
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, March 20, 2025
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, March 14, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, March 20, 2025. The meeting is scheduled to begin at 7:00 p.m. and 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 also 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 from the meeting link:

<https://alpenacc.webex.com/alpenacc/j.php?MTID=me68fe4b430741d928c99b44b1b4670ea>

Join by meeting number:

Meeting number (access code): 2424 793 3376

Meeting password: jENj8GaFH35

Join by phone:

+1-415-655-0003 US Toll

Access code: 2424 793 3376

Tap to join from a mobile device (attendees only)

+1-415-655-0003,,24247933376## US Toll

Join from a video system or application:

Dial 24247933376@alpenacc.webex.com

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

Webex attendees are asked to mute their microphones except when speaking 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, March 20, 2025, 7:00 p.m.

400 Donnelly Natural Resources Center, 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 February 20, 2025, Regular 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
 - 2.933 Proposed Action Plan for Administrative Policy Updates.....2
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 - 2.935 Bids: Virtual Reality Software Subscription for Nursing Department5
 - 2.936 Approval for Extended Warranties on Gaumard High-Fidelity Simulators7
- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, April 16, 2025, 7:00 p.m. **Please note the date change.** The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 17) Adjournment

2.933 Proposed Action Plan for Administrative Policy Updates

Maintaining an accurate and up-to-date Policies and Procedures Manual is essential for the accreditation process. ACC's accrediting body, the Higher Learning Commission, requires the institution to demonstrate that policies reflect current practices, comply with legal and regulatory standards, and support the mission and goals of the institution. Outdated or inconsistent policies can jeopardize the institution's accreditation status by creating gaps in compliance or misalignment with institutional objectives.

To streamline the process of maintaining accurate and up-to-date institutional policies, this action plan seeks to grant limited authorization to the appropriate administrative personnel to make non-substantial changes to policies without requiring board approval. This ensures policies remain functional and reflect current organizational realities while preserving the board's oversight of substantive policy changes.

By enabling administrative personnel to make non-substantial updates efficiently, this action plan supports the institution's commitment to continuous improvement and operational excellence. It ensures that the Policies and Procedures Manual remains a reliable and comprehensive resource, aligned with accreditation standards and institutional best practices. Furthermore, this proactive approach enhances the institution's ability to address accreditation feedback in a timely and effective manner.

Scope of Authorization:

Administrative personnel will be authorized to make non-substantial updates to institutional policies under the following circumstances:

1. Correction of Outdated Job Titles
 - Updating old or obsolete job titles to their current equivalents.
 - Ensuring alignment with the institution's organizational structure as approved by the board.
2. Contact Information Updates
 - Revising phone numbers, email addresses, physical addresses, and web addresses to reflect accurate and current information.
3. Correction of Typographical Errors
 - Fixing typos, grammatical errors, formatting inconsistencies, and other non-substantive editorial corrections.
4. Regulatory References
 - Updating references to laws, regulations, or external policies that have been renumbered, renamed, or otherwise amended without affecting the substantive intent of the policy.
5. Consistency Across Policies
 - Ensuring consistent terminology, formatting, and style across all policies.

Exclusions from Authorization:

The following types of changes will require prior approval from the board of trustees:

- Substantive modifications that alter the intent, scope, or impact of a policy.
- Changes affecting governance, budgeting, or strategic priorities.
- Updates introducing new roles, responsibilities, or procedures.
- Policy changes involving contractual obligations or agreements.

Approval and Reporting Process:

1. Delegation of Responsibility
 - The responsibility for implementing these non-substantial changes will be delegated to the Secretary of the Board of Trustees.
2. Documentation of Changes
 - All changes made under this authorization will be documented in a change log, including:
 - The date of the change.
 - A description of the update.
 - The rationale for the change.
3. Periodic Reporting to the Board
 - A summary of all changes made under this authorization will be presented to the board of trustees on an annual basis for review.
4. Review and Revocation
 - The board retains the right to review this authorization periodically and may revoke or amend it as deemed necessary.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the proposed action plan granting administrative personnel limited authorization to make non-substantial updates to institutional policies, as outlined in the “Scope of Authorization” section, while maintaining board oversight for substantive policy changes.

