

OFFICIAL PROCEEDINGS
OF THE ALPENA COMMUNITY COLLEGE
BOARD OF TRUSTEES

October 20, 2005

The regular meeting of the Alpena Community College Board of Trustees was held on the above date, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, on the Alpena Community College campus.

Chairman Briggs called the meeting to order at 7:04 p.m.

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

Absent: None

Pledge of Allegiance

Chairman Briggs led the Board in the Pledge of Allegiance.

Approval of Agenda

Member Townsend made the motion to accept the agenda as presented. Motion carried. All ayes.

Introduction of Guests and Public Comment

Chairman Briggs asked members of the audience to introduce themselves and those present were the following: Jay Walterreit, ACC; Jason Witz, Alpena News; Mark Beins, ACC; Todd Artley, ACC; Roy Smith, ACC; Kevin Sylvester, ACC; Deb Klemens, ACC; Sue Willyard, ACC; and Phil Bilyeu, ACC Student Senate. Tim Kuehnlein, ACC, joined the audience at approximately 8:00 p.m.

Communication(s)

President Joynton read scholarship thank you notes from Darlene Dobis and Mary Jo Lee, as well as notes from St. Clair County Community College President Rose Bellanca and Jackson Community College President Dan Phelan thanking ACC for hosting the Michigan Community College Association's fall meeting.

Board Member and Subcommittee Report(s)

Member Grenkowicz complimented President Joynton on hosting the MCCA fall meeting and gave the activity an A+. Member Stibitz informed the Board of the

impending retirement of MCCA President Thomas Bernthal and the search for his replacement.

Student Report

Student Senate Vice President Philip Bilyeu reported on recent activities including a reception for international students; Evening with the Macabre hosted by English instructor Thomas Ray; a contribution of \$250 to the new Math/Science Honor Society; providing a table for the Open House to be held on October 21; and plans for a haunted basement at East Campus to be held on October 28 through the 31st. Bilyeu indicated the donations received for the haunted basement activity are designated for hurricane relief.

President's Report

President Joynton's Report follows in its entirety as it was presented to the Board.

MCCA Meeting

Actions taken by the Board of Directors include:

- By 24-4 vote, continuation of the current MCCA position of Gast/Mathieu Hold Harmless on state aid for community colleges. ACC voted with the majority.
- By 25-3 vote, establishment of a minimum of \$6,500 level of general fund support for each Full-Year Equivalent Student. Provisions include a) use of a different source of funds from regular funding and b) subtraction of amount by which a college falls below the state average of tuition for an FYES. ACC voted with the minority because it was a new proposal with unknown implications and likelihood of reducing the regular source of funding.
- By a voice vote, neutrality on the K-16 proposal and support for the "Return to Learn" campaign.

Legislative Update

- The omnibus budget bill, P.A. 154, has been passed by the legislature and signed by the governor. It includes a \$281.3 million allocation for community colleges, up 0.2% from what was enacted in FY05. The ACC portion is \$4,777,100, the figure used to prepare the college budget for the current year.
- The MCCA has been designated by the legislature to participate in four workgroups on the following topics: university policies that prevent acceptance of dual enrollment credits, payment in lieu of taxes for rural colleges that lose millage revenue due to land off the tax rolls, expansion of eligibility for optional retirement plans to part-time faculty, and performance indicators to be used for future state appropriations.

I am an alternate on the performance indicators workgroup, and MCCA President Tom Bernthal intended to use the alternates for strategies leading to greater overall funding. Mr. Bernthal and the alternates met with Representative Bruce Caswell in Lansing on Thursday, October 13, for discussion on performance indicators and the House timetable for implementing them, which turns out to be FY07. Representative Caswell also briefed the group on expectations of colleges making their case before the Joint Capital Outlay Subcommittee.

- P.A. 156 provides \$9.7 million for EDJT grants. ACC's portion is \$30,000, and the college is currently negotiating with MEDC and a client in Oscoda to provide call center training for up to 60 new employees.
- A capital outlay bill is expected to be passed prior to the end of December, and we expect ACC's appropriation for the Pathways projects to be included.
- The governor is proposing for November to be "Return to Learn" month, which will feature a media campaign focused on 1.5 adults in the state with some college but no degree or other post-secondary credential. I have brief Director of Public Information Jay Walterreit on the campaign, and ACC will participate in the campaign with some advertising target to non-traditional students.

Joint Capital Outlay Appearance

This morning Paul Dickinson and I appeared before the Joint Capital Outlay Subcommittee, where by a unanimous vote funding for ACC's Pathways to the Future projects was recommended. Representative Matt Gillard was on hand to provide support on the occasion. Mr. Dickinson, Lobbyist Robb Kennedy, and I spent yesterday in the offices of subcommittee members going over details of the projects.

