

ALPENA COMMUNITY COLLEGE  
BOARD OF TRUSTEES

Official Proceedings

October 20, 2011

The Alpena Community College Board of Trustees met for its regular October meeting on October 20, 2011, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, on the College campus.

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

Present: John Briggs, Teresa Duncan, Joseph Gentry II, Lisa Hilberg, Florence Stibitz, and Tom Townsend.

Absent: Marc Ferguson

Present at the Board Table: President Olin Joynton and Board Secretary Elizabeth Spragg.

Pledge of Allegiance

Chairman Briggs led the Board in the Pledge of Allegiance.

Approval of Agenda

Member Stibitz moved to approve the agenda.

Ayes: Briggs, Duncan, Gentry, Hilberg, Stibitz, and Townsend.

Nays: None

Motion carried. All ayes.

Approval of Official Proceedings

Proceedings for the September 15, 2011, Board Workshop and September 15, 2011 Regular Meeting were approved as presented.

Introduction of Guests and Public Comment

The following guests signed the register:

Paul J. Wolne, Wellington Township; Tim Onstwedder, ACC faculty; Jamie Miler, Student Learning Commission; Rose Prell, Student Learning Commission; Mark Sandula, Straley, Ilsley & Lamp, P.C.; Kevin Sylvester, ACC faculty; Tim Kuehnlein, ACC faculty; Roy Smith, ACC faculty; Mary Linton, ACC faculty; Melissa LaCross, ACC faculty; Monica Bushey, ACC faculty; Jane Speer, ACC faculty; Brendan Fleishans, ACC ESP; Judy and Gene Motley, Henry's Gardeners; Jackie Olsen, Henry's Gardeners; Henry Stibitz; Heather Pines, ACC faculty; Sven

Pearsall, ACC faculty; Matt Dunckel, ACC faculty; Bonnie Plowman; Bonnie Rembowski; and Audrey Julian, ACC faculty.

Paul Wolne addressed the Board regarding the elimination or reduction of personal property tax support to local units of government under Senate Bill 34

Action item number 2.510 Resolution of Appreciation was moved to this point in the agenda.

Moved by Member Townsend that the following resolution be adopted:

**WHEREAS**, letters to the editor, community comments, and praises from students, faculty and staff, have been heard concerning the extraordinary flower beds that adorn the median and pathways leading to Johnson Street as well as other areas throughout campus;

**WHEREAS**, Dr. Henry Stibitz and the Alpena Garden Club have grown all the flowers in the Madeline Briggs University Center garage throughout the winter in anticipation of planting them on ACC's campus in the spring;

**WHEREAS**, last year the Alpena Garden Club sold vegetable plants to raise \$500 to purchase seeds to grow the flowers used in this year's plantings;

**WHEREAS**, the Alpena Garden Club sold vegetable plants last spring to raise \$700 to purchase seeds to grow all the flowers that will be used on campus next year;

**WHEREAS**, Dr. Stibitz leads a troop of volunteers each year to prepare the ground and place the plants in the beds on campus;

**WHEREAS**, these volunteers are seen cultivating and tending the flowers, always with a smile on their faces and a cheerful word for those passing by;

**WHEREAS**, Dr. Stibitz, the Alpena Garden Club, and other volunteers perform a great public service for our community, and have the gratitude of the College President, Board of Trustees, faculty, and staff of Alpena Community College;

**WHEREAS**, the President has honored Dr. Stibitz and his gardeners at an appreciation luncheon held earlier today on campus;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Alpena Community College unanimously extends its sincerest appreciation to Dr. Henry Stibitz, the Alpena Garden Club, and all the volunteer gardeners for their work in growing, organizing the planting, and cultivating the flowers adorning the campus, and thereby contributing significantly to the quality of life both at the College and in the community.

Ayes: Briggs, Duncan, Gentry, Hilberg, Stibitz, and Townsend.

Nays: None

Motion carried. All ayes.

### Communication(s)

None

### Board Member and Subcommittee Reports

Member Stibitz updated the Board on a recent meeting with Alpena Public Schools.

Member Townsend reported the Property Subcommittee had not met since that last meeting of the Board.

### Faculty Report

Concrete Tech instructor Tim Onstwedder delivered the faculty report highlighting the Concrete Tech program.

### Student Report

Student Learning Commission members Jamie Miller and Rose Prell reported on the activities of the Commission.