2.934 Bids: WCCT Boilers Replacement

Harris Hall, located on six acres at the eastern edge of campus, houses the World Center for Concrete Technology. The associate degree Concrete Technology program and the Blockmakers Workshop® program relocated there from Besser Technical Center during the spring of 2000. The WCCT works to meet the workforce development and research needs of the concrete and concrete products and aggregate industries.

The 42,360-square-foot building contains a full-size concrete products manufacturing plant as well as labs for mason training, certified testing and instruction, a computer lab, three classrooms, offices, and a conference room.

After 25 years of operation the Harris Hall facility is in need of maintenance services, including replacement of its sectional boilers which are original to the building. These boilers have developed underlying conditions that could prevent them from operating normally in the foreseeable future.

On March 4, 2025, Alpena Community College officials opened bids for the “World Center for Concrete Technology Boiler Plant Upgrade” project. ACC received assembled bid packages from five vendors located throughout the east side of Michigan.

Sweet Heating and Cooling of Glennie, Michigan, was the apparent low bidder with a total cost of \$115,900. Their package included the acknowledgment of both addendums one and two, proof of insurance, the Iran Economic Sanctions Act Certification, Boiler Installation License, and product warranty information. ACC officials held a post bid interview with Sweet to ensure that they had all areas covered and were confident they could perform the work. Sweet Heating and Cooling is the contractor that was selected for the Besser Technical Center Boiler Replacement last summer and has provided ACC with a proven track record.

Proposed Project Cost by Vendor

Vendor	Johnson & Wood	Sweet Heating	Weinkauf	Level 1	Goyette
Proposed Cost	\$215,000.00	\$115,900.00	\$223,292.00	\$274,057.00	\$192,975.00

Completing this boiler replacement would address another deferred maintenance project which has been a priority of the Facilities Department for several years.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the bid of Sweet Heating and Cooling of Glennie, Michigan, to complete the World Center for Concrete Technology Boiler Plant Upgrade project for an amount not to exceed \$115,900.00.

2.935 Bids: Virtual Reality Software Subscription for Nursing Department

Alpena Community College’s Nursing Department has been at the forefront of integrating innovative technologies to enhance nursing education. As part of ongoing efforts to provide immersive and experiential learning, the SIP Grant Director, Nursing Department Director, and Simulation Lab Manager created the Virtual Reality Headset Simulator Software Request for Proposal (RFP) for software to be used with the Nursing Department’s VR simulation goggles. The purchase of VR software will ensure that ACC’s Nursing Department continues to enhance its simulation-based learning through cutting-edge virtual reality technology.

Following are the proposals received in response to the RFP:

Company	Location	Cost	Total Points in Full Proposal Review
Tactile VR	Midwest Site: Ohio HQ: Texas	\$19,500 per year, discount to \$16,500 per year with multi-year subscription	96
UbiSIM	US Site: Massachusetts HQ: Canada	\$18,360 per year	88
SIM X	California	\$29,500 per year	81
Oxford Medical Simulation	US Side: Massachusetts HQ: United Kingdom	\$15,000 per year	62
VrClinicals for Nursing (Wolters Kluwer and Laerdal Medical)	Global Company HGQ: Netherlands	\$18,900 per year	61

After a thorough and competitive review of proposals submitted in response to the RFP, Tactile VR emerged as the best solution based on its robust AI-driven patient simulation capabilities, real-time performance tracking, comprehensive scenario customization, and alignment with NCLEX NextGen and AACN Core Competencies. Tactile VR’s package was determined to be much more robust and the company has a Midwest location; the Oxford Medical Simulation package was determined to be less robust and does not appear to have a regional representative.

