

Alpena Community College Board of Trustees
125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707
(989) 358-7215

Notice of Regular Meeting

Meeting Date: Thursday, August 15, 2024
Meeting Time: 7:00 p.m. regular meeting
Location of Meeting: Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, and Online Via Webex
Date of Notice: Friday, August 9, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 15, 2024, beginning at 7:00 p.m. The meeting will be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The meeting will be broadcast remotely via Webex videoconferencing software.

All citizens are invited to participate in the meeting either in person or remotely via phone, computer, or a video conferencing system. Participants should be aware that the meeting may be recorded.

Join by phone:

+1-415-655-0003

Meeting number (access code): 2426 533 3725 #

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Copy the following address into a web browser: <http://24265333725@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2426 533 3725

Meeting password: qrK3xHyRv35

Webex attendees are asked to mute their microphones except during public comment.

Alpena Community College provides access for individuals with disabilities. Individuals with a disability who need a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting can contact Jay Walterreit, Secretary of the Board of Trustees, at (989) 358-7215 at least one week prior to the meeting or as soon as possible.

All official proceedings and agendas are kept in the Office of the Board of Trustees, 125-C Besser Technical Center, on the Alpena campus, and can be viewed upon request between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.



Denis "Jay" Walterreit
Secretary of the Board of Trustees

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, August 15, 2024, 7:00 p.m. regular meeting
665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Proposed Minutes of the June 20, 2024, Closed Session and the Proposed Minutes of the June 20, 2024, Regular Board Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Student Report
- 9) Faculty Report
- 10) President’s Report
- 11) Action Items
 - 2.905 Bids: Critical Incident Mapping Services2
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- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: September 19, 2024, 7:00 p.m. The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 17) Adjournment

2.905 Bids: Critical Incident Mapping Services

In July 2024 Alpena Community College distributed a Request for Proposals (RFP) seeking qualified firms that can assist the College in developing and implementing a comprehensive critical response mapping system. The desired mapping system would enhance emergency response coordination and improve situational awareness on campus. An add-on to the service would provide new digital data that can be used to create new room emergency exit plans along with data for new wayfinding signage which would assist individuals and responders in finding locations across each campus. The mapping service would encompass both the Alpena and Oscoda campuses.

General conditions of the RFP asked vendors to:

- Develop a real-time critical response map system for incidents across our Alpena and Oscoda Campus.
- Integrate data from various emergency response agencies and stakeholders.
- Provide actionable information to first responders and decision-makers during emergencies.
- Enhance communication and coordination between agencies involved in emergency response.
- Provide usable maps with verified building footprints.

College officials advertised the critical response mapping RFP via the ACC website, *The Alpena News*, and shared it directly with three known vendors: Building Maps, Critical Response Group (CRG), and Strata Site.

Only one vendor, Critical Response Group, responded with a bid. That bid was for \$79,170. CRG has done this type of work locally with Alpena Public Schools and the AMA-ESD. CRG's bid amount includes site visits, field verification, implementation and three years of maintenance. CRG also offered an addition service of providing up-to-date blank structural maps and evacuation maps for an additional cost of \$9,300. The cost of both services totals \$88,470.

Funding for the services would come from a one-time state appropriation in the FY2024 state budget. ACC's portion of the \$5.0 million School Aid Fund, distributed to community colleges proportionately for critical incident mapping, is \$88,400.

College officials have reviewed CRG's bid and found it meets or exceeds the RFP specifications.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees accepts the bid from Critical Response Group for critical incident mapping and blank structural and evacuation maps at a cost not to exceed \$88,470.00.

2.906 Extended Security Contract with Alpena County Sheriff's Office

In October 2018 the Board of Trustees approved a contract with the City of Alpena and the Alpena Police Department to provide enhanced law enforcement coverage for the Alpena Campus. That agreement provided a certified police officer to the Alpena Campus for general coverage as well as attending Board of Trustees meetings and other College activities.

Changes in Alpena Police Department staffing impacted the availability of an officer for the Alpena Campus in 2023. ACC officials then circulated a Request for Proposals (RFP) for new security services. Allied Universal, a private security firm based in Conshohocken, PA, was selected to provide unarmed security services on the Alpena Campus.

