

ALPENA

COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495

Office of the Board of Trustees

(989) 358-7215

FAX (989) 358-7553

www.alpenacc.edu

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, November 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, November 14, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 20, 2025, 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, Alpena. 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=m0e0af1e152c42840a423fd4178527b3b>

Join by meeting number:

Meeting number (access code): 2432 586 7554

Meeting password: ibEFuHbS846

Join by phone:

+1-415-655-0003 US Toll

Join from a video system or application:

Dial 24325867554@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, November 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 October 16, 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
 - 2.966 Emeritus Status for Mark Grunder, Michael Kelley, Debra Kozlowski, Todd Artley, Matt Gallarno, Deb Hautau, and Colleen Jacobs2
 - 2.967 Proposed New Policy: 7014 Anti-Hazing Policy — Second Reading5
 - 2.968 Proposed New Policy: 1018 Trustee Code of Ethics — Second Reading10
 - 2.969 Proposed Edits to Administrative Procedure 5527, Conflict of Interest Procedures — Second Reading12
- 12) Information Items
 - 4.166 Financial Report.....14
 - 4.167 Personnel Report.....18
 - 4.168 Gifts and Grants Report19
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, December 18, 2025, 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

2.966 Emeritus Status for Mark Grunder, Michael Kelley, Debra Kozlowski, Todd Artley, Matt Gallarno, Deb Hautau, and Colleen Jacobs

Alpena Community College's Emeritus Policy 1011 states:

“Alpena Community College Board of Trustees establishes the rank of Emeritus faculty, staff, or member of the College Board of Trustees to honor, upon retirement, such members who have made long-term contributions to Alpena Community College and to encourage a continuing relationship with the College.”

Administrative Procedure 1511 details the requirements for Emeritus status:

1. To be eligible for nomination to this rank, the faculty, staff or member of the College Board of Trustees must have had continuous, honorable regular service as a member of the entity prior to retirement.
2. In exceptional rare circumstances, and for demonstrated good cause, the Board of Trustees may award emeritus title and status to a faculty, staff or member of the Board of Trustees who resigns his or her position for the purpose of accepting an appointment elsewhere or for other honorable purposes.
3. Nomination is to be initiated by the eligible retiree's or resignee's primary academic unit, department head or the Chair of the Board of Trustees.
4. In the event an academic unit, department head, President or the Chair of the Board of Trustees fails to nominate an eligible retiree within one year from the announcement of intent to retire, the President may request a recommendation from the faculty, staff or Board of Trustees or hear an appeal by the retiree and may then elect to put forth a nomination.
5. A faculty, staff or Trustee Emeritus shall:
 - A. Have his/her name and years of service displayed on an “honor wall” of emeriti
 - B. Retain purchasing privileges in the College Bookstore
 - C. Receive complimentary invitations to official College functions
 - D. Receive tuition waiver privileges in accordance with waivers in existence at the institution for comparable staff members.

The following retirees have been found to have satisfied the requirements for emeritus status: Todd Artley, Matt Gallarno, Mark Grunder, Deb Hautau, Colleen Jacobs, Michael Kelley, and Debra Kozlowski. As a result, ACC now proposes a Resolution of Appreciation and Emeritus Status to honor them.

RESOLUTION OF APPRECIATION AND EMERITUS STATUS

In Honor of Alpena Community College Retirees
Todd Artley, Matt Gallarno, Mark Grunder, Deb Hautau,
Colleen Jacobs, Michael Kelley, and Debra Kozlowski

November 20, 2025

WHEREAS Todd Artley, Matt Gallarno, Mark Grunder, Deb Hautau, Colleen Jacobs, Michael Kelley, and Debra Kozlowski have had continuous, honorable regular service with Alpena Community College as valued members of the administration, faculty, and staff prior to their retirement; and

WHEREAS nominations for emeritus status were initiated by the eligible retirees' primary academic unit or the President; and

WHEREAS Todd Artley has ably served the College for 21 years as Electrical Technician/Electrical Apprentice Instructor; and

WHEREAS Matt Gallarno has ably served the College for 14 years as Computer Science/Network Administration Instructor; and

WHEREAS Mark Grunder has ably served the College for 27 years, most recently as Director of Information Technology; and

