

ALPENA

COMMUNITY COLLEGE

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Alpena, MI 49707-1495

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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, August 21, 2025
Meeting Time: 7:00 p.m. regular meeting
Location of Meeting: Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, and Online Via Webex
Date of Notice: Friday, August 15, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 21, 2025, at 7:00 p.m. The meeting will be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena. The meeting will also be broadcast remotely via Webex videoconferencing software.

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

Join from the meeting link:

<https://alpenacc.webex.com/alpenacc/j.php?MTID=m55625b478fe2462f8b7efc7ed2f6d318>

Join by meeting number:

Meeting number (access code): 2439 665 5886
Meeting password: cbP8FXwWH67

Join by phone:

+1-415-655-0003 US Toll
Access code: 2439 665 5886

Tap to join from a mobile device (attendees only)

[+1-415-655-0003](tel:+14156550003).,[24396655886##](tel:+14156550003) US Toll

Join from a video system or application:

Dial 24396655886@alpenacc.webex.com

You can also dial [173.243.2.68](tel:173243268) and enter your meeting number.

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

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

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



Denis "Jay" Walterreit
Secretary of the Board of Trustees

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

Thursday, August 21, 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 June 19, 2025, Regular Meeting and the July 8, 2025, Special 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
 - 2.952 Proposed Changes to Series 1000, 2000, and 3000 Policies — First Reading.....2
 - 2.953 Passenger Vehicle Purchase.....3
- 12) Information Items
 - 4.157 Financial Report.....4
 - 4.158 Personnel Report.....8
 - 4.159 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, September 18, 2025, 7:00 p.m. The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 17) Adjournment

2.952 Proposed Changes to Series 1000, 2000, and 3000 Policies — First Reading

Alpena Community College faculty and staff members, led by Dean of Workforce Development Dawn Stone and Vice President of Instruction Paige Gordier, are currently conducting a review of the ACC Policies & Procedures Manual as part of the College's efforts to prepare for the 2027 Higher Learning Commission accrediting process. After a thorough review of Series 1000, 2000, and 3000 policies, the review committee now recommends revisions to the following policies:

- 1001, Alpena Community College Board of Trustees Bylaws
- 1005, Relationship with Alpena Public Schools Policy
- 1006, Defense and Indemnification of Trustees, Officers, and Employees Policy
- 2003, Visitors Policy
- 3002, Residency Policy
- 3003, Transcript Evaluation Policy
- 3005, Withdrawal Policy
- 3008, Academic Renewal Policy

The review committee also recommends the adoption to two new policies:

- 1016, Review and Updating of Policies and Procedures Manual
- 1017, ACC Board of Trustees Rules for Public Comment During Board Meetings

Trustees have been supplied with a document showing the proposed revisions to each policy. Additionally, Dawn Stone is available to give an overview of the review process and explain the proposed revisions.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on first reading the proposed changes to policies 1001, 1005, 1006, 2003, 3002, 3003, 3005, and 3008, and the addition of proposed policies 1016 and 1017.

2.953 Passenger Vehicle Purchase

The Admissions Office and ACC employees attending conferences routinely require off-campus travel within Michigan and neighboring states. Use of rental cars for these purposes is costly; a reliably maintained used vehicle would reduce recurring travel expenses and support local operational needs. The College has determined that a used compact SUV or minivan is acceptable for this purpose.

The price and availability of used vehicles are liable to change quickly. To expedite the purchase of a suitable used SUV College officials are proposing that the Board of Trustees set a “cost not to exceed” dollar figure and authorize officials to purchase a vehicle based on the following conditions:

- College officials will solicit informal quotes from at least three local dealers for a three-year-old (or newer) compact SUV or minivan with under 30,000 miles, including available maintenance warranty.
- Set a cap of \$30,000, aligning with College procurement practice thresholds.
- Provide written notification to the full Board listing the details of the selected vehicle and purchase terms within 60 days of execution of the purchase agreement.

The College will:

- a. Ensure that the vehicle meets all appropriate College insurance and safety criteria (e.g. Michigan driver eligibility, insurance registry).
- b. Confirm mileage and vehicle age and receive vehicle inspection report and vehicle history (e.g. vehicle identification number verification, Carfax report).
- c. Procure vendor documentation in line with prudent purchasing standards.
- d. Dealer proposals will be assessed based on cost, mileage, potential warranty periods, gas mileage, and cubic space.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a compact SUV which best meets the needs of the College as determined by College officials at a total cost not to exceed \$30,000.