During the past year College officials continued to receive feedback from the campus community expressing a desire for an armed security presence. This feedback led to discussions with the Alpena County Sheriff's Office. The result of those discussions was a plan for an armed deputy to be placed on the Alpena Campus for at least 20 hours a week during fall and spring semesters. In addition to addressing the College's need for armed security, the partnership would also provide the Alpena County Sheriff's Office with funding to support a sheriff's deputy.

The cost of the contract is \$22,522.81 for August through December 2024. For calendar year 2025 the cost will be \$60,895.00. The contract will go into effect on August 19, 2024.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves a contract with the Alpena County Sheriff's Office for extended security services on the Alpena Campus for a cost not to exceed \$22,522.81 for the remainder of calendar year 2024 and \$60,895.00 for calendar year 2025.

2.907 Change to Policy 1014, Nondiscrimination Policy — First Reading

Title IX of the Education Amendments of 1972 (Title IX) was signed into law more than 50 years ago. Since that time the law has been updated and implementation of the law has been periodically changed.

On April 19, 2024, the U.S. Department of Education released its latest set of regulations to fully effectuate Title IX's promise that no person experiences sex discrimination in federally funded education. This latest set of regulations draws on the Department's engagement with tens of thousands of students, parents, educators, State government representatives, advocates, lawyers, researchers, and representatives from elementary schools, secondary schools, and postsecondary institutions.

Alpena Community College is now making changes to its policies and procedures as part of the effort to adhere to the new regulations. The first step in that process is to modify the College's nondiscrimination policy. Other changes will be implemented over the coming year with the help of College Attorney Karen Bennett.

Following is the text of the current Policy 1014, Nondiscrimination Policy, with proposed edits highlighted in red.

1014 Nondiscrimination Policy

A. TITLE IX — NONDISCRIMINATION ON THE BASIS OF SEX

~~The Alpena Community College is required does not to discriminate, and does not discriminate, on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations. in its education programs, activities, employment, or admission policies pursuant to Title IX of the Education Amendment of 1972.~~

~~Inquiries about Title IX may be referred to the Title IX Coordinator for Alpena Community College, the U.S. Department of Education's Office for Civil Rights, or both. The contact information for the Title IX Coordinator for Alpena Community College is as follows:~~

~~Melissa Guy, Title IX Coordinator
Alpena Community College
102 Van Lare Hall
665 Johnson Street
Alpena, MI 49707
Phone: (989) 358-7211
Email: guym@alpenacc.edu.~~

~~Alpena Community College's nondiscrimination policy and grievance procedures can be found at the following links:~~

~~ACC's nondiscrimination policy:
https://discover.alpenacc.edu/terms_and_policies/equal_employment.php~~

ACC's grievance procedures:

https://container.alpenacc.edu/safety/docs/acc_policies_and_procedures_7000_series.pdf

To report information about conduct that constitutes sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Alpena Community College Policy 7009.

The above Notice of Nondiscrimination shall be published on the website of Alpena Community College and in each handbook, catalog, announcement, bulletin, and application form which the College makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees, provided that the College may instead include the following statement, if necessary due to the size of the publication:

Alpena Community College prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The Notice of Nondiscrimination is located at www.alpenacc.edu.

B. EQUAL EMPLOYMENT OPPORTUNITY

The College is an equal opportunity employer and is committed to recruit, employ, and promote personnel without regard to race, color, sex, age, religion, marital status, national origin, citizenship status, genetic information, marital status, familial status, height, weight or disability in compliance with federal and state statutes and regulations that pertain to nondiscrimination in employment.

The Human Resources Office administers the College's Equal Opportunity policies and practices. Contact that office with any concerns related to any form of prohibited discrimination. The College's EEO statement is published on the College website at www.alpenacc.edu.

C. THE COLLEGE INSTITUTIONAL STATEMENT OF NONDISCRIMINATION

The College policies and practices for admission, employment, and activities comply with requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disability Act (ADA) of 1990 and the ADA Amendments Act of 2010; Title II of the Genetic Information Nondiscrimination Act of 2008. The College does not discriminate on the basis of race, color, religion, national origin, gender, sex, age or disability. The College practices and policies also comply with the Michigan Persons with Disabilities Civil Rights Act (PDCRA) and the Michigan Elliott-Larson Civil Rights Act (ELCRA) which prohibits discrimination in hiring based on age, height, weight and marital status and familial status in addition to race, color, religion, sex (which includes pregnancy) and national origin. ~~For more information contact the Title IX, Section 504, the Age Discrimination Act, and Title II coordinator:~~

~~Melissa Guy~~

~~Title IX Coordinator/Director of Human Resources~~

~~VLH-102~~

~~(989) 358-7211~~

~~email: guym@alpenacc.edu~~

The College's Statement on Nondiscrimination is published on the College website at www.alpenacc.edu.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approved on first reading the proposed changes to Policy 1014, Nondiscrimination Policy.