WHEREAS Deb Hautau has ably served the College for 32 years as Botany/Field Biology/General Biology Instructor; and

WHEREAS Colleen Jacobs has ably served the College for 5 years as Tutor Coordinator; and

WHEREAS Michael Kelley has ably served the College for 26 years as Mathematics Instructor; and

WHEREAS Debra Kozlowski has ably served the College for 29 years, most recently as Office of Information Technology Assistant/HelpDesk Coordinator; and

WHEREAS the Alpena Community College Board of Trustees recognizes the efforts of these retirees on behalf of the College, its students, and the Northeast Michigan community, and wishes to convey its deep appreciation;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds Todd Artley, Matt Gallarno, Mark Grunder, Deb Hautau, Colleen Jacobs, Michael Kelley, and Debra Kozlowski for their service to the College and its students, and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

2.967 Proposed New Policy: 7014 Anti-Hazing Policy — Second Reading

Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000, designed to specifically address issues of safety and security and to comply with federal and state laws, including the Jeanne Clery Campus Safety Act, also known as the Clery Act.

In December 2024, the Clery Act was amended by the Stop Campus Hazing Act. There are three major components of this act.

- **Inclusion of hazing statistics in annual security reports:** Colleges and universities must include statistics for hazing incidents that were reported to campus security authorities or local law enforcement, in their annual security reports.
- **Implementation of hazing policies, including those specific to hazing prevention:** Colleges and universities are required to have a hazing policy with information on how to make a report of hazing and the process used to investigate hazing incidents. They must also have a policy that addresses hazing prevention and awareness programs, which includes a description of research-informed campus-wide prevention programs and primary prevention strategies.
- **Compilation of a Campus Hazing Transparency Report:** Each institution must compile and publish on a prominent location of their public website a hazing transparency report that summarizes findings concerning any student organization found to be in violation of the institution's standards of conduct related to hazing. The report will include:
 - The name of the student organization;
 - A general description of the violation that resulted in a finding of responsibility; and
 - Related dates (the date of the alleged incident, the date of the initiation of the investigation, the date the investigation ended with a finding, and the date the institution provided notice to the organization of the finding).

All colleges and universities receiving federal funds are required to comply with the law and must have required policies in place in 2025. The first Campus Hazing Transparency Report is due by December 23, 2025.

The Alpena Community College Clery Committee, in consultation with the College Attorney, has reviewed the requirements of the Stop Campus Hazing Act, and in consultation with the College Attorney, the attached Policy 7014 has been developed and is proposed for approval by the Board of Trustees.

Following is the text of the proposed policy 7014 Anti-Hazing Policy.

7014 Anti-Hazing Policy

Adopted by the Alpena Community College Board of Trustees on [DATE].

1. Policy Statement/Prohibited Conduct

Alpena Community College (“the College”) prohibits and does not tolerate hazing, as defined below. Organizations or individuals found responsible for hazing, whether occurring on or off campus, may be subject to disciplinary action and/or civil or criminal prosecution.

This Policy applies to:

- Students of the college;
- Minors participating in college-sponsored youth programs and educational programs;
- Any organization operating as a recognized student organization by the College;
- A group of two or more student members, whether or not established or recognized by the college.

2. Federal and State Laws

The Stop Campus Hazing Act (SCHA) amends the Higher Education Act of 1965 to require all colleges and universities to disclose hazing incidents in their Annual Security Reports (ASR). The SCHA mandates that colleges define hazing, compile statistics on reported cases, and establish transparent policies for reporting and prevention.

The State of Michigan has criminalized certain types of hazing at educational institutions, including colleges and universities, under “Garrett’s Law” (MCL 750.411t). Under Garrett’s Law, hazing includes an intentional, knowing, or reckless disregard act by a person acting alone or acting with others that is directed against an individual and that person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. It is not a defense to a prosecution under Garrett’s Law that the individual against whom the hazing was directed, consented or acquiesced in the hazing.