### President's Report

The President's Report follows as it was presented.

#### 1. IPEDS Report (attached)

Again this year ACC staff members have assembled and submitted information for the US Department of Education's Integrated Post-Secondary Education Data System (IPEDS), a requirement for any institution receiving federal funds. Although the results can be reported out in dozens of different ways, the most useful way enables us to track ACC's performance against benchmarks set by the other nine comparably-sized (Group 1) community colleges in Michigan.

The 2011 report covers performance during the 2010-11 academic year and brings to light the following comparisons:

- ACC's 12-month unduplicated headcount of 2,791 (up 187 from a year ago) continues to be smaller than the Group 1 median figure. However, our fall full-time student number of 1,180 is larger, with the part-time student number of 900 being correspondingly smaller. These differences continue a three-year trend and affect our graduation rates positively.
- ACC has a lower percentage of women students (56%) than its peers.
- With 326 degrees awarded (up by 60) and 153 certificates (up by 15), ACC far outstrips its Group 1 peers.
- Consequently, ACC graduation rates also far exceed those for peer colleges, with 31% of its first-time, full-time students completing certificates or degrees within 150% of the prescribed time, compared with an average of 16% for the other schools.

- The ACC yearly tuition and fees rate of \$3,280 continues to remain higher than the Group 1 benchmark. ACC's low property tax revenue causes its tuition and fees to be higher.
- Both the percentages of ACC students on financial aid and the dollar amounts they accessed exceed those at other schools. These measures confirm the effectiveness of our financial aid office personnel and the significant scholarship assistance from the generous donors to the ACC Foundation.
- The use of financial aid results in a vastly lower net price of attending ACC – only \$711 per student on average – compared with the \$5,919 average at the other nine colleges.
- In the faculty, administrative, and support staff categories, ACC is better staffed than sister Group 1 institutions, with the widest margin appearing in the faculty ranks.
- ACC full-time nine-month faculty salaries are \$8,801 (16%) above the median figure for peer colleges.
- Compared with other Group 1 colleges, ACC derives more revenue from tuition, fees, state appropriations, and government grants while deriving far less from local property taxes.
- ACC expends more per student on instruction, public service, institutional support, and student services than the peer colleges while expending less on academic support and other core functions.

Overall, these comparisons tell a story of ACC resources focused on the core business of instruction and students persevering to complete their programs. It takes a great deal of work for ACC staff to feed our numbers into IPEDS, so our thanks for fulfilling this responsibility are due to Robert Roose, Lisa Snyder, Vicky Kropp, Don MacMaster, and Richard Sutherland.

## 2. Trade Adjustment Act/Community College Career Training Grant

On September 26 Alpena Community College received word of being the only community college in Michigan to receive a training grant under the TAA/CCCT program administered by the US Departments of Labor and Education. Under the title "Sustainable Solutions for Northeast Michigan: Green Jobs and Clean Energy," the grant provides \$2.835 million for ACC to

- Create an online certificate program in Concrete Studies with emphasis on ready-mix and masonry.
- Develop a certificate or associate of applied science degree for lab process technicians and plant maintenance technicians (a cooperative venture with the American Process, Inc., cellulosic bio-refinery in Alpena).
- Provide a 300-hour sustainability and green building design training course.
- Provide training on installation, maintenance, and troubleshooting of wind, solar, and geo-thermal systems which could be made into a credit certificate or associate of applied science degree in ACC's Customer Energy Service program.

- Offer coursework delivered in conjunction with the U.S. marine sanctuaries network, which may eventually lead to a for-credit associate of applied science degree (in cooperation with the Thunder Bay National Marine Sanctuary).

Dean of Workforce Development Don MacMaster, who wrote the grant application and who will administer the grant, is present this evening to brief the Board on implementation progress to date. Among the recent developments, he has made progress with Gabe Schneider, regional director for US Senator Carl Levin, on making special provision for returning US service members to access the training to ease their transition to civilian life.

In a related matter, in his capacity as director of the World Center for Concrete Technology, and with the assistance of WCCT secretary Barb Szczesniak, Don has organized two on-the-ground Blockmaker training classes populated with 40 industry workers from Mexico – the first last month and the next coming in November.