2.908 Bids: College Park Apartments Architectural and Engineering Services

As Alpena Community College attracts more students from outside of the Alpena area, College officials have been increasingly aware of the need to offer more on-campus student housing. Research on what type of new housing would be appropriate and fundraising have been on-going, and now the College is ready to move forward with contracting for architectural and engineering services for the project.

College officials created and distributed a Request for Proposals (RFP) asking for sealed bids for comprehensive architectural and engineering design services for the College Park Apartment addition project. The RFP was shared via the ACC website, The Alpena News, the Michigan Plan website and with contacts from 25 construction and architectural firms.

The project would add one building (non-contiguous) to the existing College Park Apartments site. The addition would provide a minimum of 32 more beds and include ADA-accessible units, as well as provide ample parking. The cost of the project was not to exceed \$4.7 million with all design and other incurred costs included. ACC intends to aim for 2025 as the construction year for the project and believes contracts can be in place by the end of August 2024 with work beginning immediately thereafter.

Five vendors submitted bids, as follows:

Vendor	Fee Percentage	Reimbursable Costs
Integrated Designs, Inc.	7%	\$8,200
Cornerstone	6.8%	\$14,475
Progressive AE	5.5%	\$6,000
WTA	6.2%	\$12,750 (topographical survey) + \$6,300
Neuman Smith	7.4%	Not to exceed \$25,000

After reviewing bids and doing a post-bid interview College officials recommend approving a contract with Progressive AE. Progressive AE has an extensive list of college student housing projects on which they've worked, and Todd Stevens, Progressive AE's lead architect, has worked on ACC's Electrical Power Technology Center and is familiar with the Alpena Campus.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Progressive AE for architectural services related to the College Park Apartments addition project at a rate of 5.5% of the construction cost plus reimbursable costs.

2.909 Bids: College Park Apartments Pre-Construction Services

As detailed previously, Alpena Community College's College Park Apartments addition project is now moving forward with the goal of completion in 2025. The next step in the process is to secure pre-construction services.

College officials created a Request for Proposals (RFP) for pre-construction services for the design phase of the project. The RFP stated that ACC's goal is to add one building (non-contiguous) to its existing College Park Apartments. This additional building would include a minimum of 32 beds and include ADA-accessible units and ample parking. The cost of the project is not to exceed \$4.7 million with all design and other incurred costs included. ACC intends to have contracts in place by the end of August 2024 and work could begin immediately thereafter.

The pre-construction services would include:

- Managing the design phase of the college apartment project to ensure it meets all functional requirements, aesthetic standards, and regulatory compliance.
- Collaborating with the owners, architects, and engineers to develop detailed design plans.
- Ensuring the design aligns with the client's vision, budget constraints, and sustainability goals.
- Facilitating efficient communication between all project stakeholders.
- Identifying and mitigating potential risks during the design phase.

The preconstruction services RFP received two bids:

Vendor	Cost	Reimbursables	Total Cost
Clark Construction	\$40,000	Not to exceed \$2,400	\$42,400
Spence Brothers	\$16,000	Not to exceed \$2,400	\$18,400

College officials have working experience with Spence Brothers and are confident that Spence Brothers will be able to deliver professional-quality pre-construction services.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Spence Brothers at a cost not to exceed \$18,400 for pre-construction manager services related to the College Park Apartments addition project.

2.910 Purchase of Used Semi-Truck and Trailer

In December 2022, Alpena Community College was approved by the Michigan Department of State to deliver Entry Level Driver Training for Class A Commercial Drivers Licenses, a new requirement by the Federal Motor Carrier Security Administration. After completing training for 167 students, with a licensing rate of 53%, it has been determined that two tractor/trailer combinations are not sufficient for the capacity of the program due to regular maintenance needs and necessary repairs.