3. Definition of “Hazing”

- a) “Hazing” means any intentional, knowing, or reckless act — regardless of a person’s willingness to participate — that is (a) committed in connection with initiation into, affiliation with, or continued membership in a student organization (including, but not limited to, teams, groups, fraternities/sororities, and clubs), and (b) causes or creates a risk, above the reasonable risk encountered in the course of participating at the College, of physical injury, psychological harm, or degradation. This includes, but is not limited to:
 - Physical abuse involving the following or similar acts: whipping, beating, striking, electric shocking, placing of a harmful substance on someone’s body, or similar activity.

- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
- Causing, coercing, or otherwise inducing another person to consume food, liquids, alcohol, drugs, or other substances.
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
- Causing, coercing, or otherwise inducing another to perform sexual acts.
- Any activity against another person that includes a violation of local, state, or federal law.

b) “Hazing” does not include:

- Customary athletic events, contests or competitions that are sponsored by an educational office/department.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate training program that requires physical fitness as a qualifying metric.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate training program that requires unique classroom experiences for licensure, including, but not limited to, the Public Service Institute, selective admission programs, and clinical curricula.

c) Hazing is prohibited regardless of its formal association with the student organization’s scheduled or recognized activities. Claims that the conduct or activity in question was not part of an official student organizational event or was not officially sanctioned or approved by the student organization does not constitute a defense to a charge of hazing.

d) It is generally not a defense to hazing under this section that the individual against whom hazing was directed consented to or acquiesced in the hazing, though the final determination is subject to the facts and circumstances of each situation.

4. Definition of “Student Organization”

For purposes of this policy, the term “student organization” means an organization, including but not limited to a club, society, association, athletic team, club sports team, social, professional, or pre-professional fraternity, sorority, band, or student government in which two or more of the members are students enrolled at the College, whether or not the organization is established or recognized by the College.

5. Reporting Hazing

- a) Students: Any student who experiences, witnesses, or has information about hazing is strongly encouraged to report the incident to the College.
- b) Faculty and Staff: Any faculty or staff member who witnesses, or has information about hazing, is required to report it to the college.

A case involving a crime, emergency, or immediate threat to the health or safety of any person should be reported immediately to local law enforcement by calling 911.

6. Reporting Methods

- a) Report to a Campus Security Authority: Reports may be made verbally to any Campus Security Authority (CSA). CSAs are members of the college staff and students who are identified by the College, as required by the Clery Act. CSAs receive special training in the requirements of the Clery Act and the reporting obligations required by the Act. A list of CSAs and their contact information is listed on the College website and in the Annual Security Report.

The CSA receiving the report shall complete a CSA Reporting Form and submit it to the Dean of Students (if the report involves a student) or to the Director of Human Resources (if the report involves a faculty or staff member). All CSA reports must also be copied to the Clery Coordinator for the College.

- b) Anonymous Reporting: While full reporting by any victim is the preferred action, it is the victim's decision to do so. Anyone who wants to remain anonymous may do so. However, the lack of contact information may hinder the College's ability to fully investigate the allegation.
- c) No Retaliation. Retaliation against individuals for reporting suspected hazing is strictly prohibited.

7. Investigation and Sanctions

When the College receives a report of alleged conduct which, if true, could constitute hazing as defined in this policy, it will promptly investigate.

The College may sanction individuals and/or student organizations found responsible for hazing. Sanctions for hazing may include, but are not limited to, suspension, expulsion, or revocation of organizational recognition.

8. Prevention and Education

The College will implement research-informed, campus-wide hazing prevention programs. These may include:

- Mandatory training for all student organizations

- Orientation sessions for new students
- Annual awareness campaigns

The following external resources are promoted by the college:

<https://stophazing.org/about/>

- Organization that provides hazing research and created “We Don’t Haze” documentary video
- National non-profit committed to preventing hazing and educating society about the harms of hazing: <https://hazingpreventionnetwork.org/hazingprevention-org-is-now-the-hazing-prevention-network/>

9. Campus Hazing Transparency Report

The College will publish a Campus Hazing Transparency Report annually on its public website. This report will include:

- Names of student organizations found responsible
- General descriptions of violations
- Dates of incidents, investigations, and findings
- No personally identifiable student information shall be included in the report.

10. Annual Security Report

Beginning October 1, 2025, hazing statistics will be included in the College’s Annual Security Report, in accordance with the Jeanne Clery Campus Safety Act.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading proposed Policy 7014 Anti-Hazing Policy.