### 3. Michigan Community College Association Board of Directors Meeting

Trustee Stibitz and I represented ACC at Muskegon Community College during October 7-8 for a meeting of the MCCA Board of Directors. Highlights of the business conducted were as follows:

- Applications of digital consumer experience analytics to community college research on levels of student, employer, transfer university, and community stakeholder satisfaction, presented by Vice President David Lewan of ForeSee, Inc.
- Total quality improvement programs that led to attainment of the Baldrige National Quality Award by Richland College, presented by President Emeritus Steve Mittelstet.
- Federal legislative update by Vice President David Baime of the American Association of Community Colleges.
- Renewable energy and advanced Battery programs at Muskegon Community College (panel discussion).
- Action by the Board of Directors on a variety of Michigan legislative topics.

### 4. K-12 Partnership Upgrade

Trustees Stibitz, Duncan, and Hilberg have worked with Dr. Curtis and me on several dimensions of ACC's efforts to upgrade its partnership with the twelve K-12 systems in our service area, beginning with Alpena Public Schools. APS Superintendent Brent Holcomb, Principal Matt Poli, and Director Joyce McCoy participated in our most recent October 10 work session, during which we:

- Affirmed the validity of 14 current modes of partnership with regional K-12 systems (see attached list).
- Discussed the option of an ACC room at AHS.
- Reviewed dual and direct credit programs for high school students to earn college credit before graduation.
- Lent support for more AHS Career and Technical Education to migrate to ACC.
- Planned for early Compass testing and math remediation for AHS students.
- Commissioned an alignment check for end-point AHS and beginning-point ACC competencies.

## 5. Accreditation Visit to Sauk Valley Community College

While in Texas I was active in accreditation work for the Southern Association of Colleges and Schools (SACS), which not only represents service to the profession but also some of the best professional development to be found. Last November I trained to be a consultant-evaluator for the Higher Learning Commission, and last month I completed my first assignment at Sauk Valley CC in Illinois, about 100 miles west of Chicago. I joined three other colleagues from Colorado, Wisconsin, and Arkansas in reviewing SVCC documents supporting its bid for another ten years of accreditation and then visiting the campus for three days to inspect facilities, interview Trustees and staff, and read more documents.

SVCC is situated on the Rock River equidistant from three towns about the size of Alpena where manufacturing industries have mostly departed and economies are in transition. The region's demographic and socio-economic indicators are quite similar to ours, other than 10% more college graduates due to Northern Illinois University being only an hour away. SVCC enrolls about 20% more students than ACC and employs 48 full-time faculty members, with an operating budget of \$13.7 million and fund balance of \$3.1 million. State funding has dropped to 26%, and distributions have been late as the state deals with its budget shortfalls. The physical plant consists of a well-maintained, rectangular, three-story single building, somewhat resembling a shopping mall, built in 1971 and currently being renovated on the technical program end.

The college's self-study (cited by permission of President George Mihel) tells the story of significant improvements over the past ten years in strategic planning, faculty ownership of curriculum, assessment of learning outcomes, and budget management. During our consultations with them, the faculty and staff members reported a high level of teamwork that helps to make service to students and community members go well. It was a pleasure to announce, in the visiting team's exit interview, that we were reporting satisfaction of the five criteria, with recommendations of no further follow-up action by the Higher Learning Commission and another ten years of accreditation.

Trustee Stibitz reported on a Muskegon Community College program she learned about at MCCA that particularly interested her involving renewable energy. Don MacMaster gave the Board information on the new TAA/CCCT training grant.

## Alpena Community College and K-12 Partnerships

Alpena Community College has long-standing and multi-faceted relationships with nearby K-12 schools systems. During the 2011-12 academic year, the following forms of outreach receive emphasis:

1. Advisory Boards: Here ACC faculty and staff participate in various advisory board activities primarily related to Alpena Public School's career technical education offerings. In turn, the APS faculty and staff participate with technical program advisory boards to help align offerings at the secondary and postsecondary levels.
2. Alpena-Montmorency-Alcona College Access Network: ACC has two representative on this grant-funded program to increase parent and student awareness of rewarding careers that require college credentials and to prepare them for attending college.
3. Articulation Agreements: ACC has multiple articulation agreements with area high schools for advanced placement of students starting college to minimize redundancy and cost.
4. Campus Tours: Each year area schools are invited to bring bus loads of their student to campus for the purpose of acquainting them with offerings and opportunities at ACC. One full day is devoted to this each year, and special requests are honored at other times.
5. Career Pathways: Each year an evening is devoted to exposing area high school students to various related career pathways by having presenters from business and industry explain their respective fields (including entrance criteria), as facilitated and supplemented by the staff at ACC.
6. College Nights and Recruiting: ACC faculty and staff regularly make arrangements to visit high school campuses and speak with prospective students about ACC certificate and degree programs.
7. Communication of Expectations: In a variety of ways ACC communicates its academic expectations to area schools and the community. Exit competencies for high school courses are calibrated with entrance competencies for college courses. See also attached document (distributed periodically).
8. Dual Enrollment: Over 200 qualified high school students take college level courses offered by ACC each semester. These courses have recently been offered in Alpena, Rogers City, Millersburg, Onaway, Hillman, Atlanta, Hale, Tawas, and Whittemore-Prescott. These courses are paid for by the respective high schools as mandated by the State of Michigan.
9. Education Talent Search: This program is part of the federal TRIO grant series and serves 700+ (primarily-low income) student in ACC's service area. Students are exposed to college, careers, cultural activities and school success strategies to broaden their horizons and give them a better understanding the possibilities provided by good education, including college.
10. Kellogg Foundation Grant (2011-14): The Atlanta Community Schools system is the principal ACC partner for programming to advance adult literacy and bring college-level CAD and welding instruction into Atlanta High School.
11. National Science Foundation Grant (2011-14): High school students and faculty will be involved with WCCT research on use of concrete masonry units for carbon dioxide sequestration and other green technology projects.
12. Science Olympiad: Each year ACC's faculty and staff host the Science Olympiad for grades 7-12 in our region. The competition is great fun and exposes students to science, technology, engineering and math, the so-called STEM disciplines.
13. Tech Prep: Here ACC provides area high schools with follow-up information on their CTE graduates as is necessary for them to receive their federal Perkins funding.
14. Upward Bound: This is another of the federal TRIO grant programs designed to give intensive and targeted academic support to approximately 80 at risk High School students.

***Action Items***

2.511 Acceptance of FY11 Audit Report

Phil Straley and Mark Sandula, from Straley, Ilsley, and Lamp, PC, were available to report on the FY11 audit.

Moved by Member Townsend that the Board of Trustees accepts the financial report and approves the fiscal year 2011 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 result of this important process to all interested parties.

Ayes: Briggs, Duncan Gentry, Hilberg, Stibitz, and Townsend.

Nays: None

Motion carried. All ayes.

2.512 Revised FY12 Budget

Moved by Member Townsend that the Alpena Community College Board of Trustees accepts the recommendation of staff for a revised general operating fund budget of \$14,174,094 for revenue and expenditure.

Ayes: Briggs, Duncan, Gentry, Hilberg, Stibitz, and Townsend.

Nays: None

Motion carried. All ayes.

2.513 Bids: 2011-12 Snowplowing

Moved by Member Duncan that the Board of Trustees authorizes the appropriate College officials to contract for snowplowing for 2011-12 with Morgan Forest Products at the rate of \$50 per hour for pick-up truck usage and \$85 per hour for front loader usage.

Ayes: Briggs, Duncan, Gentry, Hilberg, Stibitz, and Townsend.

Nays: None

Motion carried. All ayes.

2.514 Campus Master Plan for 2013-2017

Moved by Member Stibitz that the Alpena Community College Board of Trustees authorizes staff to re-submit the June 2010 revision to master planning documents as described to the State of Michigan for consideration of capital outlay funding during the period 2013-2017.

Ayes: Briggs, Duncan, Gentry, Hilberg, Stibitz, and Townsend.

Nays: None

Motion carried. All ayes.

***Information Items***

3.708 Financial Report

President Joynton reviewed the Financial Report with the Board.

3.709 Personnel Report

The Personnel Report showed one addition/replacement, no resignations, one retirement, and two other.

3.710 Gifts and Grants Report

The Gifts and Grants Report showed the attached activity.

New Business

None

Suggested Future Agenda Items

None

Next Regular Meeting

November 17, 2011, Budget Workshop, 6:15 p.m.

November 17, 2011, Regular Meeting, 7:00 p.m.

Adjournment

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

Elizabeth L. Spragg  
Secretary of the Board of Trustees