College officials plan to locate and purchase one quality used semi-truck and one used semi-trailer. This type of vehicle is in high demand and often sells quickly when they go on the market. Initial research indicates the cost of the semi-tractor to be approximately \$22,000 and the cost of the trailer to be approximately \$20,000.

Funding for the purchase will come from the John Fletcher Bequest.

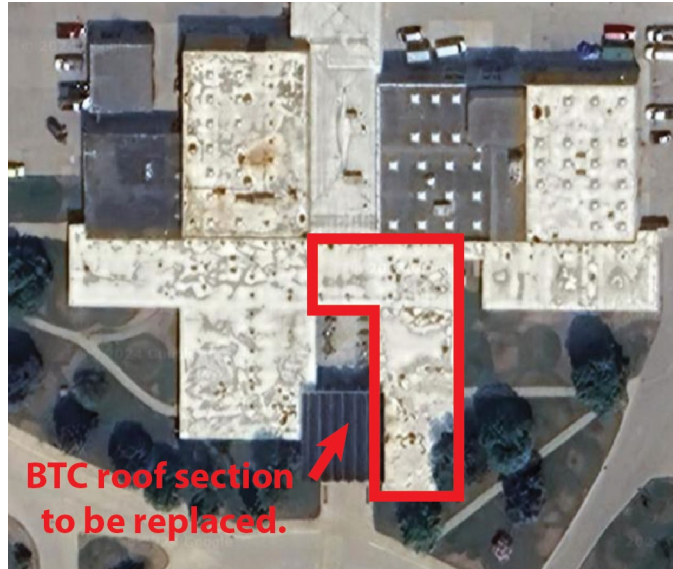
To facilitate a quick sale, College officials are asking the Board of Trustees to pre-approve the purchase of one semi-tractor and trailer at a cost not to exceed \$42,000.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees pre-approves the purchase of one semi-tractor and trailer at a cost not to exceed \$42,000.

2.911 Bids: Besser Technical Center Roof Replacement

Alpena Community College officials solicited bids for replacing a section of the Besser Technical Center roof. The section of the roof to be replaced is approximately 9,800 sq. ft. and covers the area over the president’s office to the ACC Bookstore. The roofing was installed in 1996. The warranty period for that roofing material was 20 years.



An additional 75 sq. ft. of roofing on the Natural Resources Building will also be replaced. The project will include all new flashings, caulk bars and new minimum thickness 50 mill PVC roofing membrane.

Three bids were received:

Vendor	Base Bid	Additions
Quality Roofing	\$149,700	Additional tapered insulation will be billed at \$6 per square foot
Great Lakes Roofing and Insulation Systems Inc	\$85,400	Additional tapered insulation will be billed at \$4.25 per square foot
TRC Roofing	\$89,075	Additional tapered insulation will be billed at \$2.25 per square foot

As a local vendor TRC Roofing qualifies for a 3% local incentive for comparative purposes. While TRC’s base bid price is still slightly higher than Great Lakes Roofing and Insulation Systems, Inc., adding the cost of at least 1,000 sq. ft. of tapered insulation into the bid makes the TRC bid more favorable.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes ACC officials to contract with TRC Roofing to replace a section of the Besser Technical Center roof.

4.124 Financial Report

Monthly General Fund Revenue and Expense through July 2024 (Year to Year Actual Comparison)

- The property tax receipts of \$131,358 are \$21,216 less than those for July 2023, due to timing of receipts.
- Tuition/fee receipts of \$3,551,638 are \$401,827 more primarily due to higher-than-expected registrations at this time of year.
- State aid for the current year is zero because of the normal start month of October.
- Net income through the first month of the new fiscal year shows as a gain of \$2,487,421, which is typical for this time of year, when fall tuition receipts have built up.