College officials, with direction from the Clery Committee and College Attorney, are directed to prepare the required Campus Hazing Transparency Report in accordance with the Stop Campus Hazing Act.

2.968 Proposed New Policy: 1018 Trustee Code of Ethics — Second Reading

During the September 30, 2025, ACC Board of Trustees visioning session ACC trustees discussed whether to add a trustee code of ethics policy to the ACC Policy & Procedures Manual. The consensus of the trustees after the discussion was to adopt the model code of ethics policy published by the Association of Community College Trustees.

Following is the proposed text of the new trustee code of ethics policy.

1018 Trustee Code of Ethics

As a governing board member, I am required to:

Service

- Devote time, thought and study to the duties and responsibilities of a community college board member, so that I may render effective and creditable service.

Collaboration

- Work with my fellow board members in a spirit of harmony and cooperation despite differences of opinion that arise during vigorous debates of points of issue.
- Base my personal decision upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision of the board.

Authority

- Remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact.
- Resist every temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district.

Roles

- Recognize that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operations.
- Welcome and encourage active cooperation by citizens, organizations, and the district media by communicating with respect to policy on current college operations and proposed future developments.
- Speak with one voice as a board member once a board decision or policy is made.

Teamwork

- Support the state and national community college trustee associations.
- Strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

Model Standards of Good Practice for Trustee Boards

- In support of effective community college governance, the board* believes:
- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community.
- That it must clearly define and articulate its role.
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.
- That it always strives to differentiate between external and internal processes in the exercise of its authority.
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement.
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly.
- That its trustee members vote their conscience and support the decision or policy made.
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach.
- That it endeavors to remain always accountable to the community.
- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

*The term “board” refers to a community college board or appropriate governing authority.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves new Policy 1018 Trustee Code of Ethics on second reading.

2.969 Proposed Edits to Administrative Procedure 5527, Conflict of Interest Procedures — Second Reading

During the September 30, 2025, Alpena Community College Board of Trustees visioning session trustees reviewed Procedure 5027, Conflict of Interest Policy, and Administrative Procedure 5527, Conflict of Interest Procedures. The trustees noted several edits to the administrative procedures that would broaden the scope of those affected by the procedure as well as adding a requirement for the trustees to renew their conflict of interest disclosure forms in January of each year.

Following is Administrative Procedure 5527, Conflict of Interest Procedures, with suggested edits marked in red and highlighted.

5527 Conflict of Interest Procedures

Adopted by the Alpena Community College Board of Trustees on June 21, 2018; revised on [DATE].

Transactions involved with **but not limited to** Federal awards are subject to all conflict of interest policies, as applicable:

Board Policy. The following policy has been separately reviewed and approved by the Board of Trustees, and is incorporated here by reference:

- [Conflict of Interest Policy 5027](#)

Business Office Procedures. The following procedures will be applied, to the extent that they do not conflict with or contradict the Board policy listed above:

1. Board members will disclose any conflict of interest (whether in fact or appearance). When a member of the Board determines that the possibility of a personal interest conflict exists, he/she should, prior to the matter being considered, disclose his/her interest in a public meeting (which will be noted in the official meeting minutes). The individual shall abstain from discussing or voting on this matter. **Board members shall complete a Conflict of Interest Disclosure Form in January of each year.**
2. Any related party transactions will be disclosed as part of the annual audit.
3. Board members and employees will not accept money or gifts from current or potential vendors of the college if such items are valued in excess of the threshold published annually by the State of Michigan.
4. College employees **and trustees** are prohibited from using college equipment, materials, and supplies for personal benefit.
5. A sample conflict of interest disclosure form is included next.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the proposed changes to Administrative Procedure 5527, Conflict of Interest Procedures, on second reading.