The adoption of Tactile VR’s Courseta Software Package will:

- Provide students with real-world patient care scenarios in a safe, immersive VR environment.
- Improve critical thinking and clinical judgment through dynamic AI-driven patient interactions.
- Enhance faculty efficiency by utilizing automated grading and real-time feedback systems.

- Reduce the need for live patient simulations, allowing greater access to training on complex medical cases.
- Align ACC's nursing program with the latest NextGen NCLEX requirements and industry standards.

The Tactile VR Subscription includes a three-year agreement covering:

- 100 Student Licenses per year
- Unlimited Instructor Licenses
- Access to the full Courseta VR Nursing Simulation Library
- Automated grading, analytics, and reporting tools
- On-site faculty and student training

Following are the costs associated with this purchase:

- Annual Subscription Cost: \$16,500 per year
- Onboarding and Setup Cost (One Time Fee): \$3,500
- Total Three-Year Investment: \$53,000

This investment will be funded through Strengthening Institutions Program (SIP) grant and RN-BSN grant funds, ensuring that ACC continues to sustain high-quality nursing education resources.

To ensure timely implementation, College officials request the ACC Board of Trustees approve the subscription agreement with Tactile VR for a three-year term, not to exceed \$53,000, with implementation completed by May 30, 2025.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves a three-year subscription agreement with Tactile VR along with implementation costs not to exceed \$53,000, with implementation completed by May 30, 2025.

2.936 Approval for Extended Warranties on Gaumard High-Fidelity Simulators

Alpena Community College's Nursing Department is committed to providing high-quality simulation education through advanced learning technologies. The department's high-fidelity manikins, purchased through Strengthening Institutions Program (SIP) grant funding, have played a critical role in enhancing student training, allowing for realistic clinical experiences in a controlled learning environment.

To ensure the continued functionality, longevity, and reliability of these high-fidelity simulators, the Nursing Department and SIP Grant Director request approval to purchase extended warranties on the following Gaumard manikins:

- Victoria & Birthing Baby – \$18,400
- Super Tory – \$15,210
- Two HAL Manikins – \$13,850 each
- Total Investment: \$61,310

The extended warranties will provide:

- Comprehensive service coverage through 2027, aligning with the projected lifespan of the manikins.
- Ongoing maintenance and repairs to prevent disruptions in simulation-based training.
- Cost-effective protection against unexpected repairs or failures, reducing long-term expenditures.
- Continued access to high-fidelity simulation experiences, supporting realistic patient care training for nursing students.

Gaumard is a sole-source provider and is the only source of warranty work on the manikins.

This investment will be funded through SIP grant funds, ensuring no additional burden on general fund allocations while securing the long-term maintenance and usability of ACC's simulation technology.

To sustain the Nursing Department's advanced simulation capabilities, College officials are recommending approval of the purchase of extended warranties for the Gaumard high-fidelity manikins for a total not to exceed \$61,310, ensuring service coverage through 2027.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of extended warranties for the above-mentioned manikins from Gaumard for a total not to exceed \$61,310.

4.145 Financial Report

Monthly General Fund Revenue and Expense through February 2025 (Year-to-Year Actual Comparison)

- The property tax receipts of \$2,886,775 are \$322,469 more than those for February 2024.
- Tuition/fee receipts of \$7,120,764 are \$575,841 more than last year, primarily due to increased billable contact hours.
- State aid for the current year is \$3,282,154 and is \$96,934 more than February 2024.
- Interest is higher this year than last year because of how the College invests its funds. We fully utilize the higher rates available through certificates and interest-bearing savings accounts.
- Other revenue is lower this year than last because of the ADN-to-BSN Completion Grant reimbursement timing.
- Instructional and instruction support expenses are up due to contractual wage rate adjustments, benefits selections, and the timing of hire for new faculty. This category also includes instruction-related equipment maintenance (CDL trucks), which is also up this year (\$32,109 more than last year) due to the expansion of the fleet and increased equipment use.
- Institutional Administration is down this year compared to last, primarily due to higher legal costs incurred in FY2024.
- Physical plant is up slightly compared to last year due to the timing of payments for campus security services.
- Net income through the first eight months of the year shows a gain of \$2,246,755, which is typical for this time of year as spring tuition revenue has accumulated.

