

Alpena Community College
Board of Trustees
Regular Meeting Proceedings
October 18, 2007

The Alpena Community College Board of Trustees met for their regular meeting on October 18, 2007. Chairman Briggs called the meeting to order at 7:00 p.m.

Present: John Briggs, Joseph Gentry II, Dr. Judith Grenkowitz, Florence Stibitz, and Thomas Townsend. Paul Wegmeyer joined the meeting at 7:10 p.m.

Absent: Marc Ferguson

Pledge of Allegiance

Chairman Briggs led the Board in the Pledge of Allegiance.

Approval of Agenda

The agenda was approved with the addition of two new business items.

Introduction of Guests and Public Comment

The following guests signed the register: Jay Walterreit, ACC; Mark A. Curtis, ACC; Mark Sandula, Straley, Ilsley & Lamp P.C.; Terrence Yule, Straley, Ilsley & Lamp P.C.; Todd Artley, ACC; Kendall Sumerix, ACC; Sue Weathers, ACC; Barb Ellman, ACC Student Senate; Dick Sutherland, ACC; and Mary Jane Thomson, ACC.

Communication(s)

Chairman Briggs read a letter from Lt. Governor John Cherry, Jr. congratulating the College on the addition of the Fine Arts Center.

Board Member and Subcommittee Report(s)

Member Townsend reported no Property Subcommittee activity since the last meeting of the Board.

Member Stibitz told the Board that some Trustees have not yet returned their presidential evaluations and the process cannot move forward until all evaluations have been received. Chairman Briggs asked Member Stibitz to follow-up with Trustees who have not returned their evaluations so that the presidential evaluation can be completed ASAP. Chairman Briggs told the Board that all future evaluations of the President would be done on time.

Chairman Briggs reviewed highlights of the recent Board retreat.

Faculty Report

Mathematics/Science instructor Kendall Sumerix reviewed current activities of the Industrial Technology Department, Occupational Professions Department, Social Science Department, Language, Arts and Humanities Department, Math and Science Department, and the Faculty Council.

Student Report

Student Senate President Barb Ellman updated the Board on current Student Senate activities.

President's Report

Chairman Briggs reviewed the President's Report and it follows as it was presented.

1. January Addition to Nursing Class

I have approved a recommendation from VP Mark Curtis and Nursing Director Sue Weathers to admit 20 additional Level I nursing students this coming January. The State Board of Nursing has given clearance for this change, which will cause our students to receive a better clinical experience in the future at both levels. Admitting student twice a year will cause them to graduate twice a year, a change welcomed by regional employers who have openings throughout the year. The additional demand on the FY08 budget will be minimal.

As a side benefit to this innovation, ACC's hospital room lab will become available for use by Ferris State University on Saturdays for the next five semesters for cohorts of students in its respiratory therapy program, which has just been brought to Alpena. Ferris will be charged a modest rate for the use of this room. This collaboration is generating good will, helping to strengthen the relationship with our preferred and most compatible public university partner.

Vice President Dr. Mark Curtis was available to answer several Board questions regarding the January addition to the nursing class.

2. MCCA Board of Directors Meeting

On October 5-6 Trustee Florence Stibitz and I represented ACC at the Michigan Community College Association Board of Directors meeting hosted by North Central Michigan College in Petoskey. Here are a few highlights:

- a. Budget Update by Gary S. Olson, Director, Senate Fiscal Agency

- In the “known” category: October 16 payment to community colleges under continuation budget will include restoration for payment skipped in August and regular October payment (at FY07 rate). [Note: VP Dick Sutherland has confirmed the arrival of those payments on October 16.]
- In the “probable” category: 1% increase in aid to community colleges for FY08.
- Five-year record of state spending priorities:

**State Spending from State Resources Appropriations
Total Compared to Selected Budget Areas
(millions of dollars)**

Budget Area	FY 2002-03 Appropriations	FY 2006-07 Appropriations	Dollar Change	Percent Change
Community Health	3,259.4	4,776.1	1,516.7	46.5%
Corrections	1,655.6	1,872.7	217.1	13.1%
Human Services	1,199.6	1,235.8	36.2	3.0%
K-12 School Aid	11,334.6	11,682.5	347.9	3.1%
Community Colleges	310.9	260.7	(50.2)	-16.1%
Higher Education	1,839.4	1,705.1	(134.3)	-7.3%
Revenue Sharing a)	1,250.0	1,085.0	(165.0)	-13.2%
All Other Programs	5,171.0	5,093.1	(77.9)	-1.5%
Total State Spending	26,020.5	27,711.0	1,690.5	6.5%

Trustee Stibitz also attended the MCCA meeting and expanded on Dr. Joynton’s comments. She also shared other items of interest presented at the meeting.