4.166 Financial Report

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

- The property tax receipts of \$712,842 are \$19,251 more than those for October 2024.
- Tuition and fee receipts total \$5,742,854, which is an increase of \$1,194,165 compared to this time last year. The increase is driven primarily by earlier registration among early college, dual enrollment, and nursing students. Last year, many K-12 partners had not yet registered their students at this point in the semester.
- State aid for the current year is comparable to last year and is typical for this time of year.
- Interest is slightly lower this year compared to last year because of lower interest rates. The Federal Reserve lowered the federal funds rate by 0.25 percentage points in September 2025 and another 0.25 percentage points in October 2025.
- Instructional costs are higher this year because of wage rate adjustments and an extra pay period compared to the same point last year.
- Physical plant is up slightly compared to this time last year due to the timing of campus security contract payments and new door restrictors for campus elevators as required by the new State Elevator Code.
- Student Services is up primarily due to contractual wage rate adjustments, the extra year-to-date pay period, and additional fall semester athletic waivers.
- Institutional Administration expenses are higher than this time last year due to the hiring of a new Foundation Executive Director following last year's vacancy, as well as increased insurance premium costs.
- Net income through the first four months of the year shows as a gain of \$1,604,497, which is typical for this time of year as spring tuition revenue begins to build up.

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

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

General Fund Month-to-Month Comparison through October 2025

- October salaries were higher due to instruction overload payments and the occurrence of three pay periods within 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 Four Months Ending October 31, 2025

Description	YTD Actual FY 2026	YTD Actual FY 2025	YTD Actual Variance
Revenue			
Property Tax	712,842	693,591	19,251
Tuition/Fees	5,742,854	4,548,689	1,194,165
Sales, Service, and Rent	19,093	15,605	3,488
State Aid	680,646	675,520	5,126
State	0	0	0
Federal	9,599	8,659	940
Cost Recovery	0	0	0
Interest	39,050	61,421	(22,371)
Other	25,243	30,482	(5,239)
Revenue	7,229,327	6,033,967	1,195,360
Expense			
Instruction	2,641,965	2,434,512	207,453
OIT	355,969	304,164	51,805
Public Service	0	0	0
Instruction Support	568,631	508,972	59,659
Student Services	562,267	515,027	47,240
Institutional Administration	941,860	850,904	90,956
Physical Plant	554,138	514,927	39,211
Expense	5,624,830	5,128,506	496,324
Income	1,604,497	905,461	699,036
Net Assets - Beginning of Year	2,964,731	2,779,800	184,931
Net Assets - End of Year	4,569,228	3,685,261	883,967

Alpena Community College
Comparative Income Statement
General Fund
For the Four Months Ending October 31, 2025

Description	FY 2026 Budget	FY 2026 YTD Actual	FY 2026 Variance	FY 2026 Complete	FY 2025 Complete
Revenue					
Property Tax	3,541,050	712,842	(2,828,208)	20.13%	20.57%
Tuition/Fees	7,321,966	5,742,854	(1,579,112)	78.43%	68.47%
Sales, Services, and Rent	29,200	19,093	(10,107)	65.39%	53.44%
State Aid	6,928,181	680,646	(6,247,535)	9.82%	9.90%
Federal	29,000	9,599	(19,401)	33.10%	29.86%
Cost Recovery	78,485	0	(78,485)	0.00%	0.00%
Interest	40,000	39,050	(950)	97.63%	153.55%
Other	105,569	25,243	(80,326)	23.91%	11.01%
Revenue	18,073,451	7,229,327	(10,844,124)	40.00%	34.88%
Expense					
Salaries	9,703,036	3,289,874	6,413,162	33.91%	31.11%
Fringe Benefits	4,649,532	1,413,007	3,236,525	30.39%	29.27%
Outside Services	1,260,208	288,332	971,876	22.88%	24.13%
Advertising	239,083	74,410	164,673	31.12%	32.51%
Supplies	316,850	112,048	204,802	35.36%	44.42%
Utilities	529,938	56,546	473,392	10.67%	11.47%
Telephone	25,300	5,770	19,530	22.81%	25.04%
Postage	30,000	6,265	23,735	20.88%	20.64%
Insurance	163,913	124,746	39,167	76.11%	68.32%
Travel & Mileage	60,054	19,281	40,773	32.11%	27.12%
Tuition Waivers and Dues	285,000	161,166	123,834	56.55%	58.74%
Library Books & Equipment	77,700	53,088	24,612	68.32%	59.16%
Other	77,000	20,297	56,703	26.36%	34.32%
Transfers	655,837	0	655,837	0.00%	0.00%
Expense	18,073,451	5,624,830	12,448,621	31.12%	29.65%

