

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

## Notice of Regular Meeting

**Meeting Date:** Thursday, September 15, 2022  
**Meeting Time:** 7:00 p.m. Regular Meeting  
**Location of Meeting:** Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, and Online Via Webex  
**Date of Notice:** Friday, September 9, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, September 15, 2022, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The regular meeting will begin at 7:00 p.m. and will be broadcast remotely via Webex videoconferencing software.

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

**Join by phone:**

+1-415-655-0003

Meeting number (access code): 2437 722 5000#

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

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

Copy the following address into a web browser: <http://24377225000@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2437 722 5000

Meeting password: qHepE7nUp46

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

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

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



Jay Walterreit  
Secretary of the Board of Trustees

REGULAR MEETING AGENDA  
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES  
Thursday, September 15, 2022, 7:00 p.m.  
665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Proposed Minutes of the August 18, 2022, Regular Board Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Student Report
- 9) Faculty Report
- 10) President’s Report
- 11) Action Items

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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: October 20, 2022, 7:00 p.m. The meeting is tentatively scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center, but this may change due to pandemic conditions.
- 17) Adjournment

## **2.850 Resolution of Congratulations for Kristina Teeples, 2022 Coca-Cola Leaders of Promise Scholar**

Alpena Community College student Kristina Teeples is one of 207 Phi Theta Kappa members named a 2022 Coca-Cola Leaders of Promise Scholar and will receive a \$1,000 scholarship.

The Coca-Cola Leaders of Promise Scholarship Program helps new Phi Theta Kappa members defray educational expenses while enrolled in associate degree programs. Scholars are encouraged to assume leadership roles by participating in Society programs and are selected based on scholastic achievement, community service, and leadership potential. More than 1,300 applications were received.

A total of \$207,000 is awarded through the Leaders of Promise Scholarship Program. The Coca-Cola Scholars Foundation provides funding for the scholarships, with \$25,000 set aside for members who are veterans or active members of the United States military. The remaining amount is supported by donations to the Phi Theta Kappa Foundation and provides seven Global Leaders of Promise Scholarships, earmarked for international students.

Teeples attends ACC's Oscoda Campus where she is currently enrolled in the Licensed Practical Nursing certificate program. She plans to complete her registered nursing associate degree at ACC and then go to work as a direct care nurse in a psychiatric nursing facility or rehabilitation facility with people suffering from mental illness or addiction.

In honor of her academic achievements, the following Resolution of Congratulations is proposed.

### **RESOLUTION OF CONGRATULATIONS KRISTINA TEEPLES**

WHEREAS, the encouragement of scholarly achievement is a major purpose of Alpena Community College; and

WHEREAS, scholarly achievement manifests itself in a person who excels in the classroom, who has the intellectual curiosity to pursue academic, career, and cultural enrichment outside the traditional classroom, who shows evidence of substantial development of talents in academic and/or technical education, and who has demonstrated an ability to share this development with others; and

WHEREAS, Kristina Teeples has aptly demonstrated such notable scholarly achievements and dedication to higher education as a non-traditional student at Alpena Community College; and

WHEREAS Teeples was one of 207 Phi Theta Kappa members who were named a 2022 Coca-Cola Leaders of Promise Scholar and will receive a \$1,000 scholarship;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Kristina Teeples for her dedication to higher education and the recognition she has received as a 2022 Coca-Cola Leaders of Promise Scholar.

**2.851 Emeritus Status for Frederick Wenn, Edward Howe, Dr. Lois Darga, Diane O'Connor, William Matzke, Robert Roose, Robert Besaw, and Matthew Dunckel**

Alpena Community College's Emeritus Policy 1011 states:

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

Administrative Procedure 1511 details the requirements for Emeritus status:

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

The following retirees have been found to have satisfied the requirements for emeritus status. As a result, ACC now proposes a Resolution of Appreciation and Emeritus Status for Frederick Wenn, Edward Howe, Diane O'Connor, William Matzke, Robert Roose, Robert Besaw, and Matthew Dunckel.

## RESOLUTION OF APPRECIATION AND EMERITUS STATUS

In Honor of Alpena Community College Retirees  
Frederick Wenn, Edward Howe, Dr. Lois Darga, Diane O'Connor, William Matzke,  
Robert Roose, Robert Besaw, and Matthew Dunckel

September 15, 2022

*WHEREAS* Frederick Wenn, Edward Howe, Dr. Lois Darga, Diane O'Connor, William Matzke, Robert Roose, Robert Besaw, and Matthew Dunckel have had continuous, honorable regular service with Alpena Community College as valued members of the administration, faculty, and staff prior to their retirement; and

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

WHEREAS Frederick Wenn has ably served the College for 13 years as Tool Room Attendant for Machine Tool and Adjunct Instructor of Industrial Technology; and

WHEREAS Edward Howe has ably served the College for 6 years as Oscoda Campus Part-Time Maintenance Worker and for 23 years as Adjunct Instructor in Social Science and Industrial Technology; and