4.157 Financial Report

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

- The property tax receipts of \$98,410 are \$32,948 less than those for July 2024, due to the timing of receipts.
- Tuition/fee receipts of \$3,831,268 are \$279,630 more primarily due to higher-than-expected registrations at this time of year.
- State aid for the current year is zero because of the normal start month of October.
- Net income through the first month of the new fiscal year shows as a gain of \$2,700,416, which is typical for this time of year, when fall tuition receipts have built up.

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

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

General Fund Month-to-Month Comparison through July 2025

- This report is included for reporting consistency only. No monthly comparison is presented because it is the first month in the new fiscal year.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the One Month Ending July 31, 2025

Description	YTD Actual FY 2026	YTD Actual FY 2025	YTD Actual Variance
Revenue			
Property Tax	98,410	131,358	(32,948)
Tuition/Fees	3,831,268	3,551,638	279,630
Sales,Service,and Rent	8,193	6,495	1,698
State Aid	0	0	0
State	0	0	0
Federal	0	0	0
Cost Recovery	0	0	0
Interest	0	0	0
Other	75	50	25
Revenue	3,937,946	3,689,541	248,405
Expense			
Instruction	496,166	492,644	3,522
OIT	109,943	94,984	14,959
Public Service	0	0	0
Instruction Support	125,572	130,461	(4,889)
Student Services	100,723	99,798	925
Institutional Administration	277,408	256,176	21,232
Physical Plant	127,718	128,057	(339)
Expense	1,237,530	1,202,120	35,410
Income	2,700,416	2,487,421	212,995
Net Assets - Beginning of Year	2,779,800	2,779,800	0
Net Assets - End of Year	5,480,216	5,267,221	212,995

Alpena Community College
Comparative Income Statement
General Fund
For the One Month Ending July 31, 2025

Description	FY 2026 Budget	FY 2026 YTD Actual	FY 2026 Variance	FY 2026 Complete	FY 2025 Complete
Revenue					
Property Tax	3,541,050	98,410	(3,442,640)	2.78%	3.89%
Tuition/Fees	7,321,966	3,831,268	(3,490,698)	52.33%	53.46%
Sales, Services, and Rent	29,200	8,193	(21,007)	28.06%	22.24%
State Aid	6,928,181	0	(6,928,181)	0.00%	0.00%
Federal	29,000	0	(29,000)	0.00%	0.00%
Cost Recovery	78,485	0	(78,485)	0.00%	0.00%
Interest	40,000	0	(40,000)	0.00%	0.00%
Other	105,569	75	(105,494)	0.07%	0.02%
Revenue	18,073,451	3,937,946	(14,135,505)	21.79%	21.33%
Expense					
Salaries	9,703,036	669,601	9,033,435	6.90%	6.97%
Fringe Benefits	4,649,532	317,894	4,331,638	6.84%	6.88%
Outside Services	1,260,208	95,012	1,165,196	7.54%	7.68%
Advertising	239,083	2,540	236,543	1.06%	0.50%
Supplies	316,850	3,917	312,933	1.24%	3.76%
Utilities	529,938	392	529,546	0.07%	0.09%
Telephone	25,300	1,373	23,927	5.43%	5.43%
Postage	30,000	0	30,000	0.00%	0.00%
Insurance	163,913	78,330	85,583	47.79%	45.26%
Travel & Mileage	60,054	4,423	55,631	7.37%	4.30%
Tuition Waivers and Dues	285,000	34,393	250,607	12.07%	12.97%
Library Books & Equipment	77,700	28,991	48,709	37.31%	33.53%
Other	77,000	664	76,336	0.86%	2.22%
Transfers	655,837	0	655,837	0.00%	0.00%
Expense	18,073,451	1,237,530	16,835,921	6.85%	6.95%

Description	FY 2026 Budget	FY 2026 YTD Actual
Income	0	2,700,416
Net Assets - Beginning of Year	2,779,800	2,779,800
Net Assets - End of Year	2,779,800	5,480,216

