

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: **Wednesday, May 14, 2025 (please note the date change)**
Meeting Time: 6:00 p.m. FY2026 budget workshop; 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, May 9, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Wednesday, May 14, 2025 (**please note the date change**). At 6:00 p.m. the trustees will hold a Fiscal Year 2026 budget workshop; the regular meeting will begin at approximately 7:00 p.m. Both activities will be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena. The meeting will also be broadcast remotely via Webex videoconferencing software.

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

Join from the meeting link:

<https://alpenacc.webex.com/alpenacc/j.php?MTID=medflab75ba43f21188e03265473baddb>

Join by meeting number:

Meeting number (access code): 2434 889 5854

Meeting password: Sc4ieGQAD87

Join by phone:

+1-415-655-0003 US Toll

Access code: 2434 889 5854

Tap to join from a mobile device (attendees only)

[+1-415-655-0003,24348895854###](tel:+1-415-655-0003,24348895854) US Toll

Join from a video system or application:

Dial [24348895854@alpenacc.webex.com](tel:24348895854@alpenacc.webex.com)

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

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

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

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



Denis "Jay" Walterreit
Secretary of the Board of Trustees

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Wednesday, May 14, 2025, 7:00 p.m.

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Proposed Minutes of the April 16, 2025, Regular Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Student Report
- 9) Faculty Report
- 10) President’s Report
- 11) Action Items
 - 2.938 Refurbished Computer Servers Purchase.....2
 - 2.939 Bids: Oscoda Campus Medication Cart Workstation3
 - 2.940 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy
— First Reading5
- 12) Information Items
 - 4.151 Financial Report.....6
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 - 4.153 Gifts and Grants Report11
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, June 19, 2025, 7:00 p.m. **Please note the date change.**
The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly
Natural Resources Center.
- 17) Adjournment

2.938 Refurbished Computer Servers Purchase

ACC administrators recently conducted an assessment of institutional computing resources available in the Office of Information Technology. The current computer server equipment consists of products from several manufacturers and provides limited resources. Based on this assessment, administrators created a plan to consolidate and normalize the computer servers used at ACC so as to provide a solid foundation for serving resources.

In order to achieve that goal, ACC identified a need to acquire more capable servers. Adam Keyes, ACC director of information technology, contacted Dell to solicit prices for new servers, but even with higher education discounts Dell's prices were cost prohibitive. Keyes then investigated the costs of refurbished servers with the desired level of computing power and found a company that will provide lifetime warranties for their refurbished equipment. The cost of the refurbished servers was determined to be in line with the College's budget.

The proposed purchase from CXtec would include two Dell PowerEdge R740 servers and Rapidcare hardware and technical support.

Adam Keyes is present tonight to answer any questions about the proposed purchase.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of two Dell PowerEdge R740 servers and technical support from CXtec of Syracuse, New York, for a cost not to exceed \$15,872.00.

2.939 Bids: Oscoda Campus Medication Cart Workstation

Alpena Community College was awarded the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant earmark in 2022. This earmark was to help implement new programs as well as maintain and improve the Oscoda Campus.

College officials have identified the need for a medication cart workstation to be used for the instruction of nursing students at the Oscoda Campus. This equipment will provide a dynamic and hands-on learning experience that bridges theory and practice, preparing the students for real-world healthcare environments. This equipment will better equip the Oscoda Campus to provide enhanced learning experiences that support essential nursing clinical and procedural training.

A Request for Proposals (RFP) was sent to Pocket Nurse, DiaMedical, and Convergent Innovative Medical. Oscoda Campus officials received three proposals, one from Pocket Nurse, one from DiaMedical, and one from KbPort LLC.