WHEREAS Dr. Lois Darga has ably served the College for 14 years as Full-Time Accounting Instructor and 17 years as Adjunct Instructor in Accounting; and

WHEREAS Diane O'Connor has ably served the College for 11 years as Full-Time Nursing Instructor and 3 years as Adjunct Instructor in Nursing; and

WHEREAS William Matzke has ably served the College for 32 years as Bookstore Manager; and

WHEREAS Robert Roose has ably served the College for 11 years as Director of Financial Aid; and

WHEREAS Robert Besaw has ably served the College for 36 years as Maintenance Worker; and

WHEREAS Matthew Dunckel has ably served the College for 25 years as Full-Time History and Geography Instructor; and

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

*NOW THEREFORE, BE IT RESOLVED* that the Board of Trustees of Alpena Community College unanimously applauds Frederick Wenn, Edward Howe, Dr. Lois Darga, Diane O'Connor, William Matzke, Robert Roose, Robert Besaw, and Matthew Dunckel for their service to the College and its students, and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

**2.852 Bids for Bus Transportation for Men’s and Women’s Basketball**

Alpena Community College solicited bids for providing bus transportation to away games for the men’s and women’s basketball teams for the 2022-23 season. The request for proposals (RFP) asked for the following details to be addressed in the bid:

- Mileage charge
- Overnight charge, if any
- Age of buses (including mileage of buses)
- Capacity of buses
- Amenities of buses (TV, stereo, etc.)
- Specific bid for men’s and women’s Lumberjack basketball away games
- Please note all buses will leave from Alpena Community College

Two vendors responded to the College’s RFP. Following is a breakdown of the bids:

<b>Date</b>	<b>Destination</b>	<b>Blue Lakes by the Bay</b>	<b>Beyond Horizons 2008- 2019 56- Passenger Bus</b>
11/4/2022	Bay College (returning 11/5/2022)	\$3,570.00	\$2,289.00
12/2/2022	St. Clair (returning 12/3/2022)	\$-	\$2,443.00
12/5/2022	LSSU/Sault Ste. Marie	\$2,605.00	\$1,290.00
12/16/2022	Mott CC (returning 12/17/2022)	\$-	\$1,599.00
1/14/2023	Muskegon CC	\$3,858.00	\$2,159.00
1/21/2023	Grand Rapids CC	\$3,704.00	\$2,055.00
2/1/2023	North Central Michigan College	\$1,965.00	\$925.00
2/4/2023	Delta College	\$2,448.00	\$1,230.00
2/8/2023	Kirtland CC	\$1,965.00	\$925.00
2/15/2023	Bay College	\$3,772.00	\$2,039.00
2/25/2023	Mid Michigan CC	\$2,371.00	\$1,402.00
		<hr/>	<hr/>
		\$26,258.00	\$18,356.00



College officials have reviewed the bids. Blue Lakes by the Bay did not bid on two trips, possibly because those trips were listed as TBA in the RFP materials. Beyond Horizons provided prices for all trips; furthermore, the final bid cost from Beyond Horizons was substantially less than the incomplete bid from Blue Lakes by the Bay.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to contract with Beyond Horizons of Mt. Pleasant, Michigan, to provide bus transportation for men's and women's basketball team travel for the 2022-23 season at a cost not to exceed \$18,356.00.

## **2.853 Proposed Changes to Policy 7010 Alcohol and Drug Prevention Policy — Second Reading**

Alpena Community College employs legal counsel to periodically review and update the institution's policies and procedures. Recent changes to the State of Michigan's laws pertaining to the use and possession of marijuana necessitated a review of ACC's Alcohol and Drug Prevention Policy 7010.

After a thorough review and consultation with ACC administrators and bargaining unit representatives, legal counsel is recommending changes to ACC's Policy 7010, Alcohol and Drug Prevention.

The proposed changes include:

- Introduction of a new formatting style for ACC policies and procedures.
- Definitions of key terms.
- Integration of procedures into the policy.
- Introduction of reasonable suspicion testing.
- Listing of documents associated with the policy including a Drug and Alcohol Reasonable Suspicion Report and an Alcohol and Drug Testing Consent Authorization form.
- Inclusion of language for employee disciplinary action.

Following is the text of the current Policy 7010 and the text of the proposed changes.

The Alpena Community College Board of Trustees approved the first reading of the proposed policy change at the August 18, 2022, Board meeting. The policy changes are now offered as a second reading for final approval.

## CURRENT VERSION

### **Policy 7010, Alcohol and Drug Prevention Policy**

*Adopted by the Alpena Community College Board of Trustees on April 16, 2014. Amended with correction of Administrative Procedure 7510 on August 21, 2014; December 19, 2019.*

It is the policy of Alpena Community College to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse.

Federal and state laws regarding the possession, use and distribution of alcohol and drugs are enforced by local and state law enforcement authorities. Alpena Community College supports such enforcement. Violators are subject to criminal prosecution and criminal sanctions. A description of applicable legal sanctions under local, state and federal laws is available on the College website.

