

NOTICE OF WORKSHOP AND REGULAR MEETING
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
665 JOHNSON STREET, ALPENA, MICHIGAN, 49707

DATE OF NOTICE: June 12, 2015

The Alpena Community College Board of Trustees will convene at 6:00 p.m. on Thursday, June 18, 2015, for a budget workshop. At approximately 7:00 p.m. the trustees will begin their regular monthly meeting. 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, on the Alpena Campus.

Alpena Community College provides access for individuals with disabilities to both the Roger C. Bauer Board Room and the Charles R. Donnelly Natural Resources Center.

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.

Jay Walterreit
Secretary of the Board of Trustees
(989) 358-7215

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

Thursday, June 18, 2015, 7:00 p.m.

Roger C. Bauer Board Room, Room 400, Charles R. 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 Minutes from the May 21, 2015, Regular Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Faculty Report
- 9) Student Report
- 10) President's Report
- 11) Action Items
 - 2.627 Fiscal Year 2016 Budget
 - 2.628 Certification of MCCA Board of Directors Representatives
 - 2.629 Clery/Title IX Policy Amendments (Second Reading)
 - 2.630 Short-Term Borrowing Bid Selection
 - 2.631 TAACCCT Grant Third-Party Evaluator Bid Selection
 - 2.632 Advanced Manufacturing Equipment Bid Selection
 - 2.633 Network Infrastructure Upgrade
 - 2.634 Resolution of Appreciation and Emeritus Status for Retiring President Joynton
- 12) Information Items
 - 3.831 Financial Report
 - 3.832 Personnel Report
 - 3.833 Gifts and Grants Report
- 13) Board Discussion
 - Changing the date of the August regular Board meeting to August 19.
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: August 20, 2015, 7:00 p.m.
- 17) Adjournment

2.627 Fiscal Year 2016 Budget

General Operating Fund, 2015-2016

The General Operating Fund provides those resources necessary to carry out the day-to-day activities of the College. Several major economic factors impact FY 2016 budgeting. State aid is predicted to increase by 1.3%, property taxes are scheduled to increase 2.5%, enrollment may decrease by 7% due to high graduation rates in recent years, more available employment, and reductions in student aid programs and the College's health care costs increases are capped at only 2.3% due to legislative action. Therefore, the 2015-2016 year will still require continued close monitoring of the budget throughout the entire year. In addition, the College will focus on accomplishing the following objectives:

- 1) Provide an adequate schedule of course offerings to serve a projected annualized enrollment of approximately 1,800 enrollees (1,100 F.T.E.)
- 2) Continued the assessment process of assuring the delivery of quality instruction and student services programs.
- 3) Continue refinement of selected career programs to assure that the offerings are attuned to modern technology and graduates are job ready.
- 4) Provide more defined and focused attention to recruitment and admission and retention activities in all areas through the marketing plan.
- 5) Further increase enrollments and refine services to be delivered by the Huron Shores Campus that will meet the needs of Iosco County.
- 6) Further implement personnel realignments to continue to improve the effectiveness of the capacity to deliver education services.
- 7) Address issues raised in the Action Plan as defined through the North Central Accreditation process.
- 8) Reassess the Campus Master Plan while considering the future use of the College's full 680 acres.
- 9) Continue implementing other aspects of the College's strategic plan.

The various objectives specified have been identified with input from the Strategic Planning and Budgeting Committee and will be achieved through the proposed financial plan for the General Operating Fund for 2015-2016.

ALPENA COMMUNITY COLLEGE

2015-2016

Proposed Revenue Budget -- General Operating Fund

	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Taxes	\$ 2,530,658	\$ 2,593,039
Tuition/Fees	5,869,680	5,479,610
State Aid	5,409,289	5,461,607
Other/Miscellaneous	<u>218,028</u>	<u>268,679</u>
	<u>\$ 14,027,655</u>	<u>\$ 13,802,935</u>

Proposed Expenditure Budget -- General Operating Fund

	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Fine Arts	\$ 357,696	\$ 370,047
Communications	803,548	787,495
Social Sciences	716,093	624,984
Mathematics	945,463	940,237
Sciences	1,053,626	1,031,527
Physical Education	23,329	24,139
Health Education	2,940	3,762
Business	215,872	247,041
Data Processing / Computer Science	316,345	231,254
Secretarial & Office	304,898	221,447
Law Enforcement / Public Service	191,607	179,078
Media Production Technology	7,900	7,900
Design Technology	16,299	120,971
Mechanical Trades & Service Technology	508,215	574,919
Construction Trades Technology	275,732	295,068
Electrical & Electronic Trades	386,414	334,199
Apprenticeship Instruction	49,385	51,383

ALPENA COMMUNITY COLLEGE

2015-2016

Proposed Expenditure Budget -- General Operating Fund - Continued

	Budget 2014-2015	Proposed Budget 2015-2016
Nursing	665,485	659,694
Other Health Related	113,446	116,455
Traditional Classroom	76,222	15,545
Learning Labs	18,008	22,044
Career Guidance / College Skills	5,642	6,394
Tutorial Instruction	101,546	92,093
Community Instruction Services	0	0
Library / Media Services	246,666	246,572
Off-Campus Admin. / Huron Shores	179,194	164,484
Instruction Administration	712,501	733,454
Student Services	109,338	84,555
Financial Aid	428,208	423,884
Admissions / Records	478,386	504,720
Data Processing	789,690	834,602
General Administration	329,084	332,614
Word Processing	120,658	116,898
Institutional Administration	1,335,381	1,290,718
Public Relations / Development	199,114	187,606
Resource Development / Grant Writing	158,348	162,794
Physical Plant	1,610,143	1,549,333
Transfers	175,233	213,025
	<u>\$ 14,027,655</u>	<u>\$ 13,802,935</u>

Unrestricted General Operating Fund Balance

Beginning Balance	\$ 1,110,371	\$ 1,110,371
Proposed Surplus	<u>0</u>	<u>0</u>
Ending Balance	<u>\$ 1,110,371</u>	<u>\$ 1,110,371</u>

Designated Fund, 2015-2016

The Designated Fund encompasses a variety of funds that service the non-curricular activities of students, staff and faculty. Specifically, this fund supports activities in seven categories:

Athletics/Student Activities
Professional and Contract Services
Madeline Briggs University Center
Technology
World Center for Concrete Technology
Special Events/Staff Development
Community Education

Athletics/Student Activities

All co-curricular activities of the institution are supported from this budget, which derives its revenue primarily from a student services fee that the student pays upon enrolling in classes at the College. The budget provides support for a broad range of student needs, including the student newspaper, student activities, athletics, intramurals, and the Wellness Center.

Professional and Contract Services (CS)

The PCS is charged with carrying out a varied array of contracted services for area business and industry.

Madeline Briggs University Center

In order to provide additional educational opportunities for our graduates who wish to stay close to home, partnerships were established with four-year institutions to offer classes on campus. This year's budget is \$6,250.

Technology

This fund is for the acquisition of new or updated technology. This fund was instrumental in acquisition and installation of the Datatel (Colleague) student database system. A budget of \$151,000 has been established with approximately \$80,000 earmarked for MIS technician support.

World Center for Concrete Technology

A fund to provide support activities and operations necessary for the World Center for Concrete Technology continues this year with a modest budget of \$103,542. It should be noted that this activity is supported through sales of services, user fees, and other non-taxable revenues.

Special Events/Staff Development

Each year the College attempts to support a wide range of activities that enhance the capacity of our staff to be more productive and valuable employees. Due to budgetary concerns, staff development funds are eliminated this year. The College is able to support a number of special events to assist the College in better communicating its leadership role to the service area (e.g. Science Olympiad, counselor workshops, etc.) A budget of \$5,500 is projected for these activities.

Community Education

An aggressive approach to community education in a short course format began several years ago. In this next year, the College estimates \$18,000 in revenues with \$8,145 going to support the Volunteer Center that directs its activities.

ALPENA COMMUNITY COLLEGE

2015-2016 Designated Fund

Athletics / Student Activities

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Fees	\$ 219,050	\$ 192,000
Gate Receipts / Miscellaneous	1,000	1,000
Fitness Wellness Center Fees	24,000	26,000
Transfers	<u>49,945</u>	<u>68,298</u>
 Total Revenues	 \$ <u>293,995</u>	 \$ <u>287,298</u>
 <u>Proposed Expense Budget</u>		
Administration	\$ 49,725	\$ 49,725
Men's Basketball	37,462	35,462
Women's Basketball	33,961	31,961
Women's Volleyball	15,961	15,961
Women's Softball	16,261	16,261
Cross Country	<u>9,179</u>	<u>9,179</u>
 Subtotal (Athletics)	 <u>162,549</u>	 <u>158,549</u>
 Fitness Wellness Center	 126,446	 123,749
Campus Activity Board	5,000	5,000
Lumberjack		
Intramurals		
Phi-Theta Kappa		
Student Senate		
Other Activities	<u> </u>	<u> </u>
 Subtotal (Student Activities)	 <u>131,446</u>	 <u>128,749</u>
 Total Expenses	 \$ <u>293,995</u>	 \$ <u>287,298</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Designated Fund (Continued)

Professional and Contract Services

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Sales and Service	\$ 2,500	\$ 2,500
Transfers	<u>0</u>	<u>0</u>
Total Revenues	\$ <u>2,500</u>	\$ <u>2,500</u>
<u>Proposed Expense Budget</u>		
Salaries - Instruction	\$ 1,500	\$ 1,500
Salaries - Admin. / Admin. Tech.	0	0
Fringe Benefits	1,000	1,000
All Other Expense	<u>0</u>	<u>0</u>
Total Expenses	\$ <u>2,500</u>	\$ <u>2,500</u>

Madeline Briggs University Center

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Sales and Service	\$ 8,655	\$ 6,000
Reimbursements	<u>249</u>	<u>250</u>
Total Revenues	\$ <u>8,904</u>	\$ <u>6,250</u>
<u>Proposed Expense Budget</u>		
Wages & Fringes	\$ 0	\$ 0
Other	8,904	6,250
Transfer	<u>0</u>	<u>0</u>
Total Expenses	\$ <u>8,904</u>	\$ <u>6,250</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Designated Fund (Continued)

Special Events / Staff Development

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Special Events - Contracted Services	\$ 5,500	\$ 5,500
Staff Development - Gen. Fund Transfer	<u>0</u>	<u>0</u>
Total Revenues	\$ <u>5,500</u>	\$ <u>5,500</u>
<u>Proposed Expense Budget</u>		
Special Events - Supplies / Awards	\$ 5,500	\$ 5,500
Staff Development - Workshops / Grants	<u>0</u>	<u>0</u>
Total Expenses	\$ <u>5,500</u>	\$ <u>5,500</u>

Community Education

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Participation Fees	\$ <u>18,000</u>	\$ <u>18,000</u>
Total Revenues	\$ <u>18,000</u>	\$ <u>18,000</u>
<u>Proposed Expense Budget</u>		
Wage and Fringe Benefits	\$ 2,925	\$ 2,925
Program Costs	6,930	6,930
Transfer to Volunteer Center	<u>8,145</u>	<u>8,145</u>
Total Expenses	\$ <u>18,000</u>	\$ <u>18,000</u>

<u>TOTAL DESIGNATED FUND</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Revenue	\$ <u>610,149</u>	\$ <u>574,090</u>
Expense	\$ <u>610,149</u>	\$ <u>574,090</u>

Auxiliary Enterprises Fund, 2015-2016

The Auxiliary Enterprises Fund consists of those activities that directly generates revenue to accomplish their objectives. The following six areas constitute “enterprises” within the fund:

- College Bookstore
- Food Service
- Auto Service and Auto Body
- Performing and Fine Arts
- Housing
- Transportation

College Bookstore

The Bookstore continues to contribute a positive margin while providing a high level of service to the College community. The Bookstore projects a net operating surplus of \$61,000 to be transferred to other funds.

Food Service

The College has contracted with Fremont Catering of Alpena, Michigan, for operation of the cafeteria. A management fee of \$10,000 per year is budgeted out of the vending proceeds and General Funds.

Auto Service and Auto Body

The College operates various special services keyed to individual instructional areas to improve the economic viability and quality of life throughout Northeast Michigan. There are \$37,000 in services to be delivered in FY16.

Performing and Fine Arts

The additions of Park Arena and Granum Theatre have enhanced the ability of the College to provide cultural activities for both its student body and the community. There are no planned events for the upcoming budget year.

Housing

The College has available 16 units of affordable housing for 64 students provided through a private developer. It is anticipated that ground lease revenues for the coming year will total \$2,186.

Transportation

Transportation covers all College functions related to the use of College-owned vehicles and is paid for through interdepartmental transfers. The revenue budget for 2015-2016 activities is estimated at \$9,000.