Each bid was evaluated based on the following 100-point criteria:

Criteria	Available Points and Score
Cost of equipment including a detailed breakdown of all costs, including shipping and destination charges.	<u>45 Points Maximum:</u> Pocket Nurse – 35 DiaMedical – 45 KbPort – 45
Ability to document that equipment meets all aspects of the specifications listed above, and presents the most quality and quantity of specifications in comparison to other received bids.	<u>30 Points Maximum:</u> Pocket Nurse – 25 DiaMedical – 25 KbPort – 30
Preference will be given to bidder with specified delivery date by and past history of successful deliver of specified equipment with three reference contacts.	<u>15 Points Maximum:</u> Pocket Nurse – 5 DiaMedical – 5 KbPort – 15
Preference will be given for quality and quantity of included training.	<u>10 Points Maximum:</u> Pocket Nurse – 5 DiaMedical – 5 KbPort – 10

KbPort received the highest score with 100 points. The KbPort proposal includes:

- Workstation on Wheels w/Integrated Medication Dispensing and Video Debriefing (with Printer Bracket and optional Printer) — \$24,999.00

- Technology Management Plan (2 Years) * (Extended Hardware Coverage) * — \$2,495.00
- Installation and Training (for Faculty and Staff In person) — \$4,300
- Shipping & Handling — \$1,158.00
- MedSkills Software — \$3,306.00
- Wristband Printer — \$812.00
- Barcode Printer — \$1,604.00
- Total Cost: \$38,674.00

Oscoda Campus officials recommend the purchase of the medication cart workstation from KbPort. KbPort has previously done work with ACC and Oscoda Campus. KbPort was also present at the proposal meeting to talk through the exact specifications of the product.

This project would be fully funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase one medication cart workstation including installation and training, shipping and handling, technology management plan, MedSkills software, wristband printer with 300 labels, and a barcode printer with 350 labels for a total of not to exceed \$38,674.00. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

2.940 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy — First Reading

Alpena Community College traditionally incentivizes student-athletes with tuition waivers. The current Board Policy 5011, Tuition Waiver for Campus Activity Program Policy, sets the total amount of tuition waivers at 780 contact hours per year.

This fall, ACC is adding three new sports — women’s cross country, men’s soccer and women’s soccer — and while eSports has been in existence previously, for the 2025-26 school year, ACC is proposing to make that a scholarship sport as well, allowing some tuition waivers. The addition of these teams increases the demand for athletic tuition waivers.

In recognition of the additional need, ACC officials are proposing to increase the total number of tuition waiver contact hours to 1,000 per fiscal year.

Additionally, the proposed change in policy would allow waivers for books and/or fees, as the current policy is worded “books and fees” which applies the waivers to fees first, then to books. The modification would allow a student to have, for example, only a book waiver.

Following is the text of Policy 5011 modified to show the proposed change:

The Board of Trustees authorizes College officials to initiate procedures which will implement a program of tuition waivers in selected activity areas that will make available to designated key participants a waiver of tuition in an amount not to exceed 30 contact hours per year per student with a grand total of such waivers not to exceed ~~780~~ 1,000 contact hours per fiscal period. In addition, this policy allows students a book and/or fee waiver only when the student’s contact hours are covered by another source; the approval of these waivers will come from the ~~Dean of Students~~ **President or their designee** and be based on established procedures. The book and/or fee waiver amounts will not exceed the equivalent amount allowed for contact hours. Annual progress reports will be provided.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves upon first reading changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy.

4.151 Financial Report

Monthly General Fund Revenue and Expenses through April 2025 (Year-to-Year Actual Comparison)

- The property tax receipts of \$3,351,261 are \$175,051 more than those for April 2024.
- Tuition/fee receipts of \$7,250,843 are \$466,278 more than last year, primarily due to increased billable contact hours.
- State aid for the current year is \$4,445,475 and is \$109,877 more than April 2024.
- Interest is higher this year than last year because of how the College invests its funds. We fully utilize the higher rates available through certificates and interest-bearing savings accounts.
- Other revenue is lower this year than last because of the ADN-to-BSN Completion Grant reimbursement timing.
- Instruction and instructional support expenses are up due to contractual wage rate adjustments. This category also includes instruction-related equipment maintenance (CDL trucks), which is also up this year (\$32,551 more than last year) due to the expansion of the fleet and increased equipment use.
- Institutional Administration is down this year compared to last, primarily due to lower year-to-date legal costs, which are \$90,567 less than those in April 2024.
- Physical plant is up slightly compared to last year due to the timing of payments for campus security services and increased utility and snow removal costs.
- Net income through the first ten months of the year shows a gain of \$1,801,980, which is typical for this time of year as spring tuition revenue has accumulated.

