

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, February 19, 2026  
**Meeting Time:** 5:30 p.m. tour of Welding and Manufacturing labs; 6:15 p.m. regular meeting start; closed session immediately following the start of the 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, February 13, 2026

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, February 19, 2026, at 6:15 p.m. The trustees will immediately call for a closed session to consult with attorneys regarding trial or settlement strategy in connection with pending litigation. The regular portion of the meeting is expected to begin at approximately 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.

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=m75172db1c6ad7a109004632c897a3bdd>

**Join by meeting number:**

Meeting number (access code): 2427 061 8119

Meeting password: cZx6Z8KNNG9

**Join by phone:**

+1-415-655-0003 US Toll

**Join from a video system or application:**

Dial [24270618119@alpenacc.webex.com](tel:24270618119)

You can also dial 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, February 19, 2026, 6:15 p.m.

400 Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Call for Closed Session to Consult with Attorneys Regarding Trial or Settlement Strategy in Connection with Pending Litigation
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Approval of the Proposed Minutes of the January 15, 2026, Regular Meeting
- 6) Introduction of Guests and Public Comment
- 7) Communication(s)
- 8) Board Member and Subcommittee Reports
- 9) Student Report
- 10) Faculty Report
- 11) President’s Report
- 12) Action Items
  - 2.974 Bids: Website Redesign and Content Management System Services .....2
  - 2.975 Authorization for the President to Sign Agreements for the Solar Array Project 4
  - 2.976 Pavers for WCCT Sidewalk.....5
- 13) Information Items
  - 4.175 Financial Report.....7
  - 4.176 Personnel Report.....11
  - 4.177 Gifts and Grants Report .....12
- 14) Board Discussion
- 15) New Business
- 16) Suggested Future Agenda Items
- 17) Next Regular Meeting: Thursday, March 19, 2026, 7:00 p.m. The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 18) Adjournment

**2.974 Bids: Website Redesign and Content Management System Services**

Alpena Community College’s website is the main point of contact for many prospective students, current students, employees, and the community. It must be intuitive, accessible to users of all ages and abilities, and designed to make key information such as academic programs, admissions information, and events easy to find.

ACC’s current website, discover.alpenacc.edu, was built in 2015 using the Revize content management system. While Revize is commonly used by municipalities and smaller organizations, it is limited in its ability to meet the evolving needs of a modern higher education institution. The platform offers minimal flexibility, limited design capabilities, and restricts our ability to expand content creation across departments.

ACC is seeking a modern web content management system and hosting solution that supports strategic growth, improves the user experience, strengthens recruitment and retention efforts, and allows for broader staff content participation with appropriate controls.

To ensure a fair, transparent, and competitive selection process, ACC issued a formal Request for Proposals (RFP) outlining the College’s core needs for a new website, including accessibility compliance, flexible content management, defined user roles, technical support, and governance workflows. The RFP was distributed to a group of pre-selected vendors and publicly posted on ACC’s bids webpage, resulting in a total of nine submissions.

Of the nine bids, two were disqualified for being submitted after the deadline. The remaining seven bids were scored on a matrix that included responsiveness to the requirements, CMS product specifications, vendor’s experience in higher education, and pricing. The top four vendors were discussed in a committee that included the Office of Public Information, the Office of Information Technology, the ACC Foundation, and the Vice President for Administration and Finance. The committee selected the top two vendors, Juicebox Interactive and Modern Campus, and requested demonstrations.

<b>Cost Categories</b>	<b>Juicebox</b>	<b>Modern Campus</b>
Website Redesign	\$52,650	\$45,000
Content Migration	N/A (ACC to migrate current website content to new design)	N/A (included in website redesign cost)
Optional Add-On Features	Career Pathways: \$3,850 one-time cost Automatic Directory Sync: \$2,000 one-time cost	Career Pathways: \$7,999 per year
Annual Fees (with hosting)	\$7,785	\$16,500 (plus 5% annual subscription increase)
<b>Total First-Year Cost (with hosting)</b>	<b>\$66,285</b>	<b>\$69,499</b>

After reviewing the demonstrations, the bids, the pricing for the features requested, the references for both vendors, and evaluating a number of finished websites, the committee recommends Juicebox Interactive. Juicebox's first-year cost and annual subscription cost are lower than Modern Campus.