ALPENA COMMUNITY COLLEGE

2015-2016 Auxiliary Enterprises Fund

Bookstore

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Book Sales	\$ 598,890	\$ 609,779
Book Sales - Financial Aid and Interdepartmental	396,990	420,453
Sales Tax Remittance	<u>(52,000)</u>	<u>(55,120)</u>
Total Revenues	\$ <u>943,880</u>	\$ <u>975,112</u>

Proposed Expense Budget

Purchases for Resale	\$ 660,716	\$ 700,358
Salaries	136,810	123,254
Fringe Benefits	50,055	51,350
Equipment	24,000	2,000
All Other	40,550	37,150
Administrative Overhead	20,749	50,000
Transfers	<u>11,000</u>	<u>11,000</u>
Total Expenses	\$ <u>943,880</u>	\$ <u>975,112</u>

Food Service

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Sales & Service	\$ 12,000	\$ 6,000
Transfer	<u>0</u>	<u>6,000</u>
Total Revenues	\$ <u>12,000</u>	\$ <u>12,000</u>

Proposed Expense Budget

Contract Service	\$ 12,000	\$ 10,000
Supplies	<u>0</u>	<u>2,000</u>
Total Expenses	\$ <u>12,000</u>	\$ <u>12,000</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Auxiliary Enterprises Fund (Continued)

Auto Service & Auto Body

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Sales and Service	\$ <u>78,000</u>	\$ <u>37,000</u>
	\$ <u>78,000</u>	\$ <u>37,000</u>
<u>Proposed Expense Budget</u>		
Cost of Goods / Services Sold	\$ <u>78,000</u>	\$ <u>37,000</u>
Total Expenses	\$ <u>78,000</u>	\$ <u>37,000</u>

Housing

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Total Revenues	\$ <u>2,158</u>	\$ <u>2,186</u>
<u>Proposed Expense Budget</u>		
Transfer	\$ <u>2,158</u>	\$ <u>2,186</u>

Transportation

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Total Revenues	\$ <u>13,000</u>	\$ <u>9,000</u>
<u>Proposed Expense Budget</u>		
Maintenance	\$ <u>13,000</u>	\$ <u>9,000</u>
Total Expenses	\$ <u>13,000</u>	\$ <u>9,000</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Auxiliary Enterprises Fund (Continued)

<u>TOTAL AUXILIARY ENTERPRISES FUND</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Revenue	\$ <u>1,049,038</u>	\$ <u>1,035,298</u>
Expense	\$ <u>1,049,038</u>	\$ <u>1,035,298</u>

Restricted Fund, 2015-2016

Various external grants from both private (e.g., foundations) and public (e.g., state and federal) sources support several activities of the College that are critical to providing quality educational experiences for our students. Ten primary areas are directly affected by these grants and individual budgets are provided for each. Though funding has been in place for many years (e.g., TRIO projects), in FY 2013 increased funding became available for Talent Search, but ceased for Upward Bound; in other areas, regulations are changing and competition is increasing (e.g., private and governmental contract training) but a new TAACCCT-DOL grant was added after a past TAACCCT ended this past year, and in selected areas, new territories are being successfully explored to provide external support for important College objectives (e.g., Christmas Wish). It should be noted that funding for various student aid programs (e.g., Pell, SEOG, etc.) is also classified in the Restricted Fund.

It should further be noted that given the “reduced” level of “hard” money for FY2016 it would be critical to the achievement of College objectives that these external “soft” monies be obtained during the coming year.

ALPENA COMMUNITY COLLEGE

2015-2016 Restricted Fund

TRIO Grants

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Talent Search		
Grant Funds	\$ 526,106	\$ 526,106
Indirect Cost Recovery	(38,955)	(38,955)
Student Support Services		
Grant Funds	254,563	254,563
Indirect Cost Recovery	(20,365)	(20,365)
Total Revenues	\$ <u>721,349</u>	\$ <u>721,349</u>
 <u>Proposed Expense Budget</u>		
Talent Search		
Wages / Salaries	\$ 258,657	\$ 273,879
Fringe Benefits	140,248	138,654
Supplies and Other	<u>88,246</u>	<u>74,618</u>
	<u>487,151</u>	<u>487,151</u>
 Student Support Services		
Wages / Salaries	143,204	137,667
Fringe Benefits	76,057	72,248
Supplies and Other	<u>14,937</u>	<u>24,283</u>
	<u>234,198</u>	<u>234,198</u>
	\$ <u>721,349</u>	\$ <u>721,349</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Restricted Fund (Continued)

Perkins Vocational / Applied Technical Education

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Special Populations Grant Funds	\$ 48,320	\$ 48,320
Instructional Equipment Grant Funds	25,864	25,864
College Local Leadership Grant Funds	<u>17,000</u>	<u>17,000</u>
Total Revenues	\$ <u>91,184</u>	\$ <u>91,184</u>
<u>Proposed Expense Budget</u>		
Special Needs / Special Populations Wages / Salaries	\$ 33,528	\$ 33,528
Fringe Benefits	14,792	14,792
Supplies and Other	<u>0</u>	<u>0</u>
Subtotal	<u>48,320</u>	<u>48,320</u>
Instructional Equipment Equipment	<u>25,864</u>	<u>25,864</u>
<u>Proposed Expense Budget</u>		
College Local Leadership Salaries / Benefits	\$ 16,835	\$ 16,835
Travel / Other	<u>165</u>	<u>165</u>
Subtotal	<u>17,000</u>	<u>17,000</u>
Total Expenses	\$ <u>91,184</u>	\$ <u>91,184</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Restricted Fund (Continued)

College Work Study

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Grants	\$ <u>67,000</u>	\$ <u>67,000</u>
<u>Proposed Expense Budget</u>		
Student Wages	\$ <u>67,000</u>	\$ <u>67,000</u>

Pell Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Federal Grant	\$ <u>4,100,000</u>	\$ <u>3,250,000</u>
<u>Proposed Expense Budget</u>		
Awards	\$ <u>4,100,000</u>	\$ <u>3,250,000</u>

Supplemental Educational Opportunity Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Federal Grant	\$ <u>72,000</u>	\$ <u>72,000</u>
<u>Proposed Expense Budget</u>		
Awards	\$ <u>72,000</u>	\$ <u>72,000</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Restricted Fund (Continued)

TAACCCT-DOL Grant -2014

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Grant	0	1,036,429
Indirect Cost Recovery	0	(47,135)
Total Revenue	<u>\$ 0</u>	<u>\$ 989,295</u>

Proposed Expense Budget

Salary	0	314,230
Fringe Benefits	0	172,962
Contract Services	0	150,000
Supplies	0	10,000
Travel	0	15,000
Equipment	0	319,929
Other	0	7,174
Total Expenses	<u>\$ 0</u>	<u>\$ 989,295</u>

TAACCCT-DOL Grant -2011

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Grant	564,056	0
Indirect Cost Recovery	(48,096)	0
Total Revenue	<u>\$ 515,960</u>	<u>\$ 0</u>

Proposed Expense Budget

Salary	320,640	0
Fringe Benefits	163,932	0
Contract Services	10,000	0
Supplies	10,000	0
Travel	11,388	0
Equipment	0	0
Total Expenses	<u>\$ 515,960</u>	<u>\$ 0</u>

ALPENA COMMUNITY COLLEGE

2015-2016 Restricted Fund (Continued)

Christmas Wish

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Donations	\$ <u>1,700</u>	\$ <u>17,000</u>
<u>Proposed Expense Budget</u>		
Supplies and Purchases	9,000	9,000
Transfers	<u>8,000</u>	<u>8,000</u>
Travel	\$ <u>17,000</u>	\$ <u>17,000</u>

Volunteer Center

<u>Proposed Revenue Budget</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Local Support	\$ 13,707	\$ 13,707
Sales and Services	0	0
Besser Grant	29,000	29,000
Transfers	<u>16,145</u>	<u>16,145</u>
Total Revenues	\$ <u>58,852</u>	\$ <u>58,852</u>
<u>Proposed Expense Budget</u>		
Wages / Salaries	\$ 37,983	\$ 37,305
Fringe Benefits	20,869	19,776
Other	0	1,771
Total Expenses	\$ <u>58,852</u>	\$ <u>58,852</u>
<u>TOTAL RESTRICTED FUND</u>	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
Revenue	\$ <u>5,628,045</u>	\$ <u>5,266,680</u>
Expense	\$ <u>5,643,345</u>	\$ <u>5,266,680</u>

Capital Equipment/Building Maintenance Fund, 2015-20165

The Capital Equipment/Building Maintenance Fund provides the financial resources necessary to undertake those critical projects included in the planning process for the College to preserve and enhance its capital assets. The past five years have seen an extensive amount of work accomplished in this area with well over 100 individual projects completed. A major portion of institutional equipment will be purchased through the fund rather than the General Operating Fund of the College, and these purchases will be institution-wide. Additionally, the Board-authorized facility fee is receipted in this fund to support long-term capital needs of the institution.

ALPENA COMMUNITY COLLEGE

2015-2016 Capital Equipment / Building Maintenance Fund

	Budget <u>2014-2015</u>	Proposed Budget <u>2015-2016</u>
<u>Proposed Revenue Budget</u>		
Facilities Fee	\$ 250,000	\$ 222,500
Transfer from General Fund	113,788	213,919
Transfer	0	0
Mandatory Transfer	<u>0</u>	<u>0</u>
Total Revenues	\$ <u>363,788</u>	\$ <u>436,419</u>
<u>Proposed Expense Budget</u>		
Equipment	\$ 37,334	\$ 61,000
Contract Services - Renovations	41,300	31,134
Contract Services - Maint. Projects	84,154	84,154
Debt Service Transfer	<u>201,000</u>	<u>229,800</u>
Total Expenses	\$ <u>363,788</u>	\$ <u>406,088</u>

Plant Fund, 2015-2016

The Plant Fund is the depository for various state/local grants that are directed toward the construction of capital projects. The Electrical Power Technology Center as an addition to the World Center for Concrete Technology completed construction this past Spring and opened for business in January, 2015.

ALPENA COMMUNITY COLLEGE

2015-2016 Plant Fund

	Budget <u>2014-2015</u>	Proposed Budget <u>2015-2016</u>
<u>Proposed Revenue Budget</u>		
State Capital Outlay - EPTC	\$ 2,500,000	\$ 0
Transfer from Prior Year Revenues	922,800	0
Donations	<u>500,000</u>	<u>0</u>
Total Revenues	\$ <u><u>3,922,800</u></u>	\$ <u><u>0</u></u>
<u>Proposed Expense Budget</u>		
Professional Fees	\$ 100,000	\$ 0
Site Improvements	125,000	0
Construction in Progress	3,675,000	0
Transfer to Debt Service	<u>22,800</u>	<u>0</u>
Total Expenses	\$ <u><u>3,922,800</u></u>	\$ <u><u>0</u></u>

Debt Service Fund, 2015-2016

The College refinanced the General Obligation Limited Tax Bond issued in 2002. There was \$720,000 remaining on the bond. An additional \$1,355,000 was added to help cash flow the construction of the Electrical Power Technology Center project. The Bond is for only ten years. The funding to retire the additional \$1,355,000 is to come from pledges for the project. A schedule of these annual payments totaling approximately \$229,800 for FY16 and beyond is available for review.

ALPENA COMMUNITY COLLEGE

2015-2016 Debt Service Fund

	<u>Budget 2014-2015</u>	<u>Proposed Budget 2015-2016</u>
<u>Proposed Revenue Budget</u>		
Transfer Facility Fee	\$ 201,000	\$ 229,800
Transfer Plant Fund	25,805	0
Transfers - General Fund	<u>0</u>	<u>0</u>
Total Revenues	\$ <u>226,805</u>	\$ <u>229,800</u>
<u>Proposed Expense Budget</u>		
Interest	\$ 31,805	\$ 29,800
Principal	<u>195,000</u>	<u>200,000</u>
Total Expenses	\$ <u>226,805</u>	\$ <u>229,800</u>

Therefore, the following resolution is proposed:

The Board of Trustees accepts the budget as presented for FY2016.

2.628 Certification of MCCA Board of Directors Representatives

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaw states:

“There shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.

Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

The MCCA is now asking each participating community college to complete a Certification Form for the designation of representatives; that certification includes an official board action appointing the representatives.

Therefore, the following resolution is proposed:

Dr. Don MacMaster is appointed to the 2015-16 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2015, and

Florence Stibitz is appointed to the 2015-16 MCCA Board of Directors as Trustee Director representing Alpena Community College.

Teresa Duncan is appointed to the 2015-16 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College.

2.629 Clery/Title IX Policy Amendments (Second Reading)

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act (VAWA), sometimes also known as the Campus SaVE (Sexual Violence Elimination Act). This Act extensively amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), adding many new safety and security requirements for all institutions of higher education as a condition of participating in federal student aid.

Most notably, the Clery Act, as amended by VAWA, required all colleges and universities to compile statistics and enact policies and procedures related to dating violence, domestic violence, sexual assault, and stalking. These requirements took effect in 2014, but it took many months after the effective date of the Act before the federal regulations were promulgated. In the meantime, colleges and universities were instructed to use their “best efforts” to enact or revise policies and procedures to comply with the changes to the law.

On April 16, 2014, the ACC Board of Trustees enacted 14 new policies (Policies 7000 through 7012 and Policy 1014). The policies incorporated the requirements of the Clery Act, as amended by VAWA, and also the guidance provided by the Office of Civil Rights in its Dear Colleague Letter of 2011 regarding compliance with Title IX of the Education Amendments of 1972, which assures gender equity in education and prohibits sexual harassment, including sexual violence.

On October 20, 2014, the U.S. Department of Education published the final Federal Regulations (34 CFR 668.46), consisting of 98 pages of requirements. Legal counsel for the College has reviewed the final regulations and determined that the policies previously enacted by ACC in 2014 are in substantial compliance with the new regulations. However, the Federal Regulations added many new provisions, procedures and definitions which, in the opinion of legal counsel, make it advisable to amend several of the policies enacted in 2014.

In addition, over the past year, ACC has developed a task force to implement the policies enacted in 2014 and to assure compliance with federal law. Through the process of implementation, several suggested amendments have been identified.

The recommended amendments are summarized below. For Policy 7001, 7002, 7003, and 7008, the highlighted yellow text indicates changes. For Policy 7009, there were extensive additions and changes so the Policy is presented without marked edits.

- Amend Policy 7001 for the following reasons:
 - To state expressly the College’s policies are intended to comply with Title IX, as well as the Clery Act.
 - To change the name of the committee appointed by the President to the Clery/Title IX Task Force. It was previously called the Safety Policies and

Procedures Compliance Committee, which created some confusion with another existing committee.