Monthly General Fund Revenue and Expense through February 2025 (Budget-to-Actual Comparison)

- Spending on supplies is on track for the current year. The current year's budget for supplies expenses includes the cost of nursing supply packages, which was an unbudgeted expense last year.
- All other categories are in acceptable ranges for this year except as noted above.

General Fund Month-to-Month Comparison through February 2025

- Salaries and fringe benefits are higher in February due to the additional payroll for instructional overload in the spring semester.
- Nursing supplies packages were purchased in February, causing that expense category to rise for the month.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Eight Months Ending February 28, 2025

Description	YTD Actual FY 2025	YTD Actual FY 2024	YTD Actual Variance
Revenue			
Property Tax	2,886,775	2,564,306	322,469
Tuition/Fees	7,120,764	6,544,923	575,841
Sales, Service, and Rent	26,549	25,760	789
State Aid	3,282,154	3,185,220	96,934
State	0	0	0
Federal	22,255	17,846	4,409
Cost Recovery	0	0	0
Interest	123,764	79,476	44,288
Other	61,824	98,027	(36,203)
Revenue	13,524,085	12,515,558	1,008,527
Expense			
Instruction	5,343,200	5,193,220	149,980
OIT	1,078,816	1,075,829	2,987
Public Service	0	0	0
Instruction Support	1,071,206	1,008,286	62,920
Student Services	1,005,416	994,421	10,995
Institutional Administration	1,625,666	1,725,087	(99,421)
Physical Plant	1,153,026	1,094,245	58,781
Expense	11,277,330	11,091,088	186,242
Income	2,246,755	1,424,470	822,285
Net Assets - Beginning of Year	2,779,800	2,555,318	224,482
Net Assets - End of Year	5,026,555	3,979,788	1,046,767

Alpena Community College
Comparative Income Statement
General Fund
For the Eight Months Ending February 28, 2025

Description	FY 2025 Budget	FY 2025 YTD Actual	FY 2025 Variance	FY 2025 Complete	FY 2024 Complete
Revenue					
Property Tax	3,372,500	2,886,775	(485,725)	85.60%	81.19%
Tuition/Fees	6,643,144	7,120,764	477,620	107.19%	105.05%
Sales, Services, and Rent	29,200	26,549	(2,651)	90.92%	88.22%
State Aid	6,825,794	3,282,154	(3,543,640)	48.08%	47.83%
Federal	29,000	22,255	(6,745)	76.74%	61.54%
Cost Recovery	81,754	0	(81,754)	0.00%	0.00%
Interest	40,000	123,764	83,764	309.41%	1589.52%
Other	276,826	61,824	(215,002)	22.33%	26.44%
Revenue	17,298,218	13,524,085	(3,774,133)	78.18%	75.58%
Expense					
Salaries	9,214,989	6,319,009	2,895,980	68.57%	68.23%
Fringe Benefits	4,603,588	2,868,848	1,734,740	62.32%	61.94%
Outside Services	1,214,353	918,990	295,363	75.68%	94.93%
Advertising	243,000	137,114	105,886	56.43%	59.90%
Supplies	279,750	238,037	41,713	85.09%	130.10%
Utilities	511,900	262,808	249,092	51.34%	48.70%
Telephone	25,300	13,800	11,500	54.55%	155.11%
Postage	30,000	18,584	11,416	61.95%	64.49%
Insurance	161,752	156,364	5,388	96.67%	109.37%
Travel & Mileage	50,954	30,969	19,985	60.78%	48.98%
Tuition Waivers and Dues	255,000	213,778	41,222	83.83%	90.12%
Library Books & Equipment	77,700	53,107	24,593	68.35%	82.93%
Other	77,000	45,922	31,078	59.64%	68.25%
Transfers	552,932	0	552,932	0.00%	0.00%
Expense	17,298,218	11,277,330	6,020,888	65.19%	66.98%