Alpena Community College prohibits the possession, use, or sale of alcohol in any public or private area of campus, unless approval has been obtained in advance in accordance with the College's Administrative Procedure 7510.

Michigan law prohibits the possession or consumption of alcohol by anyone under the age of 21. In addition, it is illegal under Michigan law to sell, furnish, or provide alcohol to a person under the age of 21. These laws are enforced by local and state police authorities and the College supports such enforcement. Violators are subject to criminal sanctions.

Any violations of law or policy regarding alcohol or illicit drugs will also be treated as a separate disciplinary matter by the College and may result in disciplinary action, up to and including dismissal or discharge under the College's Student Code of Conduct and/or Employment policies.

The College provides informational materials regarding drug and alcohol abuse to students and employees, including information regarding the health risks associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment, rehabilitation services available in the community and employee assistance programs. Such information is contained in the College's Alcohol and Drug Prevention Annual Disclosure which is sent to every student and employee annually and may be obtained through the Office of Human Resources or the Office of Academic and Student Affairs and on the college website at [www.alpenacc.edu](http://www.alpenacc.edu).

In accordance with applicable laws, including the Drug-Free Schools and Communities Act, this Policy is subject to biennial review by the Safety Policies and Procedures Compliance Committee.

Please see Administrative Procedure 7510 pertaining to this policy.

## PROPOSED NEW VERSION

### I. Policy Subsection:

7010 Drug and Alcohol Policy

### II. Policy Statement

It is the policy of Alpena Community College to prevent the possession, use, or distribution of illicit drugs, including marijuana, and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse. This policy is in compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g).

This Policy covers the use, possession, distribution, purchase, sale, dispensation and/or manufacturing of alcohol, marijuana and controlled substances, as defined by state and federal law, (collectively referred to as “Covered Substances” as defined in this Policy) on College property, in College buildings or vehicles and/or in connection with any College activity, all of which is prohibited, unless an Exception is expressly provided in this Policy or other Policies or Procedure approved by the Board of Trustees.

Michigan law also prohibits the possession or consumption of alcohol by anyone under the age of 21. In addition, it is illegal under Michigan law to sell, furnish, or provide alcohol to a person under the age of 21. These laws, together with laws regarding the possession, use and distribution of alcohol and drugs are enforced by local and state police authorities and the College supports such enforcement. Violators are subject to criminal sanctions.

Any violations of law or policy by a College employee regarding alcohol or illicit drugs will also be treated as a separate disciplinary matter by the College and may result in disciplinary action, up to and including termination of employment under this Policy and/or other College Employment Policies.

All College employees must report actual or suspected violations of this policy to their immediate supervisor. The Director of Human Resources (or Designee) shall have responsibility for administering the testing program and making decisions regarding pre-employment, reasonable suspicion, and post-accident testing in accordance with procedures approved in connection with this Policy.

For students, including residents of College Park Apartments, violations shall be referred to the Dean of Students (or Designee) for disciplinary action in accordance with the Student Code of Conduct together with other applicable Codes of Conduct (e.g., Athletic Code of Conduct, Nursing Code of Conduct).

The College provides informational materials regarding drug and alcohol abuse to students and employees, including information regarding the health risks associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment,

rehabilitation services available in the community and employee assistance programs. Such information is contained in the College's Alcohol and Drug Prevention Annual Disclosure which is sent to every student and employee annually and may be obtained through the Office of Human Resources or the Office of Academic and Student Affairs and on the college website at [www.alpenacc.edu](http://www.alpenacc.edu).

In accordance with applicable laws, including the Drug-Free Schools and Communities Act, this Policy is subject to biennial review by the Safety Policies and Procedures Compliance Committee.

### III. Reason for Policy

Drug and alcohol use or abuse may pose a threat to the health and safety of Alpena Community College students, staff, and community members, and to the security of our equipment and facilities. The risks associated with the use or abuse of drugs or alcohol are numerous. These include physical and mental impairment as well as effects on professional and personal lives. Use or abuse of drugs, including marijuana in any form, or alcohol, can negatively impact job or academic performance and attendance and can jeopardize continued employment or status as a student or volunteer. This policy is designed to maintain a drug-free work and learning environment and to comply with the requirements of local, state and federal laws.

### IV. Entities Affected by this Policy

Persons covered by this policy include employees, students, applicants for employment, persons engaged on the premises of the college as independent contractors, volunteers, vendors, and persons participating in or attending college-sponsored programs.

