

Alpena Community College Board of Trustees  
Official Proceedings

June 19, 2008

The Alpena Community College Board of Trustees met for its regular June meeting on Thursday, June 19, 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 7:10 p.m.

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

Absent: Paul Wegmeyer

Approval of Agenda

Member Townsend moved to approve the agenda with the addition of revised action item number 2.423.

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

Nays: None

Motion carried. All ayes.

Approval of May 15, 2008 Board Proceedings

The minutes of the May 15, 2008, Board meeting were approved as presented.

Introduction of Guests and Public Comment

The following guests signed the registry: Mike Schultz, Timm Construction/Alpena Village; Kim Schultz, Timm Construction/Alpena Village; Dick Sutherland, ACC; Mark A. Curtis, ACC; April Ahlgren, WATZ; and Ashley Teffer, The Alpena News.

Communication(s)

None

Board Member and Subcommittee Report(s)

Property Subcommittee Member Townsend told the Board there would likely be a special meeting of the Board in early July to discuss East Campus.

President's Evaluation Ad hoc Committee Member Grenkowicz indicated the president's evaluation had occurred on time this year and there would likely be a discussion on the president's goal setting.

Chairman Briggs indicated the Board had given the president a favorable review and had set his salary on the Administrative F schedule at \$131,000. He also indicated the Board will execute a three-year contract for the president effective July 1, 2008. The contract will include notice parameters for both the president and the Board should the status of the president's employment change.

#### Faculty Report

None

#### Student Report

None

#### President's Report

The president's report follows as it was presented.

#### 1. Michigan Distinguished Woman in Higher Education Leadership Award

Last week I was present in East Lansing on June 10 when Instructor and Department Chair Mary Jane Thomson received the Michigan Distinguished Woman in Higher Education Leadership Award from the Michigan American Council on Education (ACE) Network for Women in Higher Education. Members of Mary Jane's family were there, as well as Dean Wendy Brooks and Foundation Executive Director Penny Boldrey, as part of a two-day Network conference. Mary Jane's acceptance speech focused on rising to the challenge of meeting the often-complicated needs of community college students.

#### 2. Merit Network Award for Community Building

On [June 13](#), MIS Co-Director Vicky Kropp received the 2008 Award for Community Building from Merit Network, Inc. during the Merit Member Conference in Ann Arbor. Her work to implement programs of the Alpena Fiber Ring Consortium was cited as a major factor in being recognized in this way. MIS Department colleagues Ann Schultz and Mark Grunder were present for the occasion.

#### 3. Alpena Village Update

Mike and Kim Schultz of Timm Construction are here this evening to brief the Board on recent developments at Alpena Village, which is rising from property sold by ACC for the purpose of access by residents of the senior retirement community to facilities and programs at the college.

#### 4. Online Education Plan

Vice President Mark Curtis will review the highlights of an attached online education plan that he has constructed with the assistance of ACC staff. This project fulfills one of six objectives for which I assumed responsibility for the period of January through June of the current year.

#### 5. Fund Balance Advancement Plan

In fulfillment of language approved as part of the Board's recently adopted policy, Vice President Richard Sutherland will present the current version of a plan to advance the general fund balance to 15% by the year 2018.

#### 6. Millage Election Preparation

- Campaign Co-Chairs Jim and Carey Rapin are meeting weekly with me.
- Citizens for ACC balance stands at \$2,758.
- Six-week lease will be executed for campaign headquarters downtown in Center Building. Announcement and ribbon cutting is scheduled for July 7.
- Data bases are being consolidated for July 7 postcard mailing.
- Information/advocacy plan includes two postcard mailings, buttons for distribution during Fourth of July parade, newspaper advertisements, posters, and banners.
- Rapins were first of several Talk of the Town guests.
- Thus far I have made presentations to Target, Chamber, and DDA Boards; Exchange, Boosters, Lions, and Optimists Clubs; ALL; Thunder Bay Marine Sanctuary Advisory Council.
- Upcoming scheduled presentations for me are with City Council, Friends of the Library, Alpena Board of Education, and Alpena County Board of Commissioners. Others, including township boards, are being scheduled.
- We are receiving many expressions of support, several formal resolutions, and no indications of opposition except for individual comment from one citizen.