Description	FY 2025 Budget	FY 2025 YTD Actual
Income	0	2,246,755
Net Assets - Beginning of Year	2,779,800	2,779,800
Net Assets - End of Year	2,779,800	5,026,555

Alpena Community College
Month-to-Month Tracking
General Fund
For the Eight Months Ending February 28, 2025

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	131,358	542,269	14,926	5,037	3,685	283,843	869,641	1,036,016	0	0	0	0	2,886,775	3,372,500
Tuition/Fees	3,551,638	212,346	(71,992)	856,697	1,634,732	453,860	454,465	29,018	0	0	0	0	7,120,764	6,643,144
Sales, Services, and Rent	6,495	250	1,350	7,510	285	2,080	6,665	1,914	0	0	0	0	26,549	29,200
State Aid	0	8,521	0	666,999	737,060	590,316	590,316	688,942	0	0	0	0	3,282,154	6,825,794
Federal	0	1,215	1,590	5,854	6,153	1,761	1,609	4,073	0	0	0	0	22,255	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	81,754
Interest	0	20,308	19,989	21,124	19,932	14,457	12,602	15,352	0	0	0	0	123,764	40,000
Other	50	950	29,422	60	1,914	29,257	155	16	0	0	0	0	61,824	276,826
Revenue	3,689,541	785,859	(4,715)	1,563,281	2,403,761	1,375,574	1,935,453	1,775,331	0	0	0	0	13,524,085	17,298,218
Expense														
Salaries	642,139	621,963	673,741	929,347	1,028,071	729,239	640,468	1,054,041	0	0	0	0	6,319,009	9,214,992
Fringe Benefits	316,934	304,432	320,069	405,823	438,931	332,985	315,202	434,472	0	0	0	0	2,868,848	4,603,588
Outside Services	93,249	46,636	44,558	108,627	471,389	23,980	92,376	38,175	0	0	0	0	918,990	1,214,353
Advertising	1,225	26,868	23,140	27,772	6,908	(1,932)	35,188	17,945	0	0	0	0	137,114	243,000
Supplies	10,516	7,503	86,362	19,870	11,630	5,153	36,161	60,842	0	0	0	0	238,037	279,750
Utilities	458	17,294	6,152	34,808	43,712	36,772	71,082	52,530	0	0	0	0	262,808	511,900
Telephone	1,373	242	915	3,804	1,257	1,950	1,830	2,429	0	0	0	0	13,800	25,300
Postage	0	2,500	1,162	2,529	3,031	4,362	2,500	2,500	0	0	0	0	18,584	30,000
Insurance	73,201	0	34,460	2,840	6,282	6,121	33,460	0	0	0	0	0	156,364	161,752
Travel & Mileage	2,190	3,779	3,834	4,013	4,981	8,947	2,784	441	0	0	0	0	30,969	50,954
Tuition Waivers and Dues	33,071	91,390	3,256	22,067	100	0	59,423	4,471	0	0	0	0	213,778	255,000
Library Books & Equipment	26,054	3,131	1,105	15,680	617	652	4,095	1,773	0	0	0	0	53,107	77,700
Other	1,710	1,186	7,851	15,677	1,660	2,027	10,750	5,061	0	0	0	0	45,922	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	552,932
Expense	1,202,120	1,126,924	1,206,605	1,592,857	2,018,569	1,150,256	1,305,319	1,674,680	0	0	0	0	11,277,330	17,298,221
Income	2,487,421	(341,065)	(1,211,320)	(29,576)	385,192	225,318	630,134	100,651	0	0	0	0	2,246,755	(3)

4.146 Personnel Report

New hires, terminations, and status changes from February 1 to March 3, 2025.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- Beverly Banks, FT Faculty – Nursing Program Instructor, effective 02/12/2025.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.147 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation from February 1-28, 2025.

Total Donors:	108
Number of Gifts:	117
New Gifts:	\$41,720.55
Pledge Payments:	\$0.00
New Pledges:	\$0.00