Description	FY 2026 Budget	FY 2026 YTD Actual
Income	0	1,604,497
Net Assets - Beginning of Year	2,964,731	2,964,731
Net Assets - End of Year	2,964,731	4,569,228

Alpena Community College
Month-to-Month Tracking
General Fund
For the Four Months Ending October 31, 2025

Description	Jul	Aug	Sep	Oct	No v	De c	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	YTD	Budget
Revenue														
Property Tax	98,410	569,651	39,406	5,375	0	0	0	0	0	0	0	0	712,842	3,541,050
Tuition/Fees	3,831,268	232,881	(102,707)	1,781,412	0	0	0	0	0	0	0	0	5,742,854	7,321,966
Sales, Services, and Rent	8,193	600	935	9,365	0	0	0	0	0	0	0	0	19,093	29,200
State Aid	0	9,191	5,150	666,305	0	0	0	0	0	0	0	0	680,646	6,928,181
Federal	0	769	1,655	7,175	0	0	0	0	0	0	0	0	9,599	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,485
Interest	0	16,199	13,725	9,126	0	0	0	0	0	0	0	0	39,050	40,000
Other	75	80	21,643	3,445	0	0	0	0	0	0	0	0	25,243	105,569
Revenue	3,937,946	829,371	(20,193)	2,482,203	0	0	0	0	0	0	0	0	7,229,327	18,073,451
Expense														
Salaries	669,601	647,250	681,750	1,291,273	0	0	0	0	0	0	0	0	3,289,874	9,703,039
Fringe Benefits	318,999	302,494	314,677	476,837	0	0	0	0	0	0	0	0	1,413,007	4,649,532
Outside Services	95,012	69,861	54,658	68,801	0	0	0	0	0	0	0	0	288,332	1,260,208
Advertising	2,540	22,346	30,732	18,792	0	0	0	0	0	0	0	0	74,410	239,083
Supplies	3,917	12,839	74,918	20,374	0	0	0	0	0	0	0	0	112,048	316,850
Utilities	392	5,243	17,643	33,268	0	0	0	0	0	0	0	0	56,546	529,938
Telephone	1,373	1,159	910	2,328	0	0	0	0	0	0	0	0	5,770	25,300
Postage	0	0	6,265	0	0	0	0	0	0	0	0	0	6,265	30,000
Insurance	78,330	0	42,509	3,907	0	0	0	0	0	0	0	0	124,746	163,913
Travel & Mileage	4,423	7,187	2,795	4,876	0	0	0	0	0	0	0	0	19,281	60,054
Tuition Waivers and Dues	34,393	102,006	12,244	12,523	0	0	0	0	0	0	0	0	161,166	285,000
Library Books & Equipment	28,991	1,804	18,643	3,650	0	0	0	0	0	0	0	0	53,088	77,700
Other	664	9,320	8,435	1,878	0	0	0	0	0	0	0	0	20,297	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	655,837
Expense	1,238,635	1,181,509	1,266,179	1,938,507	0	0	0	0	0	0	0	0	5,624,830	18,073,454
Income	2,699,311	(352,138)	(1,286,372)	543,696	0	0	0	0	0	0	0	0	1,604,497	(3)

4.167 Personnel Report

New hires, terminations, and status changes from October 4 to November 5, 2025.

New Hires:

- LuAnne Thurston, Registrar's Office Assistant, effective 11/10/2025.

Re-Hires:

- None.

Transfers:

- Ashley Nowicki, Transferred from Financial Aid Office Coordinator to High School and Admissions Outreach Coordinator, effective 11/10/2025.
- Jeremy Kilbourn, Transferred from Adjunct – Nursing to FT Faculty – Nursing Program Instructor, effective 11/10/2025.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- Darrin Lightner, Dual Enrollment/Early College Liaison, effective 10/16/2025.
- James Berles, FT Faculty – Mathematics Instructor, effective 02/01/2026.

Name Changes:

- None.

Position Name Changes:

- None.

4.168 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation for the month of October 2025.

Total Donors: 170

Number of Gifts: 202

New Gifts: \$146,173.48