#### 7. FY09 Perkins Grant Equipment Requests

VP Mark Curtis has collaborated with the department chairs to produce the following list of equipment purchases for FY09 requested for 50% match under the Perkins Grant program. Approval of our application is pending at this time.

<b>Program</b>	<b>Equipment/Item Description</b>	<b>Cost</b>
Auto Body	4 spray guns, 3 primer guns, 2 base coat guns, 1 gun cleaner 2) 16 sanders, 1 dent fix, 2 air nibblers, 1 air sander, 10 tool carts and 3) 1 battery charger	\$12,186
Auto Service	Snap-on Modis scanner w/low amp probe and CAN adaptor for the Computerized Engine Control Analysis course	\$8,200
BIS	2 laser printers for new computer labs that are being upgraded during the summer of 08	\$11,768
BIS	1) For the BIS-Medical Assistant Program, purchase 12 Certification Tests 2) For the BIS-Business Program purchase Microsoft Certified application Specialist (MCAS) exams, plus 3 SAM 2007 USER IDs (placement and test-out) for students	\$5,190
CADD	Renew ACC's annual subscription for Autodesk software, which is utilized within the CAD Engineering Technology AAS degree program, the CES certificate program, the Advanced CAD/CAM certificate program and electively in several other programs, such as Concrete Technology and Pre-Engineering.	\$6,580
CIS	1) Purchase 25 removable hard drives and the jackets to protect them 2) Purchase down cameras for two computer labs 3) Purchase of and upgrade to Adobe InDesign CS3, Acrobat and Photoshop Elements 4) Purchase a variety of networking equipment, switches, routers and mobile computer diagnostic device for virtual simulation	\$19,794
CIS	Purchase and administer a number of certification exams, 8 Windows XP exams, 8 A+ exams, 4 Server 2003 exams and	\$8,600

	5 Network + exams	
Concrete	Purchase pervious concrete finishing equipment, a Con-Cure ICE Cube 320T and a cement meter	\$10,800
Concrete	Purchase density certification training materials	\$3,000
Electrical App.	Purchase a wide variety of electrical components and hand tools: bread boards, jumper wire kits, MOSFET sets, soldering stations, wire strippers and screw drivers	\$1,000
MFG	1) Purchase a 5000M CNC control 2) Purchase a 5C Collet Indexer	\$20,000
Millwright App.	Purchase a shaft/coupling laser alignment tool	\$7,500
Nursing	1) Purchase audio-visual materials to support the obstetrics and pediatrics nursing courses 2) Purchase an audio-visual series of materials to support the nursing foundations courses 3) Purchase new DVD plays to run the materials mentioned above (currently we have only VCR players) 4) Purchase an oto/opthalmoscope and additional ECG caliper	\$16,000
UTT	Purchase a chain saw, gloves, protective leggings, a fuel can, chain hoist , voltage detector and stripper kit	\$2,200
<b>TOTAL FY09</b>		\$132,818
<b>TOTAL FY08</b>		\$134,268

Kim and Mike Schultz were present to address the progress of the Alpena Village project during the president's report.

Vicky Kropp was present during the president report to address the Board regarding her Merit Network Award for Community Building.

2.422 Second Reading: FY09 Budget

Moved by Member Townsend that the Board of Trustees accepts the budget as a second reading for FY09.

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

Nays: None

Motion carried. All ayes.

2.423 Bids: Van Lare Hall Roof

Item 2.423 originally sent in the Board packets was replaced with the following revised resolution as approved during the agenda approval section of the agenda.

Moved by Member Stibitz that the Board of Trustees authorizes appropriate College officials to contract with John's Home Maintenance to replace the whole roof of Van Lare Hall at a price not to exceed \$80,545.