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

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

General Fund Month-to-Month Comparison through April 2025

- All Month-to-Month comparisons are tracking as expected except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Ten Months Ending April 30, 2025

Description	YTD Actual FY 2025	YTD Actual FY 2024	YTD Actual Variance
Revenue			
Property Tax	3,351,261	3,176,210	175,051
Tuition/Fees	7,250,843	6,784,565	466,278
Sales, Service, and Rent	35,155	34,275	880
State Aid	4,445,475	4,335,598	109,877
State	0	0	0
Federal	26,390	23,698	2,692
Cost Recovery	0	0	0
Interest	157,351	128,476	28,875
Other	95,389	127,076	(31,687)
Revenue	15,361,864	14,609,898	751,966
Expense			
Instruction	6,445,514	6,390,134	55,380
OIT	1,202,980	1,225,895	(22,915)
Public Service	0	0	0
Instruction Support	1,305,542	1,231,379	74,163
Student Services	1,199,563	1,167,635	31,928
Institutional Administration	1,958,715	2,054,463	(95,748)
Physical Plant	1,447,570	1,424,450	23,120
Expense	13,559,884	13,493,956	65,928
Income	1,801,980	1,115,942	686,038
Net Assets - Beginning of Year	2,779,800	2,555,318	224,482
Net Assets - End of Year	4,581,780	3,671,260	910,520

Alpena Community College
Comparative Income Statement
General Fund
For the Ten Months Ending April 30, 2025

Description	FY 2025 Budget	FY 2025 YTD Actual	FY 2025 Variance	FY 2025 Complete	FY 2024 Complete
Revenue					
Property Tax	3,372,500	3,351,261	(21,239)	99.37%	100.56%
Tuition/Fees	6,643,144	7,250,843	607,699	109.15%	108.90%
Sales, Services, and Rent	29,200	35,155	5,955	120.39%	117.38%
State Aid	6,825,794	4,445,475	(2,380,319)	65.13%	65.11%
Federal	29,000	26,390	(2,610)	91.00%	81.72%
Cost Recovery	81,754	0	(81,754)	0.00%	0.00%
Interest	40,000	157,351	117,351	393.38%	2569.52%
Other	276,826	95,389	(181,437)	34.46%	34.27%
Revenue	17,298,218	15,361,864	(1,936,354)	88.81%	88.22%
Expense					
Salaries	9,214,989	7,688,345	1,526,644	83.43%	83.73%
Fringe Benefits	4,603,588	3,510,235	1,093,353	76.25%	77.00%
Outside Services	1,214,353	1,005,111	209,242	82.77%	106.25%
Advertising	243,000	151,591	91,409	62.38%	68.21%
Supplies	279,750	254,076	25,674	90.82%	150.72%
Utilities	511,900	365,777	146,123	71.45%	71.49%
Telephone	25,300	16,669	8,631	65.89%	185.73%
Postage	30,000	22,247	7,753	74.16%	81.88%
Insurance	161,752	175,182	(13,430)	108.30%	114.39%
Travel & Mileage	50,954	36,306	14,648	71.25%	56.52%
Tuition Waivers and Dues	255,000	226,226	28,774	88.72%	90.71%
Library Books & Equipment	77,700	55,122	22,578	70.94%	105.11%
Other	77,000	52,997	24,003	68.83%	74.47%
Transfers	552,932	0	552,932	0.00%	0.00%
Expense	17,298,218	13,559,884	3,738,334	78.39%	81.49%

Description	FY 2025 Budget	FY 2025 YTD Actual
Income	0	1,801,980
Net Assets - Beginning of Year	2,779,800	2,779,800
Net Assets - End of Year	2,779,800	4,581,780

Alpena Community College
Month-to-Month Tracking
General Fund
For the Ten Months Ending April 30, 2025