Bond Financing for Job Training Presentation by Steve Ovel, Executive Director of Governmental Relations, Kirkwood CC, Iowa

Iowa, Missouri, and Kansas have achieved success in stimulating economic development through a program of general obligation bond financing for job training offered to new or expanding industries. The bonds are retired by diverting a portion of the new workers’ payroll taxes. Community colleges administer the training programs and receive overhead for that responsibility. MCCA is lobbying for legislation to move this forward in Michigan.

b. Customer Service Presentation by Bill Quiseng, General Manager, Inn at Bay Harbor

- The customer is paying for his experience, not yours.
- Remove the negatives from the customer’s experience (parking lot, restrooms).
- Positive experience enhancers: professional appearance, eye contact, use of customer’s name, greeters during registration and other events.

- Think like a customer.

c. MCCA Legislative Positions

- See attachment.

3. Civil Rights Audit Report

During the last four months ACC has complied with a request by the State of Michigan Department of Education to conduct a routine audit of civil rights policies, procedures, and practices. VP Dick Sutherland and HR Director Carolyn Losinski attended training to prepare for the audit and took the lead in gathering evidence of ACC's conformity with applicable laws, regulations, and standards. ACC hosted a team of site inspectors during September 18-21, and the team director has submitted her findings, which confirm ACC's good record of honoring the civil rights of individuals and complying with all major requirements. A few items of non-compliance were noted, relating to

- Written assurances regarding federal legislation.
- Designation of an employee to coordinate compliance activities.
- Additional communication via publications and signage of adherence to civil rights standards.
- Identification and assessment of students with limited English proficiency.
- Designation of van parking spaces wide enough for loading/unloading wheelchairs.
- Width of aisles, height of paper towel and soap dispensers.
- Installation of a cane-detectable feature in a hallway.
- Alternative University Center fire evacuation plan for hearing impaired students.

Our letter from Director Patty Cantu reads, in part: "I commend you and your staff for your efforts to improve the quality of your . . . education programs and your commitment to comply with the requirements set forth in the *Guidelines* and the supplementing regulations."

Action Items

2.394 Second Reading: Strategic Planning/Budgeting Policy

Moved by Member Townsend that the Board approves deletion of the concept paper and in its place approves on second reading a new policy on strategic planning and budgeting as worded below.

Strategic Planning and Budgeting Policy

At the direction of the President, Alpena Community College shall follow an annual strategic planning and budgeting process in order to set objectives and marshal resources necessary to achieve the College mission and goals enacted by the Board of Trustees. The formal process shall

- 1. Originate with the Strategic Planning and Budgeting Committee comprising representatives from all employee units with meetings open for all employees to attend.*
- 2. Gather relevant information from both internal and external sources, subject it to analysis, and incorporate it in the formulation of general operating fund recommendations with as much consensus as possible.*
- 3. Conclude with recommendations in time for review and action by the Executive Council and subsequently by the President.*

After acting on strategic planning and budgeting recommendations, the President shall present a balanced, comprehensive annual budget to support objectives of the highest priority for approval by the Board of Trustees prior to the start of the fiscal year.

These elements represent the College's compliance with relevant criteria for accreditation published by the Higher Learning Commission of the North Central Association.

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

Nays: None

Motion carried. All ayes.

2.395 Second Reading: Policy of Posting of Grades

Moved by Member Stibitz that the Board of Trustees approves on second reading the Posting of Grades policy as worded below.

Posting of Grades Policy

The posting of grades for the purposes of efficiently and effectively transmitting information to students about their academic progress is permitted providing that it protects the identity of each individual on the posting. The use of social security numbers, college-issued student ID numbers, names, and initials or parts thereof, as a means of student identification, are prohibited in the posting of grades. The use of

random numbers confidentially assigned to an examination or student may be used as a means of identification for the purposes of posting grades.

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

Nays: None

Motion carried. All ayes.

2.396 College Audit

Moved by Member Gentry that the Board of Trustees accepts the financial report and approves the fiscal year 2007 audit as submitted by Straley, Ilsley, \$ Lamp, P.C., and commends all parties for their dialogue and exactness in assuring the audit has been produced in full compliance with state law and the new principles of accounting as adopted by G.A.S.B. It is further noted that appropriate officials at the College are directed to communicate the results of this important process to all interested parties.