Funding for the website redesign project will come from an Office of Public Information & Marketing budget line, ACC's technology fee, and private sources.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes ACC officials to contract with Juicebox Interactive for website redesign and content management system services for a first-year cost of \$66,285.

## **2.975 Authorization for the President to Sign Agreements for the Solar Array Project**

In February 2025 ACC launched the Farming the Sun in Northeast Lower Michigan solar energy project, a six-acre solar array that will contribute significantly to clean energy production and sustainability efforts in the region.

The solar array, expected to generate 1.863 megawatts of power annually, will offset the cost of ACC's energy consumption with bill credits received through Alpena Power, reinforcing the long-standing partnership between the two entities. The project will significantly reduce the College's carbon footprint.

The completed solar array and learning laboratory will be located at 3301 Woodward Avenue and will provide an immersive environment to study the latest advancements in solar technology and grid integration.

Construction on the project began in September 2025 and the array is expected to be operational by July 2026. While most of the power generating equipment has been installed, several key pieces of business need to be addressed before the solar array project can be completed.

During the October 16, 2025, ACC Board of Trustees meeting the trustees approved a resolution that gave ACC's president the authority to enter into an easement agreement with Alpena Power Company. Since that time other agreements have come to light that also need approval.

To enable the College to move forward expeditiously, College officials seek authorization from the Board of Trustees to enable the President of the College to sign all other agreements related to the solar array project.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes the President to enter into agreements related to the solar array project.

## 2.976 Pavers for WCCT Sidewalk

Harris Hall, located on six acres at the eastern edge of the Alpena 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 circle drive and paver walkway.

In summer 2025 ACC officials solicited proposals from qualified contractors for the replacement of the WCCT's front-circle driveway. The proposed project included the demolition and removal of the existing paver drive and walkway areas, including most associated curbing, along with the installation of a new concrete drive and paver walkway separation curbing and paver retaining curbs. A second portion of the bid was for the installation of the paver walkway adjacent to the circle drive which also connects the Electrical Power Technology Center to the WCCT.

Based on bids received, ACC officials decided to split the project into two sections so the concrete work bid could be locked in while more research was conducted on the paver installation. At the September 17, 2025, ACC Board of Trustees meeting the trustees approved a bid for concrete work at a total cost of \$80,260. The scope of work was the demolition of the site and installation of the concrete drive and associated curbs.

In late fall 2025 ACC issued a new Request for Proposals (RFP) for the replacement of the front circle "paver sidewalk" at the World Center for Concrete Technology. The project included the supply and installation of the subbase material, compaction requirements, bedding sand, geotextile fabric, pavers of the walkway, grouting, and sealing. The working timeline for the entire project was set as May 11-July 24, 2026.

Following are the results of the RFP process:

<b>Vendor</b>	<b>Cost</b>	<b>Paver Type</b>
Alpena Landscape	\$113,619.32	Face-Mix
Modern Transitions	\$111,181.50	Face Mix
Northern Landscape and Design	\$109,860.00	Face-Mix
Proscape Landscaping	\$120,742.30	Thru-mix
Todds Services	\$147,771.00	Thru-mix
Zann Brothers Construction	\$155,060.00	Face-Mix

After extensive review of the bids and consultation with industry partners, ACC officials have identified the bid from Northern Landscape and Design for \$109,860 as the best fit for the project. Northern Landscape and Design is the qualified, apparent low bidder and is a local business. ACC is selecting the premium product from their line to deliver the greatest overall value.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the bid from Northern Landscape and Design at a cost not to exceed \$109,860 for the World Center for Concrete Technology sidewalk project.