- To clarify that the Clery/Title IX Task Force is responsible for programming now required by the federal regulations.
- Amend Policy 7002 for the following reasons:
 - To provide for the limited circumstances in which the College would be permitted to classify a reported crime as “unfounded,” in accordance with a new procedure under the federal regulations.
- Amend Policy 7003 for the following reasons:
 - To change the title of the Associate Vice-President for Academic and Student Affairs to the Dean of Students and to incorporate such change of title in all other applicable policies.
- Amend Policy 7008 for the following reasons:
 - To change the title of the publication provided to all students and employees. The title is the “Campus Guide for Prevention and Response to Sexual Misconduct: Know Your Rights- Protect Yourself.”
 - To add a new publication containing more detailed information about risk reduction, reporting options, institutional disciplinary and investigative procedures, rights of the accused and accuser and definitions of key terms, entitled “Rights and Options: What Every Student Should Know About Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence and Stalking.”
 - To require awareness and prevention programming to all new students and incoming employees as well as ongoing prevention and awareness campaigns as required by the federal regulations.
- Amend Policy 7009 for the following reasons:
 - To define all terms in the manner required by the federal regulations and to revise the definition of rape to conform to the FBI updated definition, as required.
 - To clarify how to file a report of Sexual Misconduct, or a disciplinary complaint; to define the specific steps involved in any investigation or disciplinary proceeding, including time-lines and decision-making process, all as required.
 - To list all of the possible sanctions that may be imposed by the College upon determination of a violation of the Policy, as required.
 - To clarify that all employees are required to report knowledge of Sexual Misconduct, unless an exception applies, and to define the exceptions.

- To include information about how the College will protect the confidentiality of victims and other necessary parties, as required.
- To require reporting of annual crime statistics without inclusion of personally identifiable information, as required.
- To clarify and define “Confidential Resources” so that a person making a report of Sexual Misconduct is aware whether or not the person to whom the report is made is permitted to maintain confidentiality.
- To describe the range of protective measures available following an allegation of Sexual Misconduct, as required.
- To provide for annual training of all officials conducting investigations, as required.
- To provide that the accuser and accused have the same opportunities to be accompanied by an “advisor of choice” at any proceeding or meeting.
- To provide that if a person comes forward with a good faith report of Sexual Misconduct in a situation which also involves a violation of a College policy regarding alcohol, the College will not pursue disciplinary measures for the alcohol violation but may require participation in community service, education, or awareness activities as an alternative to disciplinary measures.

The above changes have been reviewed and discussed with the Clery/Title IX Task Force, which recommends adoption of the proposed policy changes. All colleges and universities are required to comply with the Federal Regulations by July 1, 2015. Attached are copies of the policies enumerated above showing the proposed amendments.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading the amendments to Policies 7001, 7002, 7003, 7008, and 7009 as summarized above and shown below.

Yellow highlighting indicates changes in the policy. Due to extensive additions and changes, Policy 7009 is presented without highlighted edits.

POLICY ON APPOINTMENT OF CLERY/TITLE IX TASK FORCE 7001

**Adopted by the Alpena Community College Board of Trustees on April 16, 2014
Amended: June 2015**

The College is committed to enhancing the safety and security of our campus communities. The College seeks to protect the security of property and persons through cooperation with law enforcement agencies, development of policies and procedures which educate the College community regarding safety issues, and prevention and awareness programs designed to cultivate a caring population of involved people who report suspicious and unlawful behavior to the police and to designated College officials.

The College has adopted a series of policies and procedures, including those set forth in Series 7000 of the Alpena Community College Board of Trustees Policies and Procedures, which are designed to address issues of safety and security and to comply with federal and state laws and regulations, including but not limited to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Title IX of the Education Amendments of 1972 (“Title IX”), and the Violence Against Women Reauthorization Act of 2013.

To ensure that the College policies and procedures continue to comply with developing laws and regulations relating to campus safety and security, the President shall appoint a Clery/Title IX Task Force which shall regularly review such policies, develop procedures and other supplementary information to support the implementation of such policies, and recommend revisions to the policies and procedures in consultation with College legal counsel.

POLICY ON PREPARATION OF ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

7002

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Amended: June __, 2015

The Vice President for Administration and Finance is responsible for the preparation of Alpena Community College's Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (The Clery Act) as well as the Violence Against Women Reauthorization Act of 2013 (VAWA). The full text of this report can be located on our web site at www.alpenacc.edu.

The Clery Act, as amended by VAWA, requires the College to disclose the following categories of reported crime statistics, as those categories are defined by law: (i) criminal offenses; (ii) hate crimes where the offender's actions were motivated by bias on the basis of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability; (iii) arrests and referrals for disciplinary action for violation of weapons, drug, and liquor laws; and (iv) incidents of domestic violence, dating violence, sexual assault, and stalking.

Alpena Community College does not have a security force employed on any campus. In preparing the Annual Security Report, the College works in cooperation with the local law enforcement agencies surrounding our main Alpena campus and our Oscoda/Huron Shores campus to obtain information on reported crimes occurring on campus, in student housing facilities, on public property within or immediately adjacent to the campus, and in other geographic locations to the extent required by law.

The crime, arrest and referral statistics which are disclosed in the College's Annual Security Report include those reported to local law enforcement agencies, as well as the following campus officials: Vice President for Administration and Finance, Vice President of Academic and Student Affairs, Associate Vice President of Academic and Student Affairs, Director of Human Resources, Athletic Director, Title IX Coordinator, and Director of Facilities Management. In addition, a procedure is in place to capture statistics reported to the management company for College Park Apartments.

In the event a reported crime is investigated by sworn or commissioned law enforcement personnel, and such law enforcement personnel determine the report to be false or baseless, and thus, "unfounded," the College is not required to include such report in its crime statistics.

Each year, notification of the availability of the Annual Report is made to all students, faculty, and staff who have opted into in the College's school messenger system or provided an email account. A copy of the report may also be obtained at the office of the Director of Human Resources, Van Lare Hall Room 102, or by calling (989) 358-7211.

POLICY ON CRIME REPORTING AND RELATIONSHIP WITH LOCAL LAW ENFORCEMENT **7003**

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Amended: June __, 2015

Alpena Community College encourages its students, faculty, staff, and guests to report all crimes and public safety incidents in an accurate and timely manner. Although Alpena Community College does not employ a security force on any campus, it maintains a close working relationship with the City of Alpena Police Department, the Oscoda Township Police Department, the Alpena County Sheriff's Department, the Iosco County Sheriff's Department, and the Michigan State Police. There is no written memorandum of understanding or agreement between Alpena Community College and any of these law enforcement authorities.

To report a crime (emergency) on any campus, dial 911.

To report a crime (non-emergency) on the Alpena campus, contact:

City of Alpena Police Department	Alpena County Sheriff's Department
(989) 354-1800	(989) 354-9830

Michigan State Police – Alpena Post
(989) 354-4101

To report a crime (non-emergency) on the Oscoda/Huron Shores campus, contact:

Oscoda Township Police Department	Iosco County Sheriff's Department
(989) 739-9113	(989) 362-6164

In addition, you are encouraged to report any crime or public safety incident to any of the following College officials:

1. Vice President for Administration and Finance
(989) 358-7368
2. Vice President of Academic and Student Affairs
(989) 358-7458
3. Dean of Students
(989) 358-7442
4. Director of Human Resources
(989) 358-7211
5. Athletic Director
(989) 358-7263
6. Title IX Coordinator
(989) 358-7211
7. Director of Facilities Management
(989) 358-7202

POLICY ON CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS, INCLUDING SEXUAL ASSAULT AND SEXUAL VIOLENCE 7008

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Amended: June ____, 2015

It is the policy of Alpena Community College to provide every student and employee with information on crime prevention and security awareness. This includes information on awareness of personal safety and security, as well as awareness, avoidance and prevention of theft, vandalism, sexual assault and sexual violence, including, rape, acquaintance rape, dating violence, domestic violence, and stalking. This information is provided in a brochure entitled “Campus Guide for Prevention and Response to Sexual Misconduct: Know Your Rights- Protect Yourself,” which is available on the college website and in printed form in the following offices:

Office of Title IX Coordinator - Van Lare Hall, Room 102

Office of Academic and Student Affairs - Van Lare Hall, Room 109

Each year, during orientation, the above information is provided to new students. New employees shall receive this information upon hiring, as well as periodically throughout their employment.

The College shall also provide a publication entitled “Rights and Options: What Every Student Should Know About Sexual Harassment, Sexual Violence, Dating Violence and Stalking.” This publication shall contain definitions of key terms related to Sexual Misconduct, in accordance with Policy 7009, as well as reporting options and procedures to be followed by victims of alleged sexual misconduct, descriptions of resources and interim measures available to victims of sexual misconduct, information regarding investigation of reports of sexual misconduct and disciplinary action which may be imposed by the College in cases of dating violence, domestic violence, sexual assault, or stalking.

The Clery/Title IX Task Force, in cooperation with local law enforcement and other community resources shall present programs to prevent dating violence, domestic violence, sexual assault and stalking. Such programs shall include both primary prevention and awareness programs directly and incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. Such programs shall be presented at least once during each academic year, and shall include information on crime prevention, awareness, avoidance, risk reduction and safe and positive options for bystander intervention..

ACC’s Emergency Procedures also contains additional information on crime prevention, and is made available to students and staff. Ongoing prevention and awareness campaigns may also be disseminated through security alert posters, displays, videos, website links, and articles in the campus newsletter, *The Splinter*.

7009 Sexual Misconduct Policy

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Amended: June __, 2015

I. Policy Summary

The College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, sexual assault and sexual exploitation, collectively referred to in this Policy as “Sexual Misconduct.”

Sexual Misconduct diminishes individual dignity, jeopardizes the welfare of our students and employees and impedes access to educational, social, and employment opportunities. Sexual misconduct violates our institutional values of Respect, Integrity, Accountability and Excellence. Sexual Misconduct is expressly prohibited by College policy as well as by law.

The College strives to eliminate Sexual Misconduct through primary prevention and awareness programming, education, training, clear policies and procedures.

This Policy also explains how the College will proceed once it is made aware of reported sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX, the Clery Act, the Violence against Women Reauthorization Act, and other applicable law. The procedures are designed to prevent the recurrence of Sexual Misconduct, remedy its effects, promote safety and deter individuals from future Sexual Misconduct.

II. Definitions.

- A. **ACC or College** means Alpena Community College.
- B. **Awareness Programs** means community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge and information and resources to prevent violence, promote safety and reduce perpetration.
- C. **Bystander Intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.
- D. **Clery Act** means the federal Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act.
- E. **Complainant** means a person allegedly subjected to either Sexual Misconduct or Retaliation in violation of this Policy.
- F. **Complaint** means a brief written statement of facts sufficient to put a reasonable person on notice of an alleged violation of this Policy.

- G. **Confidential Resources** means those people or entities that are not required, either by law or by policy, to report an allegation of Sexual Misconduct to the Title IX Coordinator and that also provide confidential counseling and support services to people impacted by alleged acts of Sexual Misconduct, whether or not that person chooses to file a Complaint, file criminal charges, or otherwise participate in any processes referenced in this Policy or its Procedures.
- H. **Consent** means a voluntary and affirmative mutually understandable communication of willingness to participate in particular sexual activity or behavior, expressed either by words or clear unambiguous action. Additional information regarding consent can be found in Section III of this Policy.
- I. **Dating Violence** means violence committed by a person —
1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship.
- Dating Violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.
- J. **Determination** means a written report prepared at the end of an investigation into an alleged violation of this Policy that includes a conclusion as to whether or not a violation of this Policy occurred and the rationale for the conclusion.
- K. **Domestic Violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Michigan, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Michigan.
- L. **Impact Statement** means a brief written statement prepared after the Determination by either a Complainant or a Respondent regarding how the violation of this Policy has affected that person and that is used to assist in determining appropriate sanctions, interventions, or accommodations.

- M. **Incapacitation** means a person lacks the ability for self-care or to understand the nature of that person's conduct.
- N. **Interim Measures** means those support services, accommodations, and interventions that are available prior to Determination with the intent to mitigate the effects of the alleged misconduct and otherwise promote the safety of a Complainant, a Respondent, or Member of the College Community experiencing the effects of Sexual Misconduct.
- O. **Intimidation** means to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- P. **Member of the College Community** means ACC students, faculty, staff, and certain third parties including, but not limited to, guests, contractors, consultants, and their employees.
- Q. **Respondent** means a person accused of violating this Policy.
- R. **Responsible Employee** means a person:
- Who has the duty to take action to redress Sexual Misconduct;
 - Who has the duty of reporting incidents of Sexual Misconduct or any other misconduct by students; or
 - Whom a student reasonably believes has this authority or duty.
- S. **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim.
- T. **Retaliation** means an adverse action taken against a person because that person:
- Complained of Sexual Misconduct or Retaliation in good faith;
 - Cooperated in an investigation under this Policy or its Procedures; or
 - Participated in proceedings brought under this Policy or its Procedures.
- U. **Sanctioning Official** means the person at ACC responsible for determining the appropriate sanctions for a specific violation of this Policy.
- V. **Sexual Assault** means an offense that meets the definition of rape, fondling, incest or statutory rape under the uniform crime reporting (UCR) system of the

Federal Bureau of Investigation (FBI). Sexual Assault includes, but is not limited to:

- Rape, as defined above
- Intentional touching, without the Complainant's consent, of a person's intimate body parts, or any materials, such as clothing, covering the immediate area of a person's intimate body parts, including, but not limited to, that person's breasts, buttocks, groin, or mouth, for the purposes of sexual arousal or gratification, a sexual purpose, or in a sexual manner for revenge, to inflict humiliation, or out of anger;
- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Sexual intercourse with a Complainant who is under the statutory age of consent.

In Michigan, sexual assault is generally punished by the detailed statutory scheme of the Criminal Sexual Conduct Act (CSC Act), MCL 750.520a et seq. The term "sexual assault" is defined as assault with intent to commit criminal sexual conduct. Further, "sexual assault" is also defined as an act, attempted act, or conspiracy to engage in an act of criminal conduct as defined in the CSC Act, or an offense under a law of the United States, another state, or a foreign country or tribal or military law that is substantially similar to such an offense. See MCL 600.2157a; MCL 600.2950a.

