communicable disease outbreak or health threat, Alpena Community College will seek direction from or follow guidelines issued by the District Health Department #4 of the Michigan Department of Community Health.

And,

3. That College staff are authorized to develop procedures to implement the new version of Policy 3017.

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

Motion carried. All ayes.

2.318 Establish Millage Levy

Moved by Member Stibitz that the Board of Trustees approve a maximum rate of 2.4373 for the period 2006-2007 subject to any appropriate reduction fraction provided to

College officials from local equalization authorities. Such established levy is to be applied to all property located within the College's taxing district and appropriate officials so notified.

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

Motion carried. All ayes.

2.319 Personnel Actions: Faculty

Moved by Member Townsend that the Board of Trustees congratulate each of the following faculty members for a job well done during their probationary year and approve the following actions

Richard Arbic – continuing employment in a non-probationary status
Nicholas Bancroft – continuing employment in a non-probationary status
Meghan Cameron – continuing employment in a non-probationary status
Brenda Kelley – continuing employment in a non-probationary status
Jewel Lancaster – continuing employment in a non-probationary status

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

Motion carried. All ayes.

Information Items

3.424 Financial Report

Vice President Sutherland presented a comparison of revenue and expenses (year-to-year comparison) and a comparison of budget/actual revenue and expense. Mr. Sutherland responded to questions regarding the Financial Report to the satisfaction of the Board.

3.425 Personnel Report

The Personnel Report showed two additions/replacements, no resignations, and no retirements or other.

3.426 Gifts and Grants Report

The Gifts and Grants Report showed the attached gifts and pledges

3.426 Wellness Center Ramp-Up

Wellness Center Director Noel Curtis shared a presentation with the Board on the past activities of the Center, including extensive documentation of student, staff and community use. Member Townsend indicated he had heard complaints from the

community regarding the Center's hours and how limited hours make the use of the Center inconvenient. The Board asked Ms. Curtis to present a proposal for increasing use of the Center and how dollars could be raised to support her proposal.

New Business

None

Suggested Future Agenda Items

None

Next Meeting

June 15, 2006

Adjournment

The meeting was adjourned at 10:01 p.m.

Respectfully submitted,

Elizabeth L. Spragg
Secretary of the Board of Trustees