#### 4.175 Financial Report

##### Year-to-Date General Fund Year-to-Year Actual Comparison through January 2026

- Property tax receipts total \$1,506,810, down \$343,949 from January 2025 due to the timing of payments.
- Tuition and fee revenue totals \$7,454,878, an increase of \$363,131 year-over-year, driven by higher Fall semester billable contact hours.
- State aid is consistent with last year and aligns with expected timing.
- Interest income is lower than last year due to reduced interest rates and lower cash balances related to construction reimbursement timing. The Federal Reserve has reduced the federal funds rate by 0.75 basis points compared to the same period last year.
- Student Services expenses increased due to contractual wage adjustments and higher athletic waivers.
- Institutional administration expenses are higher due to filling the previously vacant Foundation Executive Director position and increased insurance premiums.
- Physical plant expenses have risen slightly, primarily due to higher snow removal costs and contractual wage adjustments. Additional costs include required installation of elevator door restrictors under the updated State Elevator Code.
- Net income through the first seven months shows a surplus of \$2,221,078, which is typical as spring tuition revenue accumulates.

##### Year-to-Date General Fund Comparative Income Statement through January 2026

- All categories remain within acceptable ranges for this point in the fiscal year, except as noted above.

##### General Fund Month-to-Month Comparison through January 2026

- Major outside services expenses this month include snow removal, legal services, and security contract payments.
- Tuition waivers and dues increased in January due to spring athletic waivers awarded during 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 Seven Months Ending January 31, 2026**

<b>Description</b>	<b>YTD Actual FY 2026</b>	<b>YTD Actual FY 2025</b>	<b>YTD Actual Variance</b>
<b>Revenue</b>			
Property Tax	1,506,810	1,850,759	(343,949)
Tuition/Fees	7,454,878	7,091,747	363,131
Sales, Service, and Rent	31,070	24,635	6,435
State Aid	2,745,405	2,593,212	152,193
State	0	0	0
Federal	19,185	61,379	(42,194)
Cost Recovery	0	0	0
Interest	50,267	108,413	(58,146)
Other	44,882	61,819	(16,937)
<b>Revenue</b>	11,852,497	11,791,964	60,533
<b>Expense</b>			
Instruction	4,266,474	4,315,574	(49,100)
OIT	997,106	1,012,930	(15,824)
Public Service	0	0	0
Instruction Support	885,867	914,293	(28,426)
Student Services	939,467	902,595	36,872
Institutional Administration	1,513,757	1,456,199	57,558
Physical Plant	1,028,748	1,001,059	27,689
<b>Expense</b>	9,631,419	9,602,650	28,769
Income	2,221,078	2,189,314	31,764
Net Assets - Beginning of Year	2,964,731	2,779,800	184,931
Net Assets - End of Year	5,185,809	4,969,114	216,695

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Seven Months Ending January 31, 2026**

Description	FY 2026 Budget	FY 2026 YTD Actual	FY 2026 Variance	FY 2026 Complete	FY 2025 Complete
<b>Revenue</b>					
Property Tax	3,541,050	1,506,810	(2,034,240)	42.55%	54.88%
Tuition/Fees	7,321,966	7,454,878	132,912	101.82%	106.75%
Sales, Services, and Rent	29,200	31,070	1,870	106.40%	84.37%
State Aid	6,928,181	2,745,405	(4,182,776)	39.63%	37.99%
Federal	29,000	19,185	(9,815)	66.16%	211.65%
Cost Recovery	78,485	0	(78,485)	0.00%	0.00%
Interest	40,000	50,267	10,267	125.67%	271.03%
Other	105,569	44,882	(60,687)	42.51%	22.33%
Revenue	18,073,451	11,852,497	(6,220,954)	65.58%	68.17%
<b>Expense</b>					
Salaries	9,703,036	5,323,593	4,379,443	54.87%	57.13%
Fringe Benefits	4,649,532	2,337,356	2,312,176	50.27%	52.88%
Outside Services	1,260,208	902,900	357,308	71.65%	72.53%
Advertising	239,083	115,317	123,766	48.23%	49.04%
Supplies	316,850	154,056	162,794	48.62%	63.34%
Utilities	529,938	200,617	329,321	37.86%	41.08%
Telephone	25,300	11,566	13,734	45.72%	44.94%
Postage	30,000	17,687	12,313	58.96%	53.61%
Insurance	163,913	176,905	(12,992)	107.93%	96.67%
Travel & Mileage	60,054	29,797	30,257	49.62%	59.92%
Tuition Waivers and Dues	285,000	266,007	18,993	93.34%	82.08%
Library Books & Equipment	77,700	57,091	20,609	73.48%	66.07%
Other	77,000	38,527	38,473	50.04%	53.06%
Transfers	655,837	0	655,837	0.00%	0.00%
Expense	18,073,451	9,631,419	8,442,032	53.29%	55.51%