Datatel Implementation

Activities within the past month included:

- Instructional Development and Curriculum Module training took place with a concentration in the procedures for processing of a student from the point of application through registration and final grading.
- FRx installation took place in September, with training and consulting being completed in late September.
- Faculty and staff participated in Datatel's E-Advising web presentations.
- Accounts Receivable and Payment training took place, covering student receipting and general ledger posting
- MIS staff participated in two Crystal Report training classes offered through the Workplace Partnership Grant.
- Financial aid applications were set up

- Human Resource and Payroll training took place, with review on the steps to prepare and run payroll
- Conversion of application, admission, and college testing data should be completed by the end of the month.
- Web software installation and components being done by Datatel should be completed by the end of the month.

College Day for Women

The 12th annual College Day for Women was held on the ACC campus on Saturday, October 15, for 150 registrants. Enrollment has been down over the past couple of years from a peak of 200, but the quality of the events was very high, judging from the evaluation forms. Instructors Linda Suneson, Nan Hall, Kirstine Furtaw, and Karol Walchak starred in the keynote performance, a series of vignettes on significant moments in women's lives portrayed through the media of acting, song, and dance.

Fire Fallout

The fire of October 5 resulted in no injuries to ACC students, staff, or visitors and no damage to ACC property. City police officers and ACC maintenance and custodial staff led evacuation efforts starting around 8:00 p.m. I received a call half an hour later and immediately went to campus, by which time the evacuation was complete. Analysis and follow-up has centered on three areas for improvement:

- There's a need to develop an evacuation plan for the College Park Apartments. In the heat of the moment, police told students to go home, which in some cases led to long drives in the middle of the night. The next morning, there was confusion on the schedule for re-opening the college. Arrangements need to be made for students to gather in a safe place in town to spend the remainder of the night, if necessary, and be directed by college staff on resumption of college business.

Dr. Joynton will report back to the Board on the evacuation plan.

- New emergency call number cards are being distributed to college staff. There were reports of members of the emergency response team being unreachable, although all members report being available at the phone numbers listed on the existing cards.
- The storage of ammonium nitrate in silos near the college is a well-publicized local issue. I have had discussion with ARMC CEO John McVeety, Besser Director of Safety and Training Duane Rondeau, Marine Sanctuary Manager Jeff Gray, City Planner Greg Sundin, Interim City Manager Eric Cline, and City Councilwoman Carol Shafto on strategies to have the material removed from its

present location. Mr. Rondeau has taken on the responsibility of coordinating a multi-entity approach to addressing the problem.

Recognition for Low Default Rate

The Michigan Department of Treasury has congratulated Dean Max Lindsay on a sharp decline in 2003 of the number of former ACC students defaulting on state guaranteed loans. The latest data appear as follows:

1999	2000	2001	2002	2003
6.5%	7.1%	7.4%	7.8%	3.6%

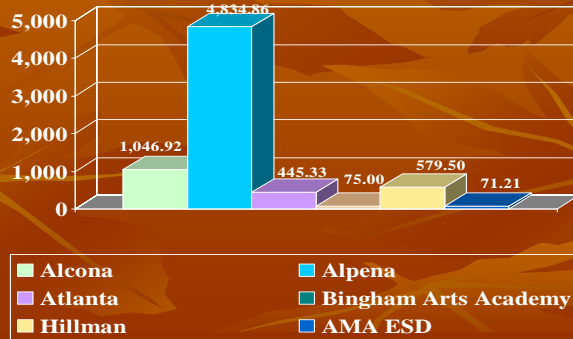
The college pursues a program of communication with high-risk borrowers, including default prevention literature and exit packets for withdrawn and graduating students. In addition, the Recognition for Low Default Rate state administers a Life Skills™ financial literacy program to the same end. ACC has received a certificate of commendation for the success of its efforts from Diane Todd Sprague, Director of the Michigan Guaranty Agency.

Regional Public School Enrollment

On Friday, October 14, I received some encouraging enrollment data at a meeting of the Alpena Montmorency Alcona Educational Service District superintendent's meeting. A few pages from the report are shown below.

The September 2005 increase was noted as the first in many years.

Alpena-Montmorency-Alcona
Educational Service District
Membership Count of February 9, 2005
Total Count:
7,052.82



Projected September 28, 2005

■ AMA ESD	74	(+3)
■ Alcona	1,068	(+21)
■ Alpena	4,874	(+39)
■ Atlanta	429	(-16)
■ Bingham	146	(+71, added 6 th gr.)
■ Hillman	<u>562</u>	(-18)
Total	7,153	(+100)

15 Year Comparison

	<u>1990</u>	<u>2005</u>	<u>Change</u>
Alcona	1,067	1,068	+ 1
Alpena	5,922	4,874	- 1,048
Atlanta	553	429	- 124
Hillman	718	562	- 156
AMA ESD	104	74	<u>- 30</u>
			- 1,357

Action Items

2.284 Second Reading of Mission and Goals

President Joynton clarified that nothing would be instituted by the Strategic Planning and Budgeting Committee before it was reviewed by the Board of Trustees.