### V. Who Should Read This Policy?

- Students
- Employees
- Applicants for employment
- Board of Trustees members
- Volunteers

### VI. Related Documents

- Drug-Free Workplace Act
- Drug Free Schools and Communities Act
- Drug and Alcohol Abuse Prevention Program (DAAPP) Drug and Alcohol Biennial Review Document Employee Agreement to Submit to Medical Review Student Code of Conduct
- Other Codes of Conduct or Handbooks (Resident, Athlete, Scholarship etc)
- Employee Handbook
- Administrative Procedure 7510

## VII. Contacts

### Policy Owners:

- Director of Human Resources
- Dean of Students
- Director of Student Life and Campus Housing

## VIII. Definitions

### A. Covered substances: This policy covers the following substances:

1. Alcohol in any form.
2. Controlled or illegal drugs or substances (including hallucinogens, barbiturates, depressants, stimulants, cannabinoids, opioids, club drugs, dissociative drugs and any other compounds or drugs whose use, possession, or transfer is restricted or prohibited by law).
3. Marijuana in any form.
4. Any substance that influences a person in a way that jeopardizes the safety of the person or other persons or hinders the person's ability or any other person's ability to perform work responsibilities. This includes synthetic drugs.

### B. Employee: Includes any person who receives employment compensation from the College including administrators, faculty, staff, adjunct employees, temporary employees, and student employees.

### C. Student: The term "student" includes persons who have been issued a student number at Alpena Community College and are currently enrolled, or admitted and show intent to enroll, or withdrawn from a specific course or the College after allegedly violating the Student Code.

### D. On Duty/Off Duty:

As used in this policy, the term "on duty" refers to:

- Any time period or circumstance when the employee is performing college business as required or assigned, regardless of the location of performing the work.

As used in this policy, the term "off duty" includes the following:

- Scheduled vacation time, sick time, personal time

- Any time period or circumstance when the employee is not scheduled to work, and is not actually performing work as required or assigned

An off-duty employee who is required to be available to perform work or undertake college duties, as needed, or in the event of an emergency, shall be considered off-duty unless or until such employee undertakes such duties. Such employees shall assure that an authorized designee is readily available to undertake such responsibilities if the employee is unable to do so.

## IX. Exceptions

1. The legal use of prescribed drugs (other than medical marijuana which is prohibited by Federal law) is permitted, provided the medication is used in accordance with the prescribed instructions and the use does not endanger any individual or impair an employee's ability to perform their responsibilities in a proper and safe manner. If the side effects of prescription medication may jeopardize an employee's ability to perform responsibilities safely, the employee shall consult with their supervisor. The supervisor shall consult with Human Resources to determine appropriate action.
2. Possession and use of any marijuana on college property or in any college vehicle is expressly prohibited. Use of marijuana by an employee on duty, whether on college property or not, is expressly prohibited. Legal marijuana use off campus, during non-work time and unrelated to any college event or activity is not prohibited unless it causes drowsiness or other side effects that impairs the ability of the student, employee, or volunteer to perform responsibilities or participate in the educational programs of the College properly and safely.
3. If approval has been obtained in accordance with College Administrative Procedure 7510 to serve alcohol at an event held at the College, the legal use or consumption of alcohol at such event by any student, employee or volunteer is permitted, unless the employee is directed by their supervisor that, due to the nature of their duties during the event, they may not consume alcohol. In all cases, alcohol consumption shall be limited to such use which does not impair the ability of the student, employee, or volunteer to perform responsibilities or participate in the educational programs of the College properly and safely. In all cases, students, employees and volunteers shall not operate a motor vehicle during or following an event at the College if they have a blood alcohol concentration (BAC) above the legal limit in the jurisdiction.
4. Legal use of alcohol off-campus is permitted for employees and volunteers while attending work-related conferences and social events (i.e., College sponsored events) unless the employee has been directed otherwise by their supervisor, provided that it does not impair the ability of the employee, or volunteer to perform responsibilities or participate in the educational programs of the College properly and safely, provided that employees and volunteers shall not operate a

motor vehicle during such conferences and events if they have a blood alcohol concentration (BAC) which is above the legal limit in the jurisdiction.

## X. Procedures

### A. Recognition of symptoms of drug or alcohol use or abuse:

It is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. Reports regarding prohibited use or abuse of drugs or alcohol by a student (or the reasonable suspicion of such prohibited use or abuse) can be made to the Dean of Students (or Designee), Police, Director of Student Life and Housing, or to any Campus Safety Authority. College officials who receive reports of prohibited use or abuse of drugs or alcohol by a student shall immediately provide a copy of such report to the Dean of Students and to the Clery Coordinator.

Reports regarding prohibited use or abuse of drugs or alcohol by an employee (or the reasonable suspicion of such prohibited use or abuse) should be made to the supervisor for such employee if such supervisor is available. When the employee's supervisor is not available, the report should be made to the Director of Human Resources (or Designee.)

When a supervisor observes or is made aware of signs or symptoms of prohibited use or abuse of alcohol or drugs or observes or is made aware of work performance or behavior signs that could affect the safety of the individual or others, Human Resources must be contacted to determine the appropriate course of action.

All Supervisors, the Dean of Students, Director of Student Life and Housing and the Director of Human Resources (and all designees) shall receive annual training on the signs and symptoms of alcohol and drug use and abuse.