Monthly General Fund Revenue and Expense through July 2024 (Budget to Actual Comparison)

- All categories are in acceptable ranges for this stage of the year except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the One Month Ending July 31, 2024

Description	YTD Actual FY 2025	YTD Actual FY 2024	YTD Actual Variance
Revenue			
Property Tax	131,358	152,574	(21,216)
Tuition/Fees	3,551,638	3,149,811	401,827
Sales, Service, and Rent	6,495	6,198	297
State Aid	0	0	0
State	0	0	0
Federal	0	0	0
Cost Recovery	0	0	0
Interest	0	0	0
Other	50	0	50
Revenue	3,689,541	3,308,583	380,958
Expense			
Instruction	492,644	430,155	62,489
OIT	94,984	106,727	(11,743)
Public Service	0	0	0
Instruction Support	130,461	161,160	(30,699)
Student Services	99,798	99,975	(177)
Institutional Administration	256,176	224,382	31,794
Physical Plant	128,057	106,258	21,799
Expense	1,202,120	1,128,657	73,463
Income	2,487,421	2,179,926	307,495
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	5,042,739	4,433,481	609,258

Alpena Community College
Comparative Income Statement
General Fund
For the One Month Ending July 31, 2024

Description	FY 2025 Budget	FY 2025 YTD Actual	FY2025 Variance	FY 2025 Complete	FY 2024 Complete
Revenue					
Property Tax	3,372,500	131,358	(3,241,142)	3.89%	4.83%
Tuition/Fees	6,643,144	3,551,638	(3,091,506)	53.46%	50.56%
Sales, Services, and Rent	29,200	6,495	(22,705)	22.24%	21.23%
State Aid	6,825,794	0	(6,825,794)	0.00%	0.00%
Federal	29,000	0	(29,000)	0.00%	0.00%
Cost Recovery	81,754	0	(81,754)	0.00%	0.00%
Interest	40,000	0	(40,000)	0.00%	0.00%
Other	276,826	50	(276,776)	0.02%	0.00%
Revenue	17,298,218	3,689,541	(13,608,677)	21.33%	19.98%
Expense					
Salaries	9,214,989	642,139	8,572,850	6.97%	7.13%
Fringe Benefits	4,603,588	316,934	4,286,654	6.88%	6.76%
Outside Services	1,214,353	93,249	1,121,104	7.68%	4.84%
Advertising	243,000	1,225	241,775	0.50%	0.90%
Supplies	279,750	10,516	269,234	3.76%	1.94%
Utilities	511,900	458	511,442	0.09%	0.04%
Telephone	25,300	1,373	23,927	5.43%	0.00%
Postage	30,000	0	30,000	0.00%	0.00%
Insurance	161,752	73,201	88,551	45.26%	52.69%
Travel & Mileage	50,954	2,190	48,764	4.30%	1.28%
Tuition Waivers and Dues	255,000	33,071	221,929	12.97%	3.25%
Library Books & Equipment	77,700	26,054	51,646	33.53%	55.53%
Other	77,000	1,710	75,290	2.22%	2.08%
Transfers	552,932	0	552,932	0.00%	0.00%
Expense	17,298,218	1,202,120	16,096,098	6.95%	6.82%

Description	FY 2025 Budget	FY 2025 YTD Actual
Income	0	2,487,421
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	2,555,318	5,042,739

4.125 Personnel Report

New hires, terminations, and status changes from June 4 to August 1, 2024.

New Hires:

- Amy Drenth, FT Faculty – Speech Instructor, effective 08/01/2024.
- Courtney Holmes, Women’s Head Volleyball Coach, effective 08/01/2024.

Re-Hires:

- None.

Transfers:

- Douglas Mayo, transferring from Director of Nursing – Oscoda Campus to FT Faculty – Nursing Program Instructor, effective 08/01/2024.
- Walter Wiltse, transferring from Director of Utility Line Clearance/Tree Trimmer Program to FT Faculty – Utility Arborist Program Instructor, effective 08/01/2024.

Resignations:

- Sebastian Frost, FT Faculty – Speech Instructor, effective 06/01/2024.
- Brenda Herman, Executive Director of the ACC Foundation & Director of Development, effective 06/28/2024.
- Sarah Prevo, Women’s Volleyball Head Coach, effective 06/30/2024.
- Brandon Humphrey, Women’s Basketball Head Coach, effective 07/12/2024.

Terminations:

- None.

Inactive:

- Jennifer Johnson, Women’s Softball Assistant Coach, effective immediately.

Retirements:

- Kendall Sumerix, FT Faculty – Chemistry Instructor, effective 06/01/2024.

Name Changes:

- None.

Position Name Changes:

- None.

4.126 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation between June 11 and August 8, 2024.

Total Donors:	176
New Gifts:	\$98,735.55
Pledge Payments:	\$0.00
New Pledges:	\$0.00