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	131,358	542,269	14,926	5,037	3,685	283,843	869,641	1,036,017	288,447	176,038	0	0	3,351,261	3,372,500
Tuition/Fees	3,551,638	212,346	(71,992)	856,697	1,634,732	453,860	454,465	29,017	69,024	61,056	0	0	7,250,843	6,643,144
Sales, Services, and Rent	6,495	250	1,350	7,510	285	2,080	6,665	1,915	1,365	7,240	0	0	35,155	29,200
State Aid	0	8,521	0	666,999	737,060	590,316	590,316	688,943	573,005	590,315	0	0	4,445,475	6,825,794
Federal	0	1,215	1,590	5,854	6,153	1,761	1,609	4,072	2,515	1,621	0	0	26,390	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	81,754
Interest	0	20,308	19,989	21,124	19,932	14,457	12,602	15,351	17,260	16,328	0	0	157,351	40,000
Other	50	950	29,422	60	1,914	29,267	155	15	32,387	1,169	0	0	95,389	276,826
Revenue	3,689,541	785,859	(4,715)	1,563,281	2,403,761	1,375,584	1,935,453	1,775,330	984,003	853,767	0	0	15,361,864	17,298,218
Expense														
Salaries	642,139	621,963	673,741	929,347	1,028,071	729,239	640,468	1,054,041	700,102	669,234	0	0	7,688,345	9,214,992
Fringe Benefits	316,934	304,432	320,069	405,823	438,931	332,985	315,202	437,811	315,026	323,022	0	0	3,510,235	4,603,588
Outside Services	93,249	46,636	44,558	108,627	471,389	23,980	92,376	38,174	55,387	30,735	0	0	1,005,111	1,214,353
Advertising	1,225	26,868	23,140	27,772	6,908	(1,932)	35,188	17,945	4,099	10,378	0	0	151,591	243,000
Supplies	10,516	7,503	86,362	19,870	11,630	5,153	36,161	60,842	7,145	8,894	0	0	254,076	279,750
Utilities	458	17,294	6,152	34,808	43,712	36,772	71,082	52,529	66,973	35,997	0	0	365,777	511,900
Telephone	1,373	242	915	3,804	1,257	1,950	1,830	2,429	990	1,879	0	0	16,669	25,300
Postage	0	2,500	1,162	2,529	3,031	4,362	2,500	2,500	3,663	0	0	0	22,247	30,000
Insurance	73,201	0	34,460	2,840	6,282	6,121	33,460	0	6,228	12,590	0	0	175,182	161,752
Travel & Mileage	2,190	3,779	3,834	4,013	4,981	8,947	2,784	440	2,200	3,138	0	0	36,306	50,954
Tuition Waivers and Dues	33,071	91,390	3,256	22,067	100	0	59,423	4,471	9,813	2,635	0	0	226,226	255,000
Library Books & Equipment	26,054	3,131	1,105	15,680	617	652	4,095	1,773	793	1,222	0	0	55,122	77,700
Other	1,710	1,186	7,851	15,677	1,660	2,027	10,750	5,062	5,501	1,573	0	0	52,997	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	552,932
Expense	1,202,120	1,126,924	1,206,605	1,592,857	2,018,569	1,150,256	1,305,319	1,678,017	1,177,920	1,101,297	0	0	13,559,884	17,298,221
Income	2,487,421	(341,065)	(1,211,320)	(29,576)	385,192	225,328	630,134	97,313	(193,917)	(247,530)	0	0	1,801,980	(3)

4.152 Personnel Report

New hires, terminations, and status changes from March 4 to April 2, 2025.

New Hires:

- Ryan Dziejczak, FT Faculty – General Biology/Botany/Field Biology, effective 08/01/2025.
- Glenn Campbell, Women’s Soccer Head Coach, effective 05/01/2025.

Re-Hires:

- None.

Transfers:

- Rob Enslin, Interim Director of Alumni Relations, transferred to Director of Alumni Relations, effective 03/31/2025.
- Kyle Zarske, FT Faculty – Computer Science/Network Administration, effective 08/01/2025.
- Dane Werth, Temporary Faculty – Electronics Technician/Electrical Apprentice Instructor, transferring to FT Faculty - Electronics Technician/Electrical Apprentice Instructor, effective 08/01/2025.
- Jodie Borowicz, Temporary Faculty – Accounting Instructor transferring to FT Faculty – Accounting/Business Instructor, effective 08/01/2025.
- Sarah Burt, Director of Learning Technology, transferring to FT Faculty – Mathematics Instructor, effective 08/01/2025.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.153 Gifts and Grants Report

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

Total Donors:	84
Number of Gifts:	125
New Gifts:	\$48,961.52
Pledge Payments:	\$0.00
New Pledges:	\$0.00