W Sexual Exploitation means conduct involving a person taking, or attempting to take, non-consensual or abusive sexual advantage of a Complainant when such conduct would not otherwise be defined as sexual harassment or sexual assault including, but not limited to, prostitution, sexual voyeurism, taking pictures of a sexual nature or circulating such pictures without the Complainant's consent or exceeding the boundaries of that consent.

X. Sexual Harassment

1. Sexual harassment is defined in the Michigan Civil Rights Act as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

- (a) Submission to such a conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, educational, or housing.

- (b) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing.
 - (c) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment.
- 2. Sexual harassment is a form of discrimination based on sex. Sexual violence is a form of sexual harassment.
- 3. Sexual harassment may include incidents between any members of the College community, including faculty and other academic appointees, staff, coaches, residents and interns, students, student employees (when acting within the course and scope of employment), and non-student or non-employee participants in College programs, such as vendors, contractors, visitors, and patients.
- 4. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.
- 5. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.
- 6. Sexual harassment, including sexual violence, is not tolerated by the College. The College will respond promptly to all reports of sexual harassment among employees, students, and College visitors.
- 7. Conduct Guidelines: "Sexual Harassment" has a specific legal definition, which is stated in this section. Not all conduct or speech which a person might find inappropriate constitutes sexual harassment; neither do occasional compliments or remarks of a socially acceptable nature. Rather, the law forbids behavior on the basis of sex that is so objectively offensive as to substantially interfere with an individual's employment, public accommodations or public services, education or housing. However, to avoid any misunderstandings about what might constitute sexual harassment, the following guidelines are provided for behavior which is not appropriate.
 - (a) Physical

- i. Any unwanted and offensive physical contact of a sexual nature, including unnecessary touching, patting, hugging, brushing the body, impeding or blocking movement
 - ii. Unwanted sexual gestures or pantomiming sexual acts
 - iii. Leering or ogling
- (b) Verbal/Auditory
 - i. Sexual advances or propositions
 - ii. Sexually explicit, suggestive or abusive talk
 - iii. Sexually explicit jokes, teasing or anecdotes (including jokes and comments about a person's body parts, types or conditions)
 - iv. Remarks of a sexual nature about a person's body, sexual performance, activity or prowess
 - v. Sexually suggestive or insulting sounds, including whistling
 - vi. Continuing to express interest after being informed the interest is unwelcome
- (c) Visual
 - i. Display of sexually-oriented graphic pictures, posters or other visual material
 - ii. Displaying or transmitting any sexually explicit material via e-mail or the Internet

Y. **Stalking** means a course of conduct directed at a specific Complainant that would cause a reasonable person to fear for that person's own or someone else's safety, or to suffer substantial emotional distress. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For purposes of this definition,

- a) *Course of conduct* means two or more acts, including, but not limited

to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- b) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- c) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

In Michigan, stalking is "the willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested." MCL 750.411h (1)(d).

- Z. **Student** means a person who has enrolled at ACC, either full-time or part-time. Students also include people who have been admitted to ACC and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership activities, camps, athletic training and practices).
- AA. **Third Party Complainant** means a person or entity with information that a violation of this Policy may have occurred, that files a Complaint on behalf of Complainant, with the intent to stand in the place of the Complainant, and that is not otherwise a Complainant.

III. Policy Text

A. General.

Every Member of the College Community should be aware that the College prohibits acts of Sexual Misconduct and Retaliation. The College will respond promptly and effectively to reports of violation of this Policy and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy.

B. Prohibited Conduct

1. Sexual Misconduct, as defined by this Policy, includes, but is not limited to, the following:
 - (a) Dating Violence;
 - (b) Domestic Violence and Intimate Partner Violence;
 - (c) Sexual Assault;
 - (d) Sexual Exploitation;
 - (e) Sexual Harassment; and
 - (f) Stalking
2. Retaliation
 - (a) This Policy prohibits Retaliation of any nature taken by any Member of the College Community against another Member of the College Community.
 - (b) An allegation of Retaliation will be treated as a separate allegation of a violation under this Policy.
3. Location of Sexual Misconduct
 - (a) On-campus. This Policy prohibits acts of Sexual Misconduct anywhere on-Campus. For this purpose, on-Campus includes College Park Apartments and any ACC-owned, ACC-leased or ACC-controlled property.
 - (b) Off-campus. This Policy prohibits acts of Sexual Misconduct occurring off-Campus if the Sexual Misconduct affects an ACC

student or employee's participation in an ACC activity. This includes, but is not limited to Sexual Misconduct which:

- (i) Affects the individual's participation in an ACC activity including the living, learning, and working environments;
- (ii) Occurs during ACC-sponsored activities (e.g., field trips, social or educational functions, athletic competitions, student recruitment activities, internships, and service learning experiences);
- (iii) Occurs during the activities of organizations affiliated with ACC, including, but not limited to, the activities of registered student organizations;
- (iv) Occurs during ACC-affiliated travel;
- (v) Occurs during the application for admission to a program or selection for employment; or
- (vi) Poses a threat to a student or employee

C. Consensual Relationships.

This Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between Members of the College Community are subject to other College policies. While romantic relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment or sexual violence, subject to this Policy.

Consent as referenced in this Policy means:

1. Consent is informed. Consent consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent to some form of sexual activity does not imply consent to other forms of sexual activity.
2. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity.
3. Lack of protest or resistance, or silence does not constitute consent
4. Consent is voluntary. It is given without coercion, force, threats, or intimidation; it is an affirmative cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

5. Consent is given when the person is not impaired or incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion, or has a mental disorder, developmental disability, or physical disability that would impair his/her understanding of the act.
 - (a) Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep and blackouts.
 - (b) Where alcohol or drugs are involved, incapacitation is distinct from drunkenness or intoxication, and is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. The factors to be considered include whether the accused knew, or a reasonable person in the position of the accused should have known, that the complainant was impaired or incapacitated
6. Consent may be revoked or withdrawn at any time.

D. Dissemination of the Policy, Education and Awareness Programs

As part of the College's commitment to providing a working and learning environment protected from sexual harassment and sexual violence, this Policy shall be disseminated widely to the College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Educational materials shall be available to all members of the College community to promote compliance with this Policy and familiarity with reporting procedures.

Education and awareness programs/materials shall include information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks, as well as safe and positive options for bystander intervention.

E. Reporting of Sexual Harassment or Sexual Violence

1. Reports of alleged Sexual Misconduct or Retaliation may be made by a:
 - (a) Complainant
 - (b) Third Party Complainant; or
 - (c) Responsible Employee

2. Mandatory Reporting by Responsible Employees.

- (a) Responsible Employees are required to promptly report allegations of Sexual Misconduct to the Title IX Coordinator, or the Dean of Students, or the designee of either such person, except as provided in subparagraph (c). below.
- (b) All ACC employees are Responsible Employees unless a specific exception applies.
- (c) Exceptions. The following people are not Responsible Employees:
 - i. People acting in the role of, or employed by, a Confidential Resource, only to the extent that they are serving in that role;
 - ii. Office professional staff serving in an administrative support role for a Confidential Resource, only to the extent they are serving in that role;
 - iii. Direct supervisors of a person acting as a Confidential Resource, only to the extent information shared regarding an alleged incident of Sexual Misconduct is shared for the purposes of providing support services concurrently or prospectively;
 - iv. Faculty members directly supervising students in a practicum course, only to the extent information shared regarding an alleged incident of Sexual Misconduct is shared for the purposes of providing mental or physical health services concurrently or prospectively.
- (d) Responsible Employees are not required to report allegations of Sexual Misconduct when the Responsible Employee learns about the allegation during a public awareness or activism event, or other public forum at which a Member of the College Community discloses experiences with Sexual Misconduct. Examples of these types of events or forums include, but are not limited to, “Take Back the Night” programs, candlelight vigils, survivor “speak-outs” and protests.
- (e) Responsible Employees are required to share information regarding the alleged Sexual Misconduct known to them, including the names of the individuals involved in the alleged Sexual

Misconduct, if known, with the Title IX Coordinator, Dean of Students or designee.

- (f) Responsible Employees, other than the Title IX Coordinator, Deputy Title IX Coordinator or their designees, should not investigate any allegations of Sexual Misconduct or seek to obtain more information than the individual making the disclosure wishes to share.
- (g) Responsible Employees should inform people with whom they are discussing allegations of Sexual Misconduct that:
 - i. They are Responsible Employees;
 - ii. They have a duty to report the alleged Sexual Misconduct to the Title IX Coordinator or Dean of Students; and
 - iii. There are Confidential Resources available.
- (h) A Responsible Employee who knew of an act of Sexual Misconduct and failed to report the prohibited act also may be subject to disciplinary action.

F. Response to Reports of Sexual Harassment or Sexual Violence

1. The College shall provide a prompt and effective response to reports of sexual harassment or sexual violence in accordance with Section V. Procedures. The Title IX Coordinator has responsibility for overseeing the College's response to all allegations of Sexual Misconduct, and identifying and addressing any patterns or systemic problems uncovered during the review of these allegations. The Title IX Coordinator has the responsibility for taking steps to ensure compliance with College policies regarding allegations of Sexual Misconduct. The Title IX Coordinator or Deputy Title IX Coordinator must receive all allegations of Sexual Misconduct that are reported under this Policy. The contact information for the Title IX Coordinator and Deputy Title IX Coordinator are set forth below:

**Carolyn Daoust, Director of Human Resources &
Title IX Coordinator**

Office: Van Lare Hall Room 102

Phone: 989-358-7211

E-mail: daoustc@alpenacc.edu

Nancy Seguin, Dean of Students & Deputy Title IX Coordinator

Office: Van Lare Hall Room 108

Phone: 989-358-7212

HUSH Phone: 989-358-7442

E-mail: seguinn@alpenacc.edu

2. Upon receiving notice of a report or allegation of Sexual Misconduct, the Title IX Coordinator, Deputy Title IX Coordinator, or Designee, shall make an initial contact with the alleged victim to provide notice of the victim's rights and options including the following:
 - (a) How to file a Complaint with the ACC Office of Civil Rights
 - (b) The option to notify law enforcement authorities, including local police; be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses; or to decline to notify such authorities.
 - (c) The rights of complainants and of the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts.
 - (d) The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.
 - (e) Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.
 - (f) Options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The Title IX Coordinator or designee shall provide the alleged victim with written notice of this policy, the availability of the policy on the College website and shall also provide a copy or website link to the Publication "Rights and Options: What Every Student Should Know About Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, And Stalking."

G. Timeliness of Reporting

To promote timely and effective review, allegations of Sexual Misconduct or Retaliation should be reported to the Title IX Coordinator, or designee, as soon as possible. The Title IX Coordinator, or designee, may initiate an investigation into an allegation of Sexual Misconduct made at any time. However, a delay in reporting an allegation may make it more difficult, or impossible, to gather relevant and reliable information.

H. Evidence Preservation

A Complainant who may wish to file criminal charges or obtain a personal protective order should:

- (a) Consider having a forensic examination by a trained medical professional for the purposes of preserving evidence; and
- (b) Refrain from changing clothes, showering, or otherwise altering Complainant's physical state after an incident until consulting with a medical or law enforcement professional regarding how to best preserve the evidence.

Completion of a forensic examination by a trained medical professional is not a prerequisite to filing a Complaint. It is important to preserve evidence, including the results of a forensic examination by a trained medical professional, which may assist in proving that the alleged Sexual Misconduct or related criminal offense occurred or it may otherwise be helpful in obtaining a personal protection order.

I. Privacy

- 1. All Members of the College Community who participate in a process under this Policy or its Procedures are expected to keep private any information obtained in the process to the best of their ability. Under some circumstances, an employee or student who fails to keep private, to the best of that person's ability, information received during that person's involvement in a process under this Policy or its Procedures could face sanctions if disclosure of that information constitutes:
 - (a) Sexual Harassment;
 - (b) Retaliation;
 - (c) Violation of a law, regulation, or policy regarding the

disclosure of confidential employment or education records:
or

- (d) Violation of a generally applicable law, regulation, or ACC policy

2. The private nature of information provided to the Title IX Coordinator, Deputy Title IX Coordinator and any investigator will be accorded the utmost respect. All employees and persons involved in the process of investigating allegations of Sexual Misconduct may disclose information received under the following circumstances:

- (a) To the extent provided by this Policy and its Procedures;
- (b) To the extent necessary to:
 - (i) Eliminate the alleged Sexual Misconduct;
 - (ii) Remedy the effects of the alleged Sexual Misconduct;
 - (iii) Complete an investigation under this Policy; or
 - (iv) Complete any sanctioning processes under this Policy; or
- (c) To the extent required by law, including, but not limited to
 - (i) The Michigan Freedom of Information Act;
 - (ii) The Michigan Bullard-Plawecki Employee Right to Know Act;
 - (iii) The Family Educational Rights and Privacy Act ("FERPA");
 - (iv) A valid subpoena, search warrant or other lawfully-issued court order; or

- (v) Valid order to respond to any inquiry or complaint from, or filed with, a governmental administrative agency.
- 3. The College has federal reporting obligations under the Clery Act, including the obligation to provide statistics of certain reported crimes. ACC will not include a Complainant's name or other identifying information in publicly available reports or timely warnings, as proscribed by the Clery Act.
- 4. The College may need to report an incident to local law enforcement under certain circumstances including, but not limited to, an incident where there is a clear and imminent danger, an incident involving a weapon, an incident involving a minor, or an incident warranting the undertaking of security or safety measures for the protection of the Complainant or Members of the College Community.

J. Interim Measures

- 1. When a Member of the College Community experiences an act of alleged Sexual Misconduct or Retaliation, ACC may institute Interim Measures regard less of whether a Complaint has been filed or the Complainant wishes to participate in this Policy or its Procedures' processes.
- 2. The Title IX Coordinator, or designee, will coordinate Interim Measures with the appropriate ACC Personnel and community resources. Privacy will be maintained as much as reasonably possible when Interim Measures are provided.
- 3. The specific Interim Measures provided will be determined on a case-by-case basis.
- 4. Interim Measures may be modified as necessary to remedy the effects of the alleged Sexual Misconduct or Retaliation and to promote safety.
- 5. Examples of interim protective measures include, but are not limited to: an order of no-contact, housing relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.
- 6. Violations of the interim measures may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the College.