Signs and symptoms of drug or alcohol use or abuse may include:

1. Changes in temperament, speech pattern or coherence
2. Changes in physical condition, coordination, appearance, gait, balance
3. Increased absences
4. Increased errors in judgment or mistakes

Any report of suspected use or abuse of drugs or alcohol shall include specific objective information. Reports regarding employees shall be made using an approved form referred to as "Drug and Alcohol Reasonable Suspicion Report" in the manner described below.

### B. Reasonable Suspicion Testing

If an employee is suspected of violating this policy or any other related policies, a "Drug and Alcohol Reasonable Suspicion Report" should be submitted to the



Director of Human Resources (or Designee) by the employee's supervisor, or by the reporting party, if the supervisor is unavailable. The College will initiate an investigation through Human Resources to determine the appropriate course of action.

If the Director of Human Resources (or Designee) has a reasonable suspicion based on a report or direct observation, and reasonable inferences drawn from such report and/or observation, that the employee is using or has used drugs or alcohol in violation of College Policy, the Director may authorize a reasonable suspicion test, which will be conducted by a designated clinic or hospital. Such testing may also include a preliminary breath test administered by a law enforcement officer. If the employee has not already signed an Agreement to Submit to Medical Review, the employee will be asked to sign such an Agreement. If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

While awaiting the results of the test, the employee will be placed on administrative leave. Employees will continue to receive pay until results are determined. If the results of the test are negative, the employee will be reinstated without loss of pay or benefits. If the results are positive for an employee, a meeting with the employee, a union representative (if applicable), supervisor, and Human Resources will take place to discuss the consequences.

C. Post-Accident Testing

Where there is any evidence or indication that that an employee may have caused or contributed to a work accident which resulted in bodily injury or significant property damage, a post-accident drug and/or alcohol test may be required by the Director of Human Resources (or Designee.) Such testing may also include a preliminary breath test administered by a law enforcement officer. If the employee has not already signed an Agreement to Submit to Medical Review, the employee will be asked to sign such an Agreement. If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

D. Employee Disciplinary Action

Employees whose work performance is determined to be impaired as a result of use or abuse of drugs or alcohol (either on or off campus); or who use drugs or alcohol in violation of this Policy; or who have been convicted of violating any criminal drug or alcohol statute while on College property or while participating in College-sponsored programs off campus; or who otherwise violate this Policy are subject to disciplinary action.

The Director of Human Resources (or Designee) handles matters that require employee disciplinary action at Alpena Community College. The concept of

progressive discipline will be utilized where appropriate, in the discretion of the Director of Human Resources, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the College for a reported violation of our Drug and Alcohol Policy, provided that, corrective action shall in all cases be subject to the Zero Tolerance Policy stated below:

- **Verbal Notice:** The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting.
- **Written Warning:** A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee and placed in the Human Resource's employee file.
- **Suspension Without Pay:** A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee and placed in the Human Resource's employee file.
- **Final Written Warning:** The College may, at its discretion, choose to impose a final written warning in lieu of suspension.
- **Termination:** When it has been determined that an employee is unable or unwilling to meet the conditions of employment at ACC, termination results.
- **Zero Tolerance:** Being intoxicated or impaired by alcohol or drugs while on duty or while operating employer-owned vehicles or equipment is considered Zero Tolerance Misconduct. This form of verified intentional misconduct constitutes grounds for immediate termination of employment at ACC.

E. Action to be taken for suspected use or abuse by students:

If a student is suspected of violating the drug and alcohol policy or the Student Code of Conduct (Illegal or Unauthorized Possession/Use of Alcohol and Drugs), the Dean of Students (or Designee) will perform a Code of Conduct investigation to determine the appropriate course of action. For progressive discipline, see Student Code of Conduct.

F. Action to be taken for suspected use or abuse by volunteer:

If a volunteer is found to be in violation of this policy, the volunteer may be prohibited from holding future volunteer responsibilities for the College and/or may be referred to law enforcement authorities.

G. Action to be taken for refusal of pre-employment drug-screening (if applicable):

Applicants who refuse to participate in drug screening will not be hired or be able to reapply. Applicants who test positive will not be hired or able to reapply, unless they provide documentation from a licensed physician indicating the medical necessity of the prohibited substance.

H. Actions to be taken for crimes involving drugs or alcohol:

The Director of Human Resources, in consultation with the President of the College, shall have the responsibility for determining the appropriate course of action for employees who are convicted of drug or alcohol offenses during their employment with ACC. An employee must notify Human Resources prior to the beginning of their next scheduled work shift of any misdemeanor or felony conviction involving drugs or alcohol. Conviction of a crime involving drugs or alcohol may not warrant disciplinary action if the crime does not involve on-duty conduct or constitute a violation of College Policy or affect the ability of the employee to perform their job duties in a safe manner. However, Human Resources shall take appropriate action and may require the employee to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

I. Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

J. Prevention and awareness:

In compliance with the Drug Free Schools and Communities Act, Alpena Community College publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Alpena Community College students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at:

[https://discover.alpenacc.edu/safety/docs/acc\\_alcohol\\_and\\_drug\\_prevention\\_annual\\_disclosure.pdf](https://discover.alpenacc.edu/safety/docs/acc_alcohol_and_drug_prevention_annual_disclosure.pdf).