Member Wegmeyer moved that the Alpena Community College Board of Trustees complete its process of adopting the statement of mission and goals as presented below and in the October 20, 2005, Board agenda by approving it on second reading.

Motion carried.

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

2.285 Annual Campus Master Planning Letter

Member Townsend indicated that he would like to place this topic on the agenda for the January Retreat of the Board. President Joynton told the Board the document is a draft and is subject to change as needed. President Joynton thanked the members of the Property Subcommittee for the work that was done on this document.

Moved by Member Townsend that the Alpena Community College Board of Trustees authorize the president to submit a campus master planning letter to the State of Michigan containing a five-year capital improvement program as outlined in the four recommendations below and as listed in the October 20, 2005, Board agenda.

1. Abandon \$4 million renovation project for Van Lare Hall contained in last year's letter to the state. Look toward eventual transfer of operations conducted there to a consolidated campus on the north side of Johnson Street. In the interim, provide minimal maintenance and repair for the building.
2. Over the next 25 years, give priority to these new program development areas as candidates for centers of excellence:
 - Nursing and health professions
 - Auto service and auto body expanded into broader transportation programs possibly including aircraft, shipping, and fuel-cell technology for northern climes
 - Expanded university center and/or university satellite campus on college property
 - Four-year concrete tech degree offered through WCCT
 - Fresh-water research in partnership with a university and Marine Sanctuary
 - Airport security training in partnership with CRTC
 - Industrial sales, entrepreneurship
 - Engineering

3. Continue to represent the Pathways projects as the first priority for the next five years until legislation authorizing the state portion of funding is passed by the legislature and signed by the governor.
4. Represent the following centers of excellence as second priority for the next five years:

<u>Item</u>	<u>Estimated Cost</u>
Center of excellence for auto body and auto service. These programs are full and are outgrowing currently assigned space. A new facility would resemble the service department of an automobile dealership.	\$2,500,000
University center of excellence. ACC's current headquarters for the Madeline Briggs University Center, built in 1968 and totaling only 3,565 square feet, supports bachelor's and master's degree programs offered by Spring Arbor University, Northwood University, and Central Michigan University. Negotiations to add Ferris State University and Michigan State University are well underway.	\$4,500,000
Center of excellence for nursing and allied health. The Alpena region demographic clearly indicates growth in the senior sector, and ACC needs to prepare for the increased demand for trained professionals in the health care fields. Nursing is currently located on part of the second floor of the Natural Resources Center with no room to expand.	\$6,000,000
Renovation of heating, air conditioning, plumbing, roofing, flooring, lighting, drywall, masonry, structural, window, acoustical, and ADA-compliance systems in instructional space of Besser Technical Center, Natural Resources Center, and Donald L. Newport Center.	\$4,200,000
Total	\$17,200,000

Motion carried.

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

Information Items

3.402 Financial Report

President Joynton indicated tuition revenue as percentage of budget is three percentage points ahead compared to last year because of increases in both tuition rate and number

of enrollments. Joynton indicated salary and fringe expenses are greater than last year by four percentage points because there were three payrolls in September as opposed to two in the prior year. Joynton reported that telephone expenses are up by nine percentage points and indicated it was due to timing in the billing cycle of Merit and Verizon, Joynton reported travel and mileage expenses appear to be up by 15 percentage points, because the total amount of the budget was cut by approximately \$60,000, and because the mileage reimbursement rate recently rose to \$0.485 per mile. Joynton indicated library expenses are up by 74% because of an early purchasing schedule. Joynton asked the Board to note increase tuition revenue of \$117,346.

3.403 Personnel Report

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

3.404 Gifts and Grants Report

The Gifts and Grants Report showed the attached activity.

New Business

None

Suggested Future Agenda Items

Member Grenkowitz asked for an update on the Harrisville property at the next meeting. Member Grenkowitz also asked for a copy of a recently filed law suit naming Alpena Community College Trustees as defendants. Chairman Briggs asked the Secretary to coordinate a date with trustees for a retreat in early January at the Combat Readiness Training Center.

Member Townsend made a motion to move the regular November meeting to November 10, 2005, beginning at 9:00 a.m.

Motion Carried. All ayes.

Adjournment

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Elizabeth L. Spragg
Secretary of the Board of Trustees