K. Education and Training

In order to provide a prompt, fair, and impartial investigation and resolution, the individual(s) conducting the investigation shall be familiar with the Policy and have training or experience in conducting investigations. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation and hearing process that protects the safety of the complainants and promotes accountability.

L. Parties' Rights

1. **Complainant's Rights.** During any process defined under this Policy or its Procedures, a Complainant has the right to:
 - (a) Have a support person or advisor of the Complainant's choice accompany the Complainant during any stage of the process.
 - (b) The support person or advisor may not be permitted to ask or answer questions, or otherwise speak or advocate on behalf of the Complainant.
 - (c) The support person may be asked to leave any meeting if the support person becomes disruptive or otherwise interferes with the process.
 - (d) Participate or decline to participate in the process. However, even if a Complainant declines to participate, the College may, in some instances, continue to investigate the matter and issue a Determination based on available information in accordance with this Policy.
 - (e) Consult with any of the resources otherwise available at any time. A list of confidential and non- confidential resources can be found in the ACC Publication "Rights and Options: What Every Student Should Know About Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, And Stalking."
 - (f) Be treated with sensitivity, dignity and respect.
 - (g) Request Interim Measures.

- (h) Be kept reasonably informed regarding the status of the Complaint.
- (i) Not have Complainant's past sexual history discussed during this process unless such history is relevant to the Complaint.

2. **Respondent's Rights.** During any process defined under this Policy or its Procedures, a Respondent has the right to:

- (a) Have a support person or advisor of the Respondent's choice accompany the Respondent during any stage of the process.
- (b) The support person or advisor may not be permitted to ask or answer questions, or otherwise speak or advocate on behalf of the Complainant.
- (c) The support person may be asked to leave any meeting if the support person becomes disruptive or otherwise interferes with the process.
- (d) Participate or decline to participate in the process. However, even if a Respondent declines to participate, the College may, in some instances, continue to investigate the matter and issue a Determination based on available information in accordance with this Policy.
- (e) Consult with any of the resources otherwise available at any time. A list of confidential and non-confidential resources can be found in the ACC Publication "Rights and Options: What Every Student Should Know About Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, And Stalking."
- (f) Be treated with sensitivity, dignity and respect.
- (g) Request Interim Measures.
- (h) Be kept reasonably informed regarding the status of the Complaint.
- (i) Not have Respondent's past sexual history discussed during this process unless such history is relevant to the Complaint.

3. **Third Party Complainants.** Any of the protections and rights extended to a Complainant in this Policy or its Procedures are equally applicable to a Third Party Complainant.

M. Concurrent Criminal Complaints

1. The Complainant has the right to pursue charges or file a concurrent complaint with local law enforcement or any other state or federal agencies.
2. ACC has a legal obligation to investigate alleged violations of this Policy independent of any criminal investigations carried out by law enforcement.
3. ACC will not necessarily wait for the conclusion of a criminal investigation or for criminal judicial proceeding to begin before it commences its own independent investigation into the alleged violations of this Policy.
4. ACC will request available evidence from law enforcement conducting any parallel criminal investigation.
5. ACC will comply with reasonable requests by law enforcement for cooperation in their criminal investigation as follows:
 - (a) At the request of law enforcement, ACC may temporarily delay its investigation into an alleged violation of this Policy while law enforcement gathers evidence for a reasonable amount of time.
 - (b) After a temporary and reasonable delay to allow for law enforcement to gather evidence, ACC will promptly resume its investigation under this Policy and its Procedures.
 - (c) Interim measures may be instituted or continued while law enforcement gathers evidence, regardless of whether or not ACC has temporarily delayed its investigation into an alleged violation of this Policy.

N. Time Frames

1. The College will resolve allegations of Sexual Misconduct and Retaliation in a reasonable, prompt, and equitable manner.
2. The College endeavors to issue a Determination and, if applicable, any sanctions within sixty (60) days of written

notification to the Complainant that the College will undertake an investigation of an alleged violation of this Policy. However, all time frames expressed in this Policy and its Procedures are meant to be guidelines and not rigid requirements.

3. Factors that may affect the length of time necessary to completely resolve an allegation of Sexual Misconduct or Retaliation include, but are not limited to: the complexity of the allegations; the availability of the Complainant, the Respondent, and witnesses; the reluctance of the Complainant to file a Complaint; the effect of concurrent criminal investigations; intervening closures of the College; the necessity to provide for rights under any applicable collective bargaining agreement; and any other unforeseeable circumstances.
4. In the event the College determines it requires additional time beyond the time frames set forth in this Policy or its Procedures to fully and properly carry out its responsibilities under this Policy or its Procedures, it will provide simultaneous written notice to the Complainant, the Respondent, and the Title IX Coordinator, or designee, notifying them of the anticipated length of the delay and general nature of the circumstances causing the delay.

O. Preliminary Inquiry

1. Upon actual or constructive notice of an alleged violation of this Policy, and prior to initiating an investigation, the Title IX Coordinator, or designee, will undertake a preliminary inquiry to determine if the alleged conduct, considered in a light most favorable to the Complainant, could constitute a violation of this Policy.
2. If the alleged conduct, considered in the light most favorable to the Complainant, could constitute a violation of this Policy, the Title IX Coordinator, or designee, will:
 - (a) Initiate an investigation under this Policy; and
 - (b) Provide the Complainant with written notification regarding the decision to begin an investigation.
3. If the alleged conduct, considered in the light most favorable to the Complainant, could not constitute a violation of this Policy, the Title IX Coordinator, or designee, will provide the Complainant written notification regarding the decision not to investigate the alleged violation of this Policy. In such event, the

Title IX Coordinator or designee may suggest other measures to address the alleged conduct.

P. Consideration of Confidentiality

1. The Title IX Coordinator, or designee, will respectfully consider all requests by a Complainant:
 - (a) That Complainant's identifying information not be shared;
 - (b) That the alleged Sexual Misconduct or Retaliation to not be investigated under this Policy or to otherwise not participate in an investigation under this Policy.
2. A request made pursuant to section Q.1 of this Policy severely limits the College's ability to investigate the allegations and pursue sanctions against a Respondent, if warranted. Therefore, there may be circumstances in which the Title IX Coordinator, or designee, cannot honor a Complainant's request for confidentiality in light of the College's obligation to provide a safe and non-discriminatory environment for all Members of the College Community.
3. The Title IX Coordinator, or designee, will consider the following factors in determining whether or not the Complainant's request pursuant to section Q.1 of this Policy can be honored:
 - (a) The risk that the Respondent will commit additional acts of Sexual Misconduct or other violence, such as:
 - (b) Whether there have been other allegations of Sexual Misconduct committed by same Respondent;
 - (c) Whether the Respondent has a history of arrests or records indicating a history of Sexual Misconduct or other violence;
 - (d) Whether the Respondent threatened further Sexual Misconduct or other violence against the Complainant or others; or
 - (e) Whether the alleged Sexual Misconduct was committed by multiple Respondents;
 - (f) Whether the alleged Sexual Misconduct was perpetrated with a weapon;

- (g) Whether the Complainant was a minor at the time of the alleged Sexual Misconduct;
- (h) Whether the Title IX Coordinator, or designee, possesses other means to obtain relevant evidence of the Sexual Misconduct (e.g., security cameras or personnel, physical evidence); or
- (i) Whether the Complainant's allegation reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

4. If the Title IX Coordinator, or designee, cannot honor a Complainant's request pursuant to section Q.1 of this Policy, the Title IX Coordinator, or designee, will inform Complainant in writing prior to initiating an investigation:

- (a) That the Title IX Coordinator, or designee, cannot honor the Complainant's request;
- (b) About the steps that will be taken to maintain the Complainant's privacy; and
- (c) About the additional resources and accommodations available to the Complainant, if any.
- (d) A request pursuant to section Q.1 of this Policy does not limit a Complainant's ability to access confidential resources or otherwise receive accommodations to mitigate the effects of the alleged Sexual Misconduct.

Q. Standard of Proof. All allegations of Sexual Misconduct and Retaliation must be proven by a preponderance of the evidence, which means that, in the investigator's judgment, it is more likely than not that the alleged conduct occurred and that such conduct is a violation of this Policy.

R. Withdrawals, Resignations, & Graduation. If a Respondent ceases enrollment or employment with the College before final conclusion of all processes under this Policy or its Procedures, the College will continue those processes, to the extent it is able, whether or not the Respondent elects to continued participation.

S. Conflicts of Interest.

- 1. If the Complainant or the Respondent believes that the investigator assigned to the Complaint has a conflict of interest or is impermissibly

biased in the matter, the Complainant or the Respondent may request an alternative investigator. This request must be made in writing to the Title IX Coordinator within seven (7) days of when the Complainant or Respondent knew or should have known of the alleged conflict of interest or impermissible bias.

2. The written request must contain sufficient information and details to establish that the investigator has a conflict of interest or impermissible bias.
3. An investigator may seek to recuse oneself from an investigation if the investigator believes there may be a conflict of interest that prevents the investigator from being unbiased in carrying out the investigation. A request to recuse oneself must be made in writing to the Title IX Coordinator and state the basis for the request. The Title IX Coordinator will grant or deny this request in writing.
4. It is within the Title IX Coordinator's discretion to:
 - (a) Appoint an alternative investigator;
 - (b) Direct the investigator to fairly address the conflict of interest or impermissible bias during the investigation; or
 - (c) Reject the request on the grounds that no conflict of interest or impermissible bias was demonstrated.
5. In the event that the Title IX Coordinator has a conflict of interest or is impermissibly biased, the President, or designee, shall appoint an alternate person to serve in the role of the Title IX Coordinator for that particular matter; such alternate may include the Deputy Title IX Coordinator or another College official having the requisite training, legal counsel for the College or a retained, neutral, outside third-party.

T. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The Title IX Compliance Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College records policies, generally five years after the date the complaint is resolved or five years after the termination of employment, whichever is later. Records may be maintained longer at the discretion of the Title IX Coordinator in cases where the parties have a continuing affiliation with the College. All records pertaining to

pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

U. Limited Amnesty for Alcohol Violations

The College considers reporting of Sexual Misconduct to be of paramount importance and seeks to remove barriers to such reporting. Accordingly, if a person comes forward with a good faith report of Sexual Misconduct in a situation which also involves a violation of a College policy regarding alcohol, the College will not pursue disciplinary measures for the alcohol violation against such person, but may require participation in community service, education or awareness activities as an alternative to disciplinary measures. This policy does not apply to any person who is found to be responsible for an act of Sexual Misconduct. The purpose of this provision is to encourage incident reporting, hold perpetrators accountable, and support the health and safety of victims and the entire campus community.

IV. PROCEDURE

A. Role of Title IX Coordinator and Designated Investigator

1. The Title IX Coordinator is the College Official in charge of the ACC Office of Civil Rights (ACC-OCR) which is responsible for and any investigation required or permitted by this Policy. The investigation may be conducted by the Title IX Coordinator, Deputy Coordinator or designee, who may interview people, inspect documentary evidence, and review other evidence that may be available.
2. The Complainant and Respondent will be separately interviewed, unless either refuses to participate. It is within the discretion of the investigator to interview a Complainant, Respondent, or any witness, multiple times. It is within the College's discretion to determine which evidence it will consider or witnesses to interview.
3. Within five (5) calendar days of being interviewed by a designated official of the ACC-OCR, the Complainant or the Respondent may supplement their oral statement with a written statement provided to the investigator.
4. A Complainant, Respondent, and any witnesses interviewed may provide ACC-OCR with evidence, documentary or otherwise, that the person deems relevant to the investigation. ACC-OCR will not return evidence it receives or collects.

5. ACC-OCR is permitted to independently obtain any evidence available to it.

B. Investigatory Process

1. Initiating an Investigation.

Upon the direction of the Title IX Coordinator, or designee, the ACC-OCR will undertake a prompt and equitable investigation of an alleged violation of this Policy.

2. Complaint

- (a) ACC-OCR will request that the Complainant prepare a Complaint, if not already prepared.
- (b) Third Party Complainant may prepare or file a Complaint on behalf of a Complainant.
- (c) If ACC-OCR is investigating an allegation of a violation of this Policy without a Complainant's active participation, ACC-OCR will draft the Complaint.
- (d) Under certain circumstances, ACC-OCR may draft a Complaint on behalf of a Complainant and have the Complainant endorse it.

3. Notice to Respondent

- (a) Within twenty-one (21) days of receiving a Complaint endorsed by Complainant and the determination by the Title IX Coordinator, or designee, that ACC-OCR will undertake an investigation of an alleged violation of this Policy, ACC-OCR will provide, or cause to be provided, written notice to Respondent:
 - i. Of the general nature of the allegations;
 - ii. A request to meet with the investigator; and
 - iii. Notice that if Respondent does not elect to participate in the investigation, ACC-OCR will carry out its investigation based on available information and that the Respondent may still be subject to sanctions pursuant to this Policy and its Procedures.

- (b) Any notices to faculty or staff will also comport with any requirements of the applicable collective bargaining agreement, if any, regarding notice of investigations that may lead to discipline.
- (c) A copy of this notice may also be sent to the following:
 - i. If the Respondent is faculty, a copy of the written notice may also be provided to the Vice President for Academic Affairs, the President and the Faculty Council President.
 - ii. If the Respondent is staff, a copy of the written notice may be sent to the President, the appropriate Vice-President and the President of the collective bargaining unit, if applicable.
 - iii. If the Respondent is the President, a copy of the written notice may be sent to the Chair of the Board of Trustees and the Legal Counsel for the College;
 - iv. If the Respondent is a student, a copy of the written notice may be sent to the Office of Student Affairs;
 - v. If the Respondent is a student athlete, a copy of the written notice may be sent to the Athletic Department; and
 - vi. If the Respondent is a Contractor, Guest, Volunteer, etc., a copy of the written notice may be sent to other appropriate people.