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

Nays: None

Motion carried. All ayes.

2.397 Campus Master Plan

Moved by Member Wegmeyer that the Alpena Community College Board of Trustees authorizes staff to submit master planning documents as described in the preamble to the resolution to the State of Michigan for consideration of capital outlay funding during the period 2009-2013.

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

Nays: None

Motion carried. All ayes.

NEW BUSINESS

2.398 Bid: Fiber Fusion Splicer Kit

Moved by Member Townsend that the Board of Trustees authorizes appropriate College officials to contract with Kendall Electric of Alpena Michigan to provide a fiber fusion splicer kit at a price not to exceed \$19,855.88 as part of the Perkins equipment purchasing program.

Electrical/Utility Technician Training instructor Todd Artley was present to answer questions about this piece of equipment. Mr. Artley showed the Board a piece of wire containing fiber and explained how the Fiber Fusion Splicer Kit would be used to connect microscopic fiber cable.

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

Nays: None

Motion carried. All ayes.

NEW BUSINESS

2.399 First Reading: New Policy on Spending Threshold for Board Approval

Moved by Member Stibitz that the Alpena Community College Board of Trustees approves on first reading a new policy on spending threshold for Board approval as worded below.

The Alpena Community College Board of Trustees shall approve by specific action all major expenditures of \$15,000 or more. Included within the scope of the policy are expenditures typically viewed as one-time and biddable, such as equipment, software, and periodically renewed service contracts. Excluded are regular payments to maintain long-term service relationships such as legal fees and utility payments.

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

Nays: None

Motion carried. All ayes.

Information Items

3.579 Financial Report

Administrative and Finance Vice President Richard Sutherland discussed both the revenue and expense year to year report, and the budget/actual revenue and expense report. Mr. Sutherland also reviewed the consolidated statement of financial position for the three months ending September 30, 2007.

3.580 Personnel Report

The personnel report showed three additions/replacements; two resignations; no retirements or other.

3.581 Gifts and Grants Report

The gifts and grants report showed the attached activity.

New Business

Two new business items were considered during the action item portion of the agenda.

Suggested Future Agenda Items

None

Next Regular Meeting

November 15, 2007

Adjournment

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Elizabeth L. Spragg
Secretary of the Board of Trustees

Gifts and Grants Report

This report reflects the following activity for pledges and gifts received between September 6, 2007, and October 2, 2007.

ABS Homes, Inc.
ACC ESP I and II
Carlene Aliferis
Alpena Agency, Inc.
Alpena Alcona Area Credit Union
Alpena Beverage Company, Inc.
Alpena Country Club
Alpena Electric Motor Service
Alpena Ice-Diggers
Alpena Jr./Senior High Recreational
Basketball
Alpena Print Master
Todd Artley
Ball Tire & Gas, Inc.
Roger and Mary Jane Bauer
Mark Beins
Jim & Penny Boldrey
Boldrey, Senchuk, Rouleau &
Williams, CPA's
Bob and Helen Bonczyk
Carl Bourdelais
Wendy Brooks
Carl and Barb Chrzan
Thomas DesRocher
David Dixon
Sandy Eastway
Jacquelyn Granum
Thomas Grueter
William Harris Estate
Hoitenga & Behl, DDS
Huron Distributors, Inc.
Randy and Tracy Jerome
Jimmy John's
Olin & Patricia Joynton
Kettering University
Lafarge North America - Presque Isle
Quarry
Owen and Marion Lamb
Thomas and Mary Lappan
James Mazrum
Frank and Judy McCourt
Mike McMasters
Mid Michigan Body Parts, Inc.
Ronald Misiak
Michael A. Misiak
Timothy Muszynski

National City Bank
Michael & Elaine Orr
Panel Processing, Inc.
James Park
Pepsi-Cola Company
Pizza Hut
Charley Rosebush
Mary Schulke
Pete Skiba
Michael Skrypec
Roy Smith
Philip Straley
William Talaski
The Headache & Pain Center
Kim and Sharon Thompson
Gary R. Tuohy
Dr. William Walker
Denis J. Walterreit
Weinkauf Plumbing & Heating
Werth Electric, Inc.
Debra Winter

Total Donors: 64

Total Gifts & Grants: \$30,060.21