K. Guests:

Guests who are found in violation of this policy will be asked to leave campus.

L. Biennial Review:

The Drug and Alcohol Subcommittee of the Clery/Title IX Task Force will conduct a Biennial Review and provide to the Clery/Title IX Task Force and to the President for review and approval.

XI. Forms:

- Drug and Alcohol Reasonable Suspicion Report
- Alcohol and Drug Testing Consent Authorization

XII. Effective Date:

\_\_\_\_\_

XIII. Policy History

Amends Policy 7010 Alcohol and Drug Prevention Policy

This policy will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures, programs, and the campus safety plan.

Adopted April 16, 2014

Revised August 21, 2014

Revised December 19, 2019

Revised \_\_\_\_\_, 2022

Next Review/Revision Date: June 2024

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the second reading of proposed changes to Policy 7010, Alcohol and Drug Prevention Policy.

**2.854 Local Strategic Value Resolution**

Each year the Governor of Michigan signs a bill into law that provides funding for K-12 schools, community colleges and state universities. The bill includes an appropriation for Alpena Community College which includes an amount for performance funding.

The performance funding is based on “local strategic value,” which is defined in terms of three categories as shown below. Each category covers five standards of local strategic value. The law requires the ACC Board of Trustees to pass a resolution certifying that the college meets at least four out of five of the best practice standards under each of the three categories.

Alpena Community College not only meets but also exceeds the best practice standards required by the appropriations law, as the following table demonstrates.

**Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)**

<b>Best Practices by Category</b>	<b>Examples of Adherence</b>
(i) The community college has active partnerships with local employers including hospitals and health care providers.	<p>The College maintains active partnerships with employers, including local hospitals and health care providers in the following ways:</p> <ul style="list-style-type: none"> <li>• The Health care sector through clinical partnerships with MidMichigan Medical Center - Alpena.</li> <li>• Advisory committees with more than a dozen occupational programs, including Nursing and Allied Health.</li> <li>• A partnership with UM-Flint and Davenport University to offer a BSN in Alpena.</li> <li>• Customized, contract, safety or grant-funded technical training offered to more than 25 employers and 750 trainees over the past 24 months.</li> </ul>
(ii) The community college provides customized on-site training for area companies, employees, or both.	<p>The College provides on-site customized training for area companies and employees. Recent examples include Solidworks CAD software for Besser Company design engineers, pre-apprentice training in the aerospace sector for Kalitta Air, and MIOSHA fall protection safety training for regional construction firms and manufacturers. The College won a statewide workforce training award in 2018 for its Going Pro pre-apprentice training program in partnership with Michigan Works! Region 7B and Kalitta Air in Iosco County.</p>

<b>Best Practices by Category</b>	<b>Examples of Adherence</b>
(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.	ACC hosts the Small Business Technology Development Center for the Region 3 prosperity zone. The purpose of the SBTDC is to provide consulting services in support of small business startups. The College has hosted the Center for the last 20 years.
(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.	<p>The College supports technological advancement through industry partnerships and advanced technology centers with the following examples:</p> <ul style="list-style-type: none"> <li>• The concrete industry through its World Center for Concrete Technology.</li> <li>• The utilities sector through its Electrical Power Technology Center.</li> <li>• The welding and manufacturing sector through credit and non-credit training delivered to local and regional manufacturers.</li> <li>• The drone industry through workforce training with the IBEW and local and regional law enforcement agencies.</li> </ul>
(v) The community college has active partnerships with local or regional workforce and economic development agencies.	<p>The College maintains active partnerships with local workforce and economic development agencies in the following ways:</p> <ul style="list-style-type: none"> <li>• The College president is a member of Target Alpena, the regional economic development board.</li> <li>• College staff is active in the U.S. 23 Heritage Trail project, an initiative to market the entire NE Michigan shoreline as a destination region.</li> <li>• The College VP for Instruction is a member of region’s Education Advisory Group.</li> <li>• ACC maintains contractual partnerships with Michigan Works!, NE Consortium, and Region 7B, the two workforce development boards serving NE Michigan.</li> </ul>