C. Determination

- 1. Each Determination will contain, at a minimum:
 - (a) An overview of the investigation undertaken;
 - (b) A summary of all evidence and testimony reviewed and considered;
 - (c) Findings of fact based on the available evidence and testimony;

- (d) A conclusion as to whether or not a violation of this Policy occurred, or if insufficient evidence exists to make such a conclusion;
- (e) The rationale and analysis in support of the findings and conclusion;
- (f) Recommended sanctions to eliminate the Sexual Misconduct, prevent its recurrence, and remedy its effects: and
- (g) Notice of any appeal rights

2. Upon the conclusion of its investigation into an allegation of a violation of this Policy, the Complainant and the Respondent will be given the opportunity to review those portions of the Determination included pursuant to sections IV.C.1.(a) and IV.C.1(b) of these Procedures.

- (a) ACC-OCR will provide simultaneous written notice to the Complainant and the Respondent that this information is available for review. This information will be available for review for at least three (3) days. This information will be reviewed in person and under the supervision of an ACC-OCR representative.
- (b) The Complainant and the Respondent will have at least two (2) days after reviewing this information to provide written comments to the investigator regarding the information to be included in the Determination.
- (c) ACC-OCR will issue a Determination signed by the investigator after the Complainant and the Respondent have had the opportunity to exercise their rights pursuant to section IV.C.2 of these Procedures.

D. **Distribution.** The Determination will be made available to the following simultaneously:

- 1. Complainant;
- 2. Respondent;
- 3. The Sanctioning Official; and

4. Any other ACC Official the Title IX Coordinator, or designee, deems appropriate.
5. The Determination will be distributed to the Complainant and Respondent in hardcopy via either personal delivery or certified mail, return receipt requested, at the last known address of the recipient.
6. The Determination shall be redacted to protect the privacy of personal and confidential information regarding all individuals.

E. Sanctions

1. Generally
 - (a) If a Respondent is found to have violated this Policy, the College will initiate the appropriate sanctioning process to eliminate the misconduct, prevent its recurrence, and deter individuals from similar future behavior.
 - (b) The Sanctioning Official shall be responsible for implementing any sanctions or otherwise ensuring sanctions are implemented.
 - (c) Even if the Respondent is found not to have violated the Policy, the College may direct in writing that the Respondent cease behavior that, if continued would constitute Sexual Misconduct.
 - (d) Upon determining the appropriate sanction, the Sanctioning Official will simultaneously inform the Complainant, Respondent, and Title IX Coordinator, or designee, in writing of the terms and conditions of the sanction to be imposed.
 - (e) The Complainant and the Respondent must be afforded equitable rights under any process used to determine an appropriate sanction.
2. If the Respondent is a Student:
 - (a) Sanctioning Official. The Dean of Students, or designee, shall serve as the Sanctioning Official.
 - (b) Possible Sanctions

- i. Reprimand: A written reprimand, including the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of ACC regulations within a stated period of time.
- ii. Campus Restrictions: Limitations on the times and/or places where a Respondent may be present on-Campus.
- iii. Removal from or relocation within College Park Apartments, if approved by the owner of such apartments.
- iv. Educational Programs: Participation in educational programs, such as training, workshops, seminars, or other educational activities.
- v. Revocation of ACC Privileges: Revocation of ACC privileges, such as participation in extra-curricular activities, for a definite or indefinite period of time.
- vi. Disciplinary Probation: Subjection to a period of critical examination and evaluation of behavior.
- vii. No Contact Orders: Prohibition on all forms of contact with certain people.
- viii. Suspension: Exclusion from classes and other privileges or activities as set forth for a definite period of time.
- ix. Dismissal: Permanent termination of student status.

(c) Impact Statements

- i. Within five (5) days of being given notice of the Determination, the Complainant or Respondent may submit an Impact Statement to the Title IX Coordinator, or designee.
- ii. The Title IX Coordinator, or designee, will provide the Impact Statements, if any, to the Sanctioning Official.
- iii. In the event that neither the Respondent nor the Complainant submits an Impact Statement, the Title IX Coordinator, or designee, will inform the Sanctioning Official that no Impact Statement was submitted.

- iv. The Sanctioning Official shall determine the appropriate sanction after receiving the Impact Statement or receiving notice from the Title IX Coordinator, or designee, that no Impact Statement was submitted.
- (d) Time Frame. Generally, the Sanctioning Official will determine a sanction within ten (10) days of being given notice that the Determination is available for distribution.

3. If the Respondent is Faculty or Staff

- (a) Sanctioning Official. The Sanctioning Official shall be the Vice President for Academic Affairs or the Vice President for Administration and Finance, or their designee as applicable. If the Respondent is a Vice President, the Sanctioning Official shall be the President. If the Respondent is the President, the Sanctioning Official shall be the Board of Trustees.
- (b) Possible Sanctions
 - i. Written Reprimand: Written documentation of a failure to abide by ACC policy or procedures maintained in the employee's personnel file.
 - ii. Educational Programs: Participation in educational programs, such as training, workshops, seminars, or other educational activities.
 - iii. Revocation of ACC Privileges: Revocation of ACC privileges, such as participation in extra-curricular or volunteer activities, for a definite or indefinite period of time.
 - iv. Campus Restrictions: Limitations on the times and/or places where a Respondent may be present on campus.
 - v. No Contact Orders: Prohibition on all forms of contact with certain people.
 - vi. Suspension: Exclusion from work, with or without pay, and other related activities as set forth for a definite period of time.
 - vii. Termination: Permanent separation of the employment relationship

- (c) Time Frame. Generally, the Sanctioning Official will determine a sanction within ten (10) days of being given the Determination unless the terms of the applicable collective bargaining agreement require otherwise.
- 4. If the Respondent is a Contractor, Guest, Volunteer, etc.
 - (a) Sanctioning Official. The Sanctioning Official shall be the Vice-President for Administration and Finance or his designee.
 - (b) Possible Sanctions
 - i) Trespass Warning: Notice that future visits to campus may result in a ticket or arrest for trespassing.
 - ii) Campus Restrictions: Limitations on the times and/or places where a Respondent may be present on campus.
 - iii) No Contact Orders: Prohibition on all forms of contact with certain people while on campus.
 - iv) Relationship Termination: Termination of the relationship (e.g. contractual, volunteer, sponsorship, athletic booster, etc.) between the Respondent and the College.
 - (c) Time Frame. Generally, the Sanctioning Official will determine a sanction within ten (10) days of being given the Determination unless the terms of an applicable contract requires otherwise.
- 5. Pendency During Appeals. No final disciplinary action based on the findings and conclusions of the Determination shall be taken against the Respondent during any appeal process, although Interim Measures may be instituted or continued until all appeals are exhausted.

F. Additional Remedies, Interventions, and Accommodations

- 1. Regardless of the nature of the Respondent's relationship with the College, or any sanctions imposed pursuant to these Procedures, additional remedies, interventions, and accommodations may be available to a Complainant, including a Third Party Complainant, Member of the College Community, either individually or collectively.
- 2. The Title IX Coordinator, or designee, will coordinate additional remedies, interventions, and accommodations, if any.

3. Additional remedies, interventions, and accommodations, if any, will be determined on a case-by-case basis.
4. Possible additional remedies, interventions, and accommodations include, but are not limited to, the following:
 - (a) Residential reassignments;
 - (b) Changes to employment assignments;
 - (c) Changes to academic assignments;
 - (d) Physical or mental health related accommodations;
 - (e) Counseling;
 - (f) Evaluation of policies or procedures; and
 - (g) Educational programs or forums.

V. Appeal Procedures

A. Appeal of the Determination

1. All Complainants, including a Third Party Complainant, and Respondents may appeal a Determination subject to the provisions of this Policy and its Procedures.
2. Grounds for Appeal. A Complainant or a Respondent may only appeal a Determination on the grounds that:
 - (a) There has been the discovery of new information or evidence that:
 - i. Would have a material bearing on the final Determination.
 - ii. The person appealing establishes by a preponderance of evidence in the written appeal that such information or evidence was reasonably unavailable at the time the Determination was issued; or
 - (b) The investigator was personally biased in the investigation, and

- (c) The Determination was improperly influenced based on such personal bias; and
 - (d) The person appealing establishes by a preponderance of evidence in the written appeal that:
 - i. The issue of personal bias was raised during the course of the investigation (if the person knew or should have known of the alleged personal bias), and
 - ii. The investigator failed to fairly address the alleged personal bias in (or before) Determination or that the findings of fact, recommendations, or conclusions demonstrate an improper bias.
- 3. Timeliness. An appeal of a Determination must be made in writing to the President, and delivered to the office of the President within seven (7) days of receipt of the notice of the availability of the Determination that is being appealed.
- 4. Initial Review. Within fourteen (14) days of receiving a written appeal, the President, or designee, shall make an initial determination regarding whether or not the content of the written appeal, if taken as true, establishes by a preponderance of the evidence sufficient grounds for an appeal pursuant to section V.A.2 of these Procedures.
 - (a) If there are insufficient grounds for an appeal, the President, or designee, shall provide the Complainant, the Respondent, and the Title IX Coordinator with concurrent written notice that the appeal has been denied and dismissed.
 - (b) If there are sufficient grounds for an appeal, the President, or designee, shall provide the Complainant, the Respondent, and the Title IX Coordinator, or designee, with concurrent written notice that the President, or his designee, will conduct the appeal. If the President was the Respondent, the determination of the Board of Trustees is final.
 - (c) There is no appeal from this decision.
- 5. Conduct of the Appeal
 - (a) Within 7 days of receiving notice that appeal will be conducted, the appealing party may submit a written statement explaining the reason for appeal. This statement shall be provided to the

other party and to the Title IX Coordinator.

- (b) All other parties and the Title IX Coordinator shall have fourteen days to respond to the appealing party's statement. The Title IX Coordinator may agree to re-open the investigation in light of new evidence, in which case the appeal does not go forward.

6. Decision on Appeal

The President or designee will determine if the reasons for appeal are supported by a preponderance of the evidence. The President or the designee conducting the appeal shall make a decision of one of the following:

- (a) Because of new evidence the Title IX Investigator should re-open the investigation.
- (b) The investigation should be reviewed by a third party due to personal bias on the part of the Title IX Coordinator or Investigator, or
- (c) The Determination is affirmed.

B. Appeal of the Sanction

1. If the Respondent is a Student:

- (a) Grounds for Appeal.
 - i. The grounds for an appeal of a sanction are only that the terms or conditions of the sanction are fundamentally inappropriate or disproportionate based on the Determination.
 - ii. Under no circumstances may a sanction be reduced below any minimums established by this Policy or its Procedures.
 - iii. An appeal, if any, from the Sanctioning Official's decision regarding the appropriate sanctions is limited only to the terms and conditions of any sanction and may not be used as a collateral attack on the findings and conclusions contained within the Determination.

- (b) Timeliness. An appeal of the sanction must be made in writing to the President within seven (7) days of notice of the sanction
- (c) The President or President's designee shall determine the appeal and the decision shall be final and binding.

2. If the Respondent is Faculty or Staff

- (a) Grounds for Appeal. The grounds for an appeal of a sanction are determined by the terms of the collective bargaining agreement or employee handbook covering the terms and conditions of the Respondent's employment.
- (b) An appeal, if any, from the Sanctioning Official's decision regarding the appropriate sanctions and interventions is limited only to the terms and conditions of any sanctions or interventions and may not be used as a collateral attack of the findings and conclusions contained within the Determination.
- (c) Appeal Procedures
 - i. The procedures by which a Complainant or a Respondent may appeal a sanction are determined by the terms of the collective bargaining agreement, employee handbook or contract covering the terms and conditions of the Respondent's employment.
 - ii. The appeal procedures, if any, will be simultaneously communicated in writing to the Complainant, the Respondent, and the Title IX Coordinator, or designee.
 - iii. All appeals must be carried out in a prompt and equitable manner, including equal opportunity for both the Complainant and the Respondent to challenge a sanction.
 - iv. All appeals must be carried out in a manner consistent with, and not in contravention of, this Policy and its Procedures.
 - v. Outcome. The outcome of any appeal will be simultaneously communicated in writing to the Complainant, the Respondent, and the Title IX Coordinator, or designee.

VI. Final Notifications

Upon exhaustion of all appeals, or if no appeals are filed in a timely manner, and upon notification to the Title IX Coordinator, or designee, of the status of the appeals, the Title IX

Coordinator, or designee, shall provide simultaneous written notice to the Complainant and Respondent that the Determination and sanction, if any, are final.

2.630 Short-Term Borrowing Bid Selection

OPERATING LOAN RESOLUTION

Alpena Community College, Michigan (the "Issuer").

A regular meeting of the Board of Trustees (the "Board") of the Issuer, was held on June 18, 2015, at 665 Johnson Street, Alpena, Michigan, within the boundaries of the Issuer.

The meeting was called to order at _____ o'clock, p.m., by Chairperson _____.

Present: Trustees

Absent: Trustees

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____.

WHEREAS:

1. This Board has periodically negotiated the issuance and sale of operating notes of the College pursuant to Section 127 of 331 PA 1966; and

2. The College has filed an application for qualified status to issue obligations which has been approved by the Michigan Department of Treasury ("Treasury") pursuant to Act 34, Public Acts of Michigan, 2001, as amended; and

3. This Board has determined that it is administratively cost-efficient to solicit bids for the operating notes, having found that competitive bidding through solicitation for bids has been advantageous to the College; and

4. This Board has been informed by the Vice President for Administration and Finance (the "Vice President") that the Issuer has received _____ (__) bids for the purchase of an Operating Fund Note of the College in the amount of Eight Hundred Thousand Dollars (\$800,000) (the "Note"), the analysis of said bids is attached hereto as Exhibit B; and

NOW, THEREFORE, BE IT RESOLVED THAT:

5. The Board hereby ratifies and affirms the terms of the "Solicitation for Bids" attached hereto as Exhibit A.

6. The Board hereby accepts the bid of _____ (the "Purchaser") for the purchase of the Note and authorizes the Board Chairperson and the Vice President for Administration and Finance to issue, sell and deliver the Note in the amount of Eight Hundred Thousand Dollars (\$800,000), to be dated July 1, 2015, or date of delivery, due January 29, 2016,

bearing interest based on a 360-day year, 30-day month, to the Purchaser at the rate shown on the Certificate of Acceptance and Award of Bids.