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

Nays: None

Motion carried. All ayes.

2.424 Short-Term Borrowing Resolution

Moved by Member Stibitz that

1. Based upon expense considerations associated with publishing a notice of sale, as specified in section 309(2) of Act 34, Pubic Acts of Michigan, 2001, as amended, the Board authorizes the distribution of a solicitation for bids, without publication, to obtain bids under the terms of Paragraph 6 of this resolution.
2. This Issuer shall borrow the sum of not to exceed Six Hundred Thousand Dollars (\$600,000) and shall issue its note or notes (the "Notes") therefore. The Issuer hereby appropriates a sufficient amount of general fund monies when and as received to repay the principal of and interest on the Notes. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the principal and interest on the Notes, and in case of insufficiency of state aid, the Issuer shall pay the Notes from any funds legally available therefore, and, if necessary, levy taxes on all taxable property in the Issuer for the payment thereof,

subject to applicable constitutional and statutory tax rate limitations, all pursuant to Act 331.

3. Said Notes shall be dated as of July 2, 2008, or date of delivery, shall bear interest from the date thereof until paid at a rate not exceeding five percent (5%) per annum on the balance from time to time remaining unpaid, shall be in such denominations as the purchaser shall specify, shall be payable to the Registered Owner, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government, and shall be due and payable on January 30, 2009. If more than one note is issued, the Notes shall be numbered serially from 1 upwards. Such Notes may be designated, at the option of the purchaser thereof, as a "State Aid Note" or state Aid Notes."
4. The form of the Notes shall be in substantially the form set forth and attached hereto as Exhibit A.
5. Once the Issuer has either achieved qualified status under Act, 34, Public Acts of Michigan, 2001, as amended, or received prior approval for the issuance of the Notes from the authorized representative of the Department of Treasury, and based upon the determination of Paragraph 1 of this resolution, the Vice President of Administration & Finance (the "Vice President") of the Issuer is authorized to arrange for the sale of such Notes, provided that if more than one bid is received, such Notes shall be awarded to the lowest responsible bidder. The Notes shall be executed by the Chairperson and secretary of the Board. In the absence of the Chairperson or Secretary, the Treasurer or Vice Chairperson of the Board of Trustees may sign in their stead.
6. The form of solicitation for bids shall be in substantially the form set forth and attached hereto as Exhibit B.
7. If the Issuer has not achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, a member of either the administrative staff or the Board of the Issuer is hereby authorized and directed to file a certified copy of this resolution with the authorized representative of the Department of Treasury for and on behalf of the Issuer and an application for an order approving such borrowing and issuance of said Notes, if applicable, and to pay any applicable fee therefore.
8. The Board hereby designates the Notes of this issue as "Qualified tax-Exempt Obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986,

as amended, necessary to maintain the exemption of interest on the Notes from federal income taxation.

9. The Vice President is further authorized to approve the specific interest rate to be borne by the Notes (not to exceed five percent (5%) per annum), the purchase price of the Notes, and other terms and conditions relating to the Notes and the sale thereof, and is directed to execute a certificate accepting the interest rate and purchase price of the Notes on behalf of the Issuer.
10. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Vice President to cause to be filed with the Department of Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.
11. The Chairperson, Vice Chairperson, Secretary, Treasurer, President of the College are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.
12. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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

Nays: None

Motion carried. All ayes.

### ***Information Items***

#### **3.602 Financial Report**

President Joynton reviewed the general fund revenue and expense (year-to-year actual comparison) with the Board as well as the general fund revenue and expense (budget to actual comparison).

#### **3.603 Personnel Report**

The personnel report showed no additions/replacements, one resignation, one retirement, and no others.

#### **3.604 The Gifts and Grants Report**

The gifts and grants report showed the attached.

New Business

None

Suggested Future Agenda Items

None

Next Regular Meeting - August 21, 2008

Board Retreat scheduled for June 24, 2008

Adjournment

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Elizabeth L. Spragg  
Secretary of the Board of Trustees