**Category B: Educational Partnerships (must meet 4 of 5)**

<b>Best Practices by Category</b>	<b>Examples of Adherence</b>
(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.	The College offers dual enrollment, direct credit, and Early College opportunities to K-12s across NE Michigan. In fall semester 2021, 51% of total headcount derived from dual enrollment or early college partnerships with regional K-12s. ACC provided direct credit to more than 650 Career and Tech Education K-12 students in FY20.
(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.	ACC hosts and sponsors enrichment programs for area K-12 students, including the regional Science Olympiad competition, College Open Houses, and campus visits for area K-12s during both fall and spring semesters. The College partnered with Alpena Public Schools in hosting the statewide First Robotics competition in 2019.
(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.	The College operates two Education Talent Search TRIO program grants designed to promote college readiness in area high schools. The focus of the program is to promote successful transition to College for low-income, first-generation, traditional-aged students.
(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation and testing, or recruiting, advising, or orientation activities specific to adults.	The College offers a full range of support services for adult students, including career advising, placement testing, advising, career outreach counseling, financial management workshops, and mandatory orientation.
(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.	The College maintains active partnerships with four-year universities through an active University Center in which 3+1 and 2+2 articulations with Northwood University, Ferris State University, UM-Flint, and Davenport University are offered.



**Category C: Community Services (must meet 4 of 5)**

<b>Best Practices by Category</b>	<b>Examples of Adherence</b>
(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.	ACC offers continuing education programming and leisure, wellness, personal enrichment, and professional development on ACC’s main campus. Approximately 100 continuing education events per year are provided during a normal year.
(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.	The Association of Lifelong Learners (ALL) group at ACC offers lectures, seminars, and other cultural events primarily geared to plus-50 learners. With 300 active members, the ALL group is one of the region’s most vibrant intellectual forces.
(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.	ACC operates the Stephen H. Fletcher Library, the Robert Granum Theatre, six computer labs, and maintains a close partnership with the Jesse Besser Museum located next to ACC’s main campus to promote cultural enrichment for community members.
(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.	ACC operates the Frederick T. Johnston Wellness Center, Park Arena, and jogging trails to support leisure and wellness activities for the community.
(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.	The College promotes wellness activities among staff and the community through friendly competitions which encourage staff to monitor their total number of steps per day as part of an overall health awareness initiative. Community members use College facilities for a number of wellness purposes, including cardiac rehab. Open gym hours encourage young people to stay active through basketball and volleyball. Breast Cancer awareness games are highlights of the men and women’s basketball season.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations.

#### **4.064 Financial Report**

##### Monthly General Fund Revenue and Expense through August 2022 (Year to Year Actual Comparison)

- The property tax receipts of \$591,855 are \$23,025 more than those for August 2021, as expected.
- Tuition/fee receipts of \$3,086,457 are \$80,578 more primarily due to tuition rate increase.
- State aid for the current year is zero because of the normal start month of October.
- There were three payrolls processed in July for both FY 22 and FY 23.
- Instruction is lower due to a couple of faculty retirements.
- Net income through the first two months of the new fiscal year shows as a gain of \$957,589, which is typical for this time of year, when fall tuition receipts have built up.

##### Monthly General Fund Revenue and Expense through August 2022 (Budget to Actual Comparison)

- Library Books and equipment is up due to timing of purchase.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

##### General Fund Month to Month Comparison through August 2022

- Contracted services is much higher in July due to the Ellucian annual billing.
- Insurance is much higher in July due to insurance billing sequences.
- The other Month-to-Month comparisons are tracking as expected except as noted above.

**Alpena Community College**  
**General Fund**  
**Year-to-Year Actual Comparison**  
**For the Two Months Ending August 31, 2022**

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
<b>Revenue</b>			
Property Tax	591,855	568,830	23,025
Tuition/Fees	3,086,457	3,005,879	80,578
Sales, Service, and Rent	7,193	3,963	3,230
State Aid	0	0	0
Local	0	0	0
State	0	0	0
Federal	2,711	5,723	(3,012)
Federal - HEERF	0	0	0
Cost Recovery	0	0	0
Interest	0	0	0
Other	1,105	29	1,076
Revenue	<u>3,689,321</u>	<u>3,584,424</u>	<u>104,897</u>
<b>Expense</b>			
Instruction	1,124,045	1,158,061	(34,016)
OIT	384,215	334,394	49,821
Public Service	0	0	0
Instruction Support	269,680	260,673	9,007
Student Services	286,159	282,483	3,676
Institutional Administration	424,713	412,370	12,343
Physical Plant	242,920	234,605	8,315
Expense	<u>2,731,732</u>	<u>2,682,586</u>	<u>49,146</u>
Income	<u>957,589</u>	<u>901,838</u>	<u>55,751</u>
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	<u><u>3,211,144</u></u>	<u><u>2,906,091</u></u>	<u><u>305,053</u></u>

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Two Months Ending August 31, 2022**