7. The Board hereby designates the Note as a “qualified tax-exempt obligation” within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”).

8. The limited tax, full faith, credit and resources of the College is hereby pledged for the payment of the Note. The Note is payable from ad valorem taxes which will be levied within the authorized constitutional and statutory millage rate available to the College for such purposes and an irrevocable appropriation of a sufficient amount of such taxes for the fiscal year 2015-2016 has been made as a first budget obligation from such millage rate for the payment of the principal of and interest on the Note when due. If taxes are insufficient to pay the Note when due, the College has pledged to use any and all other resources available for the payment of the Note. The College does not have the power to levy taxes for the payment of the Note in excess of its constitutional or statutory tax rate limitations. The College reserves the right to issue additional notes of equal standing.

9. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Vice President or designee to cause to be filed with the Michigan Department of Treasury any and all documentation required subsequent to the issuance of the Note, along with any statutorily required fee.

10. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Trustees

Nays: Trustees

Resolution declared adopted.

Secretary, Board of Trustees

The undersigned, duly qualified and acting Secretary of the Board of Trustees of Alpena Community College, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Trustees at a regular meeting held on June 18, 2015, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, PA 1976, as amended).

Secretary, Board of Trustees

SOLICITATION FOR BIDS

ALPENA COMMUNITY COLLEGE STATE OF MICHIGAN \$800,000 STATE AID NOTES

Unconditional and firm bids for the purchase of not to exceed Eight Hundred Thousand Dollars (\$800,000) of State Aid Notes (the "Note" or "Notes") will be received by Alpena Community College, Michigan (the "Issuer") at the Alpena Community College Administrative Offices 665 Johnson Street, Alpena, Michigan 49707, on Wednesday, the 17th day of June, 2015, until 12:00 o'clock noon, prevailing Eastern Time, at which time and place said bids will be publicly opened and read. BIDS also will be received on the same date and the same hour by an agent of the undersigned at the offices of the Municipal Advisory Council of Michigan, Buhl Building, 535 Griswold, Suite 1850, Detroit, Michigan 48226, where the bids will simultaneously be opened and read. Bidders may choose either location to present bids but not both locations. Award of Notes will be made by the Board of Trustees of Alpena Community College, Michigan (the "Issuer") at 7:00 o'clock in the p.m., prevailing Eastern Time, on Thursday, June 18, 2015.

FAXED BIDS: Bidders may submit signed bids via facsimile transmission to the Issuer at (989) 358-7565 or the Municipal Advisory Council of Michigan at (313) 963-0943 provided that the faxed bids are received prior to the time and date fixed for receipt of bids. Bidders submitting faxed bids bear the full risk of failed or untimely transmission of their bids. Bidders are encouraged to confirm the timely receipt of their full and complete bids by telephoning the Issuer at (989) 358-7368 or the Municipal Advisory Council of Michigan at (313) 963-0420.

NOTE DETAILS; INTEREST RATE; PAYING AGENT; AND DENOMINATION: The Notes will be dated July 1, 2015, or date of delivery, due on January 29, 2016, and will bear interest at a rate not exceeding six percent (6%) per annum. Both principal and interest will be payable at a bank or trust company located in the State of Michigan; New York, New York; or Chicago, Illinois, to be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the state in which it is located or of the United States, with paying agent fees, if any, to be paid by the purchaser of the Notes. Denomination of the Notes to be at the option of the purchaser. If more than one Note is issued, the Notes shall be numbered serially from one upwards.

PRIOR REDEMPTION: The Notes are not subject to redemption prior to maturity.

AWARD OF NOTES: For the purpose of awarding the sale of the Notes, the interest cost of each unconditional and firm bid will be computed on a 360-day year, 30-day month, by determining, at the rate specified therein, the total dollar value of all interest on the Notes from July 1, 2015, to maturity and deducting therefrom any premium. The Notes will be awarded to the bidder whose unconditional and firm bid on the above computation produces the lowest dollar interest cost to the Issuer. No proposal for the purchase of less than all the Notes or at a price less than their par value will be considered. Any and all fees or charges of the bidder must be incorporated into the rate.

SECURITY: The Notes are issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the fiscal year ending June 30, 2016. The Issuer has pledged for the payment of the Notes, monies to be received by it from state school aid.

As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, the Notes are payable from tax levies within its constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

LEGAL OPINION: Bids shall be conditioned upon the unqualified opinion of Thrun Law Firm, P.C., attorneys of East Lansing, Michigan, which opinion will be furnished without expense to the purchaser prior to the delivery thereof, approving the legality of the Notes.

TAX MATTERS: In the opinion of note counsel, assuming continued compliance by the Issuer with certain requirements of the Internal Revenue Code of 1986, as amended (the "Code"), interest on the Notes is excluded from gross income for federal income tax purposes, as described in the opinion, and the Notes and interest thereon are excluded from taxable income for State of Michigan income tax purposes. Further, the Note and the interest thereon are subject to inheritance and estate taxes and taxes on gains realized from the sale, payment or other disposition thereof. The Issuer has designated the Notes as **"QUALIFIED TAX-EXEMPT OBLIGATIONS"** within the meaning of the Code and has covenanted to comply with those requirements of the Code necessary to continue the exclusion of interest on the Notes from gross income for federal income tax purposes.

CERTIFICATE REGARDING "ISSUE PRICE": The successful bidder will be required to furnish, prior to the delivery of the Notes, a certificate in a form acceptable to note counsel as to the "issue price" of the Notes within the meaning of Section 1273 of the Internal Revenue Code of 1986, as amended.

DELIVERY OF NOTES: The Issuer shall furnish Notes ready for execution at its expense. Notes will be delivered without expense to the purchaser at a place located in the STATE OF MICHIGAN, to be mutually agreed upon between the purchaser and the Issuer. Delivery can also be made in Chicago, Illinois or New York, New York, but at the EXPENSE of the PURCHASER. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the Notes, will be delivered at the time of the delivery of the Notes. Accrued interest to the date of delivery of the Notes, if any, shall be paid by the purchaser at the time of delivery.

Payment for the Notes shall be in such manner as to assure receipt of funds by the Issuer on the day of delivery of the Notes.

BIDDER CERTIFICATION - NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517, Public Acts of Michigan, 2012; MCL 129.311, et seq.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

The bids should be plainly marked "Proposal for Alpena Community College State Aid Notes".

Richard L. Sutherland

Vice President for Administration and Finance
Alpena Community College

2.631 TAACCCT Grant Third-Party Evaluator Bid Selection

The 2014 Trade Adjustment Act Community College Career Training grant requires that grantees retain an independent, third party evaluator to design and execute a rigorous evaluation of each funded project. The Department of Labor believes that successful projects can develop evidence on effective workforce education and training strategies that can be replicated broadly.

ACC staff conducted a Request for Proposals procurement process to select such a service provider. Through careful assessment of the two proposals received, Hezel Associates, LLC, of Syracuse, New York, is recommended.

Third Party Evaluator Procurement Worksheet 5/19/15							
Bidder	General Qualifications (15)	Technical Plan (40)	Management and Staffing Plan (15)	Budget Proposal and Narrative (30)	Total (100)	Additional Items to consider: PROS	Additional Items to consider: CONS
Hezel \$145,000	15 Current evaluator of multiple (13) TAACCCT grants.	40 Extensive detail and clear outline of plan.	15 20 years combined experience. 3 staff assigned to project.	30 Clear and reasonable. Includes IRB. Price ranks 1st of 2 proposals; full award of points.	100	Uber professional proposal.	Cookie-cutter evaluation plan.
Hanssen Fixed fee of \$200,000.00 w/annual costs listed	15 Broad range of prior evaluations provides a unique perspective.	40 Well organized plan with visual chart.	15 40 years combined. 2 staff assigned to project.	20 Clear and reasonable. Does not include trip(s) to DC. Price ranks 2nd of 2 proposals; 10 point deduction.	90	Michigan company. Solid STEM evaluation history with array of funders.	All evaluations on a small scale.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the selection of Hezel Associates LLC, of Syracuse, New York, as the independent third party evaluator for ACC's 2014 TAACCCT grant at a cost not to exceed \$145,000. Disbursements for this purpose shall be made from TAACCCT grant funds.

2.632 Advanced Manufacturing Equipment Bid Selection

Based on an award from the 2014 round of funding, Alpena Community College administers a \$2.5 million Trade Adjustment Act Community College Career Training grant from the U.S. Department of Labor. One of the tracks within this grant is Advanced Manufacturing. In order to align ACC with industry standards for the relevant technology, staff members assigned to the TAACCCT grant worked with faculty members in the Industrial Technology Department to prepare requests for proposals on the following pieces of equipment:

- Three TIG welders
- Two multi-process welders
- One ultrasonic weld flaw detector
- One coordinate measuring machine
- One robotic welding cell

Attached are grids showing the responses to our RFPs and the point system used to evaluate the responses.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of

- Three TIG welders from Air Gas at a cost not to exceed \$19,533.57.
- Two multi-process welders from Air Gas at a cost not to exceed \$17,158.38.
- One ultrasonic flaw detector from Olympus at a cost not to exceed \$15,411.60.
- One coordinate measuring machine from Hexagon Digital at a cost not to exceed \$39,788.00.
- One robotic welding cell from Air Gas at a cost not to exceed \$74,500.

All purchases shall be made from TAACCCT grant funds.

Equipment: 3 Welding Sources-TIG welders						June 1, 2015 ACC TAACCCT Round 4		
Bidder Total points available	Cost of equipment w/detailed breakdown (50)	Ability to deliver equipment on specified dates (20)	Timeliness of delivery/set up (10)	Documentation of specifications (10)	Low power consumption (10)	Total points awarded (100)	Additional Items to consider PROS	Additional Items to consider CONS
Purity/ Saginaw	\$22,106.80	EQUIPMENT PROPOSED DOES NOT MEET SPECS						Does not meet specs
South Park	\$18,870.54 45	20	10 2-3 days	No spec sheets attached 5	10	90	References	No gas cylinders
Air Gas	\$19,533.57 (\$18,738) value of equipment alone 50	20	10 2-3 days	10	10	100	References Includes \$795.57 in gas cylinders	

Equipment: 2 Welding Sources-Multi Process Welders						June 1, 2015 ACC TAACCCT Round 4		
Bidder Total points available	Cost of equipment w/detailed breakdown (50)	Ability to deliver equipment on specified dates (20)	Timeliness of delivery/set up (10)	Documentation of specifications (10)	Low power consumption (10)	Total points awarded (100)	Additional Items to consider PROS	Additional Items to consider CONS
SouthPark	48 \$17,630.74	20 2 days	10	10	10	98	References	
AirGas	50 \$17,158.38	20 2 days	10	10	10	100	References	
Purity/ Saginaw	46 \$17,834.2	20 2 days	10	10	10	96		No References

Equipment: Ultrasonic Flaw Detector						June 1, 2015 ACC TAACCCT Round 4		
Bidder Total points available	Cost of equipment w/detailed breakdown (50)	Ability to deliver equipment on specified dates (20)	Timeliness of delivery/set up (10)	Documentation of specifications (10)	Low power consumption (10)	Total points awarded (100)	Additional Items to consider PROS	Additional Items to consider CONS
Olympus	\$15,411.60 45	2-3 days 20	10	10	10	95	Used by Ferris	
Air Gas	\$10,250.00	EQUIPMENT PROPOSED DOES NOT MEET SPECS						
Z-Check	\$10,109.95 50	2-4 weeks 15	5	10	10	90		5 point deduction/late submission

Equipment : CMM					June 1, 2015 ACC TAACCCT Round 4			
Bidder Total points available	Cost of equipment w/detailed breakdown (50)	Ability to deliver equipment on specified dates (20)	Timeliness of delivery/set up (10)	Documentation of specifications (10)	Low power consumption (10)	Total points awarded (100)	Additional Items to consider PROS	Additional Items to consider CONS
Inspec	40 \$53000	18 6-8 weeks	9	8	8	83	Trade in Both manual and auto	Late submission Windows 8
Hexagon Manual	50 \$37917	20 4-6 weeks	10	8	8	96		Manual Only
OmniTech	48 \$38774	18 6-8 weeks	9	8	8	91	Trade in	Manual Only Windows 8
Hexagon Digital	46 \$39788	20 4-6 weeks	10	10	10 No air compressor required	96 98	*Auto and manual *Fixture kit included *Cleaner included *Portable Bonus Points = 2	

Equipment : Robotic Welding Cell					June 1, 2015 ACC TAACCCT Round 4			
Bidder Total points available	Cost of equipment w/detailed breakdown (50)	Ability to deliver equipment on specified dates (20)	Timeliness of delivery/set up (10)	Documentation of specifications (10)	Low power consumption (10)	Total points awarded (100)	Additional Items to consider PROS	Additional Items to consider CONS
Air Gas (MILLER)	67000 + 7500 = \$74,500	4-6 weeks 18	5	10	10	93	References	
Purity/Saginaw (MILLER)	67000 + 7500 = \$74,500	4-6 weeks 18	5	10	10	93		No References
Purity/ TC (LINCOLN-15)	\$88,328.52 + \$2000 = \$90,328.52	3-5 weeks 20	5	10	10	90		No References

2.633 Network Infrastructure Upgrade

Our network infrastructure is a critical component to the overall operations of the College. The current network infrastructure is built on older 3Com hardware. This hardware is obsolete and replacement parts are difficult to find and/or no longer available. The current network infrastructure was put in place in 2005 with the implementation of the Datatel system. Normal life-span on switch hardware is five to seven years. There is also a need to increase backbone bandwidth capacity to meet the demands of the institution and our current infrastructure does not support this.