Description	FY 2026 Budget	FY 2026 YTD Actual
Income	0	2,221,078
Net Assets - Beginning of Year	2,964,731	2,964,731
Net Assets - End of Year	2,964,731	5,185,809

**Alpena Community College**  
**Month-to-Month Tracking**  
**General Fund**  
**For the Seven Months Ending January 31, 2026**

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	98,410	569,651	39,406	5,375	2,596	296,790	494,582	0	0	0	0	0	1,506,810	3,541,050
Tuition/Fees	3,831,268	232,881	(102,707)	1,781,413	1,064,082	470,549	177,392	0	0	0	0	0	7,454,878	7,321,966
Sales, Services, and Rent	8,193	600	935	9,365	1,348	890	9,739	0	0	0	0	0	31,070	29,200
State Aid	0	9,191	5,150	666,306	856,133	600,631	607,994	0	0	0	0	0	2,745,405	6,928,181
Federal	0	769	4,755	7,176	1,945	2,969	1,571	0	0	0	0	0	19,185	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	7,915	3,302	0	0	0	0	0	0	50,267	40,000
Other	75	80	21,643	3,446	895	18,369	374	0	0	0	0	0	44,882	105,569
Revenue	3,937,946	829,371	(17,093)	2,482,207	1,934,914	1,393,500	1,291,652	0	0	0	0	0	11,852,497	18,073,451
Expense														
Salaries	669,601	647,250	673,621	1,291,273	675,528	731,985	634,335	0	0	0	0	0	5,323,593	9,703,039
Fringe Benefits	318,999	302,494	313,037	476,838	309,740	315,485	300,763	0	0	0	0	0	2,337,356	4,649,532
Outside Services	95,012	69,861	54,658	68,802	495,738	26,485	92,344	0	0	0	0	0	902,900	1,260,208
Advertising	2,540	22,346	30,732	18,793	9,172	13,041	18,693	0	0	0	0	0	115,317	239,083
Supplies	3,917	12,839	74,918	20,374	14,051	9,156	18,801	0	0	0	0	0	154,056	316,850
Utilities	392	5,243	17,643	33,268	38,040	53,252	52,779	0	0	0	0	0	200,617	529,938
Telephone	1,373	1,159	910	2,328	1,545	1,928	2,323	0	0	0	0	0	11,566	25,300
Postage	0	0	6,265	0	2,500	5,879	3,043	0	0	0	0	0	17,687	30,000
Insurance	78,330	0	42,509	3,907	0	42,130	10,029	0	0	0	0	0	176,905	163,913
Travel & Mileage	4,423	7,187	2,795	4,876	4,105	5,384	1,027	0	0	0	0	0	29,797	60,054
Tuition Waivers and Dues	34,393	102,006	12,244	12,523	(518)	5,703	99,656	0	0	0	0	0	266,007	285,000
Library Books & Equipment	28,991	1,804	18,643	3,650	1,437	1,350	1,216	0	0	0	0	0	57,091	77,700
Other	664	9,320	8,435	1,878	2,997	3,814	11,419	0	0	0	0	0	38,527	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	1,256,410	1,938,510	1,554,335	1,215,592	1,246,428	0	0	0	0	0	9,631,419	18,073,454
Income	2,699,311	(352,138)	(1,273,503)	543,697	380,579	177,908	45,224	0	0	0	0	0	2,221,078	(3)

#### **4.176 Personnel Report**

New hires, terminations, and status changes from January 8 to February 2, 2026.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

#### **4.177 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the ACC Foundation for the month of January 2026.

**Total Donors: 119**

Number of Gifts: 168

New Gifts: \$38,687.63