Description	FY 2023 Budget	FY 2022 YTD Actual	FY 2023 Variance	FY 2023 Complete	FY 2022 Complete
<b>Revenue</b>					
Property Tax	2,981,212	591,855	(2,389,357)	19.85%	20.14%
Tuition/Fees	5,712,193	3,086,457	(2,625,736)	54.03%	48.92%
Sales, Services, and Rent	22,000	7,193	(14,807)	32.70%	18.01%
State Aid	6,728,571	0	(6,728,571)	0.00%	0.00%
Federal	35,000	2,711	(32,289)	7.75%	9.38%
Federal - HEERF	0	0	0	0.00%	0.00%
Cost Recovery	75,000	0	(75,000)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	0.00%
Other	7,920	1,105	(6,815)	13.95%	0.37%
Revenue	15,566,896	3,689,321	(11,877,575)	23.70%	23.47%
<b>Expense</b>					
Salaries	8,810,786	1,474,857	7,335,929	16.74%	17.54%
Fringe Benefits	4,256,695	661,317	3,595,378	15.54%	16.19%
Outside Services	787,516	292,711	494,805	37.17%	33.95%
Advertising	241,500	13,217	228,283	5.47%	6.32%
Supplies	164,250	17,825	146,425	10.85%	7.75%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	15,045	444,345	3.27%	2.35%
Telephone	18,000	1,043	16,957	5.79%	2.54%
Postage	35,000	185	34,815	0.53%	1.33%
Insurance	135,000	78,444	56,556	58.11%	48.93%
Travel & Mileage	65,396	1,852	63,544	2.83%	1.05%
Tuition Waivers and Dues	235,000	111,913	123,087	47.62%	55.85%
Library Books & Equipment	109,090	57,550	51,540	52.75%	28.93%
Other	77,000	5,774	71,226	7.50%	7.14%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	15,594,020	2,731,733	12,862,287	17.52%	17.56%

Description	FY 2023 Budget	FY 2022 YTD Actual
Income	(27,124)	957,588
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,226,431	3,211,143

**Alpena Community College**  
**General Fund Month to Month Tracking**  
**For the Two Months Ending August 31, 2022**

Description	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
<b>Revenue</b>														
Property Tax	188,266	403,589	0	0	0	0	0	0	0	0	0	0	591,855	2,981,212
Tuition/Fees	2,796,651	289,806	0	0	0	0	0	0	0	0	0	0	3,086,457	5,712,193
Sales, Services, and Rent	6,528	665	0	0	0	0	0	0	0	0	0	0	7,193	22,000
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	6,728,571
Federal	2,711	0	0	0	0	0	0	0	0	0	0	0	2,711	35,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	75,000
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Other	25	1,080	0	0	0	0	0	0	0	0	0	0	1,105	7,920
Revenue	2,994,181	695,140	0	0	0	0	0	0	0	0	0	0	3,689,321	15,566,896
<b>Expense</b>														
Salaries	887,814	587,043	0	0	0	0	0	0	0	0	0	0	1,474,857	8,810,786
Fringe Benefits	377,519	283,798	0	0	0	0	0	0	0	0	0	0	661,317	4,256,695
Outside Services	219,803	72,908	0	0	0	0	0	0	0	0	0	0	292,711	787,516
Advertising	1,010	12,207	0	0	0	0	0	0	0	0	0	0	13,217	241,500
Supplies	5,702	12,123	0	0	0	0	0	0	0	0	0	0	17,825	164,250
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	205	14,839	0	0	0	0	0	0	0	0	0	0	15,044	459,390
Telephone	730	313	0	0	0	0	0	0	0	0	0	0	1,043	18,000
Postage	76	109	0	0	0	0	0	0	0	0	0	0	185	35,000
Insurance	74,933	3,511	0	0	0	0	0	0	0	0	0	0	78,444	135,000
Travel & Mileage	238	1,614	0	0	0	0	0	0	0	0	0	0	1,852	65,396
Tuition Waivers and Dues	846	111,067	0	0	0	0	0	0	0	0	0	0	111,913	235,000
Library Books & Equipment	50,309	7,240	0	0	0	0	0	0	0	0	0	0	57,549	109,090
Other	1,058	4,716	0	0	0	0	0	0	0	0	0	0	5,774	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	199,397
Expense	1,620,243	1,111,488	0	0	0	0	0	0	0	0	0	0	2,731,731	15,594,020
Income	1,373,938	(416,348)	0	0	0	0	0	0	0	0	0	0	957,590	(27,124)

#### **4.065 Personnel Report**

New hires, terminations, and status changes from August 10 to September 7, 2022.

##### New Hires:

- Matthew Mertz, FT Faculty – Accounting Instructor, effective 08/22/2022.

##### Re-Hires:

- Denise Tobias, ESP1 Office Assistant for SIP Grant, effective 09/12/2022.

##### Transfers:

- None.

##### Resignations:

- Michael Artrip, FT Faculty – Utility Technology Technician Instructor, effective immediately.

##### Terminations:

- None.

##### Retirements:

- None.

##### Name Changes:

- None.

##### Position Name Changes:

- Christine Young, Assistant to the Director of the Oscoda Campus to Campus Services Coordinator for the Oscoda Campus, effective immediately.

#### **4.066 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between August 8 and September 6, 2022.

<b>Total Donors:</b>	<b>71</b>
New Gifts:	\$880,300.81
Pledge Payments:	\$0.00
New Pledges:	\$75,000.00