In consideration of the fiscal budget constraints we are looking at a phased approach for replacement of the switches. The plan will be to purchase half of the switches in this budget year with the balance being purchased in the 2015-16 budget year. This year our current replacement request is to purchase approximately 11 of the current 23 needed switches.

Phase 1 of the network switch replacement will target all switches related to student computers and will be funded through the Technology funds. The Technology Committee approved the replacement and funding on March 16, 2015.

Three bids for the equipment were received.

Vendor Name	Location	Amount
CDWG	Chicago, IL	\$47,839.00
Precision Data Products	Kentwood, MI	\$66,179.00
CMS Communications	Chesterfield, MO	\$50,148.00

The bids were reviewed by appropriate College officials and the bid from CDWG is recommended. The total cost of the project is \$47,839.00, to be paid for by the Technology Fund.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to purchase Cisco switches from CDWG in Chicago, IL, at a price not to exceed \$47,839.00 as part of the Technology Fund's equipment rotation program.

2.634 Resolution of Appreciation and Emeritus Status for Retiring President Joynton

Dr. Olin H. Joynton will retire from Alpena Community College on June 30, 2015, after 11.5 years as ACC President. This action caps a career of over 40 years of working in community colleges in various roles from instructor to chief executive officer.

WHEREAS, Dr. Joynton's accomplishments are many and he has had a profoundly positive effect on countless lives through his kind and supportive leadership.

WHEREAS, Dr. Olin H. Joynton has served as the sixth President of Alpena Community College for 11.5 years and has promoted the fact that "community" is our middle name.

WHEREAS, he has served the Alpena "community" through his many efforts, namely:

- Past President and Board Member of the Alpena Area Chamber of Commerce.
- Board Member of Target Alpena Development Corporation.
- Advisory Council Chair of the Thunder Bay Marine Sanctuary and Underwater Preserve.
- Board Member of Alpena United Way.
- Member of the Alpena Regional Medical Center Biomedical Ethics Committee.
- Mentor for Big Brothers/Big Sisters.
- Member of Trinity Episcopal Church and Temple Beth-El.
- Participated in the Brown Bag Lunch series at the Alpena County George N. Fletcher Public Library.
- Participated with his wife Pat in fundraising for the Association of Lifelong Learner Association through spaghetti dinners featuring their famous spaghetti sauce. In addition, he has served as a presenter for A.L.L. on many occasions.
- Participated in numerous amateur jazz bass performances with local groups.

WHEREAS, in 2008 he led the college to a successful Alpena County 10-year millage renewal.

WHEREAS, during his tenure the College has received \$9,022,000 million in Federal grants;

WHEREAS, he led the College in efforts to reverse the trend of enrollment decline to enrollment stability and growth, reaching the second highest year of enrollment in for both semesters in the 2009-10 academic year, as well as bringing ACC to #1 or #2 in graduation rates among Michigan community colleges for five years in a row, with all-time record number of graduates in May 2010;

WHEREAS, his lobbying efforts in Lansing resulted in nearly \$4 million from the State of Michigan for the Pathways to the Future and Ferris H. Werth Electrical Power Technology Center projects;

WHEREAS, the college has developed innovative new programs in the areas of Marine Technology, Physical Therapy Assistant program, and many on-line courses including Green Building Construction Technology certificate program. In addition, he was instrumental in establishing a nursing articulation agreement in 2012 with the University of Michigan-Flint, which allows nursing students to complete a Bachelor of Science in Nursing at ACC.

WHEREAS, he championed Michigan House Bill 4496 allowing Michigan community colleges to offer bachelor's degrees which resulted in ACC's first bachelor's degree in Electrical Systems Technology to be offered in 2016.

WHEREAS, for advancing the status of women he was awarded the ATHENA Award in November 2014.

WHEREAS, he was recognized as a Paul P. Harris Fellow in February 2015 for his contributions to the Alpena Rotary Club.

WHEREAS, during his tenure on the ACC Foundation Board a total of \$5,339,164 has been raised, allowing \$1,335,885 in scholarships to be awarded to ACC students.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College expresses its sincerest appreciation to Dr. Olin H. Joynton and applauds this dedicated president for over 40 years of service to the community college system that has resulted in a multitude of direct benefits to Alpena Community College, its students, and to our community. The Board of Trustees confers upon Dr. Olin H. Joynton the title of President Emeritus with all appropriate honors and benefits.

3.831 Financial Report

Monthly General Fund Revenue and Expense through May 2015 (Year to Year Actual Comparison)

- The property tax receipts of \$2,528,785 are slightly lower than those for May 2014.
- Tuition/fee receipts of \$5,491,722 are \$474,945 less than last year because of lower than anticipated enrollments through May.
- State aid for the current year is \$3,949,962. This is higher due to the increase in state appropriations for FY 2015.
- Instruction costs are lower by \$208,395 due primarily the reduction of the number of full-time faculty. Additional factors are the wage freeze for faculty and the cap on health insurance.
- MIS costs are still down because of timing of purchases, the cap on health insurance, and the reduction of a technical position to half-time and subsequent elimination.
- Instruction support expense is up due primarily to addition of nursing program director to administrative staff and salary increases for several administrators.
- Institutional administration expense is up as compared with last May due to pay and associated fringe benefit increases for seven administrators and legal costs of implementing Clery Act changes.
- Physical plant expense is lower by \$97,807 primarily due to the cap on health insurance and lower utility costs.
- Net income through the eleventh month of the fiscal year shows as a loss of \$320,469. Lower enrollments account for virtually all of the decline from last year.

Monthly General Fund Revenue and Expense through May 2015 (Budget to Actual Comparison)

- Outside services spending is lower due to no bargaining processes in action this year.
- Supply and postage costs are lower due to close monitoring.
- Utilities costs are lower due to warmer late winter and early spring temperatures.
- Insurance costs over budget are due to higher-than-expected workers compensation and unemployment charges.
- Travel costs are lower as a result of limiting travel since September.
- Library books and equipment expense is lower due to timing of purchases.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through May 2015

- The Month to Month comparisons are tracking as expected with three payrolls in May.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Eleven Months Ending May 31, 2015

	YTD Actual FY 2015	YTD Actual FY 2014	Variance
Revenue			
Property Tax	2,528,785	2,529,651	(866)
Tuition/Fees	5,491,722	5,966,667	(474,945)
Sales, Services, and Rent	7,408	9,238	(1,830)
State Aid	3,949,962	3,843,006	106,956
Federal	114,775	155,351	(40,576)
Donations	1,000	1,000	0
Interest	683	978	(295)
Other	3,588	1,317	2,271
Revenue	12,097,923	12,507,208	(409,285)
Expense			
Instruction	6,487,936	6,696,331	(208,395)
MIS	685,820	741,385	(55,565)
Instruction Support	1,030,795	971,864	58,931
Student Services	948,201	937,410	10,791
Institutional Administration	1,838,015	1,787,523	50,492
Physical Plant	1,424,568	1,522,375	(97,807)
Transfers	3,057	17,951	(14,894)
Expenses	12,418,392	12,674,839	(256,447)
Income	(320,469)	(167,631)	(152,838)
Net Assets - Beginning of Year	1,110,371	1,105,301	5,070
Net Assets - End of Year	789,902	937,670	(147,768)

Alpena Community College
Comparative Income Statement
General Fund
For the Eleven Months Ending May 31, 2015

	FY 2015				FY 2014
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,530,658	2,528,785	(1,873)	99.93%	99.57%
Tuition/Fees	5,874,680	5,491,722	(382,958)	93.48%	100.34%
Sales, Services, and Rent	20,000	7,408	(12,592)	37.04%	65.99%
State Aid	5,409,289	3,949,962	(1,459,327)	73.02%	73.10%
Federal	111,129	114,775	3,646	103.28%	82.58%
Donations	50,500	1,000	(49,500)	1.98%	1.98%
Interest	2,500	683	(1,817)	27.32%	39.13%
Other	23,899	3,588	(20,311)	15.01%	1.80%
Revenue	14,022,655	12,097,923	(1,924,732)	86.27%	88.88%
Expense					
Salaries	7,741,725	7,130,788	610,937	92.11%	92.30%
Fringe Benefits	3,731,354	3,392,784	338,570	90.93%	89.59%
Outside Services	626,411	524,007	102,404	83.65%	96.33%
Advertising	176,630	164,658	11,972	93.22%	93.42%
Supplies	306,548	187,720	118,828	61.24%	70.00%
Rental	3,000	1,875	1,125	62.50%	75.50%
Utilities	457,714	418,380	39,334	91.41%	104.47%
Telephone	53,000	49,659	3,341	93.70%	101.03%
Postage	48,000	31,025	16,975	64.64%	80.26%
Insurance	160,000	171,134	(11,134)	106.96%	109.02%
Travel & Mileage	92,400	62,639	29,761	67.79%	89.59%
Tuition Waivers	213,000	219,154	(6,154)	102.89%	102.11%
Library Books & Equipment	83,140	20,984	62,156	25.24%	51.58%
Other	150,500	40,527	109,973	26.93%	27.68%
Transfers	179,233	3,058	176,175	1.71%	10.79%
Expense	14,022,655	12,418,392	1,604,263	88.56%	90.07%
Income	0	(320,469)			
Net Assets - Beginning of Year	1,110,371	1,110,371			
Net Assets - End of Year	1,110,371	789,902			

Percent of Year Complete 91.6%

Alpena Community College
General Fund Month to Month Tracking
For the Eleven Months Ending May 31, 2015

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	113,177	421,382	10,070	2,962	2,168	321,950	622,440	651,017	291,578	92,314	(274)	0	2,528,784	2,530,658
Tuition/Fees	2,479,449	462,198	4,893	631,163	973,174	88,100	732,197	(1,143)	33,246	88,188	257	0	5,491,722	5,874,680
Sales, Services, and Rent	297	627	387	662	437	429	417	2,837	537	297	484	0	7,411	20,000
State Aid	0	0	8,217	490,062	511,301	490,063	490,063	490,064	490,064	490,064	490,064	0	3,949,962	5,409,289
Federal	8,771	8,340	14,650	13,543	8,544	8,872	7,799	9,290	16,916	6,692	11,359	0	114,776	111,129
Donations	0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	50,500
Interest	0	63	64	101	95	45	54	66	90	63	42	0	683	2,500
Other	0	0	218	80	20	30	95	130	871	60	2,084	0	3,588	23,899
Revenue	2,601,694	892,610	38,499	1,138,573	1,495,739	909,489	1,853,065	1,152,261	833,302	678,678	504,016	0	12,097,926	14,022,655
Expense														
Salaries	551,461	515,822	568,711	975,565	599,911	597,007	550,134	576,357	730,846	609,454	855,521	0	7,130,789	7,741,725
Fringe Benefits	288,778	266,123	278,308	416,932	291,655	296,364	271,126	285,105	327,419	302,575	371,456	0	3,395,841	3,731,354
Outside Services	146,254	29,003	41,144	47,292	37,279	64,917	26,444	34,206	40,879	24,256	32,333	0	524,007	626,411
Advertising	17,962	2,967	44,689	7,303	8,901	14,574	32,114	15,404	5,492	4,739	10,513	0	164,658	176,630
Supplies	5,880	17,156	18,357	16,413	15,352	26,416	18,459	13,217	20,982	17,022	18,467	0	187,721	306,548
Rental	0	0	0	1,125	0	0	0	0	750	0	0	0	1,875	3,000
Utilities	93	24,089	28,846	30,076	30,555	54,128	48,748	55,573	64,954	47,966	33,352	0	418,380	445,714
Telephone	4,398	4,816	4,848	896	4,984	4,913	8,761	915	9,092	5,075	960	0	49,658	53,000
Postage	487	309	1,898	5,174	5,773	3,490	6,647	241	195	5,006	1,805	0	31,025	48,000
Insurance	71,832	26,470	2,917	22,553	2,000	26,470	18,892	0	0	0	0	0	171,134	160,000
Travel & Mileage	2,388	5,608	2,724	6,925	3,796	12,508	5,793	3,085	1,780	4,805	13,227	0	62,639	92,400
Tuition Waivers	26,285	84,899	(621)	2,065	1,850	29,193	56,205	21,033	(4,344)	1,900	690	0	219,155	213,000
Library Books & Equipment	5,555	883	2,626	0	2,196	276	3,204	571	(126)	3,432	2,367	0	20,984	83,140
Other	611	2,740	4,215	7,560	1,394	1,169	6,329	6,203	3,837	4,318	2,152	0	40,528	150,500
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	191,233
Expense	1,121,984	980,885	998,662	1,539,879	1,005,646	1,131,425	1,052,856	1,011,910	1,201,756	1,030,548	1,342,843	0	12,418,394	14,022,655
Income	1,479,710	(88,275)	(960,163)	(401,306)	490,093	(221,936)	800,209	140,351	(368,454)	(351,870)	(838,827)	0	(320,468)	0

3.832 Personnel Report

New hires, terminations, and status changes for May and June 2015.

New Hires:

N/A

Terminations:

Kathy Momrik, Cashier, 5/1/15 — Retired

Rick Arbic, UTT Faculty, 6/1/15 — Retired

Audrey Voigt-Julian, Counselor of SSS/Perkins, 6/1/15 — Retired

G. Lee Kirkpatrick, Business/CIS Faculty, 6/1/15 — Retired

Morgan Glazier, PT Advising Asst ETS, 5/15/15

Status Changes:

N/A

3.833 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between May 13 and June 9, 2015.

TOTAL GIFTS & PLEDGES: \$50,611.00
TOTAL DONORS: 76