Alpena Community College
Month-to-Month Tracking
General Fund
For the One Month Ending July 31, 2025

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	98,410	0	0	0	0	0	0	0	0	0	0	0	98,410	3,541,050
Tuition/Fees	3,831,268	0	0	0	0	0	0	0	0	0	0	0	3,831,268	7,321,966
Sales, Services, and Rent	8,193	0	0	0	0	0	0	0	0	0	0	0	8,193	29,200
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	6,928,181
Federal	0	0	0	0	0	0	0	0	0	0	0	0	0	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,485
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000
Other	75	0	0	0	0	0	0	0	0	0	0	0	75	105,569
Revenue	3,937,946	0	0	0	0	0	0	0	0	0	0	0	3,937,946	18,073,451
Expense														
Salaries	669,601	0	0	0	0	0	0	0	0	0	0	0	669,601	9,703,039
Fringe Benefits	317,894	0	0	0	0	0	0	0	0	0	0	0	317,894	4,649,532
Outside Services	95,012	0	0	0	0	0	0	0	0	0	0	0	95,012	1,260,208
Advertising	2,540	0	0	0	0	0	0	0	0	0	0	0	2,540	239,083
Supplies	3,917	0	0	0	0	0	0	0	0	0	0	0	3,917	316,850
Utilities	392	0	0	0	0	0	0	0	0	0	0	0	392	529,938
Telephone	1,373	0	0	0	0	0	0	0	0	0	0	0	1,373	25,300
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000
Insurance	78,330	0	0	0	0	0	0	0	0	0	0	0	78,330	163,913
Travel & Mileage	4,423	0	0	0	0	0	0	0	0	0	0	0	4,423	60,054
Tuition Waivers and Dues	34,393	0	0	0	0	0	0	0	0	0	0	0	34,393	285,000
Library Books &														
Equipment	28,991	0	0	0	0	0	0	0	0	0	0	0	28,991	77,700
Other	664	0	0	0	0	0	0	0	0	0	0	0	664	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	655,837
Expense	1,237,530	0	0	0	0	0	0	0	0	0	0	0	1,237,530	18,073,454
Income	2,700,416	0	0	0	0	0	0	0	0	0	0	0	2,700,416	(3)

4.158 Personnel Report

New hires, terminations, and status changes from June 4 to August 1, 2025.

New Hires:

- Nhia Lee, ESP2 Technology Support Specialist, effective 07/14/2025.
- Taylor Tolsdorf, Women's Assistant Soccer Coach, effective 07/14/2025.
- Jillian Seguin, ESP2 Learning Technology Technician, effective 08/04/2025.

Re-Hires:

- None.

Transfers:

- Kristen Schnell, Transfer from ESP1 Financial Aid Office Coordinator to ESP2 Financial Aid Support Specialist, effective 07/21/2025.
- Chanda Zbytowski, Transferred from Adjunct – Nursing Program Instructor to Director of Nursing, effective 08/18/2025.

Resignations:

- Allison Precord, Women's Volleyball Assistant Coach, effective 07/22/2025

Terminations:

- None.

Inactive:

- None.

Retirements:

- Michael Kelley, FT Faculty – Mathematics Instructor, effective 06/30/2025.
- Debra Kozlowski, OIT HelpDesk Coordinator, effective 06/30/2025.
- Deborah Hautau, FT Faculty – General Biology/Botany/Field Biology, effective 08/01/2025.

Name Changes:

- None.

Position Name Changes:

- None.

4.159 Gifts and Grants Report

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

Total Donors: 125

Number of Gifts: 132

New Gifts: \$74,985

Pledge Payments: \$0.00

New Pledges: \$0.00

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

Total Donors: 189

Number of Gifts: 242

New Gifts: \$102,834.54

Pledge Payments: \$0.00

New Pledges: \$0.00

1001 Alpena Community College Board of Trustees Bylaws

Adopted February 21, 1980. Revised and Amended March 28, 1996, ~~and~~ May 17, 2007, and [DATE].

These Bylaws are adopted under the authority granted in Act No. 331, State of Michigan Public Acts of 1966, as amended. All business conducted by the Board of Trustees shall be in conformance with current Michigan statutes.

1. Name

The legal name of this college is the Alpena Community College.

2. Membership

A. Selection, Number and Terms

The Board of Trustees shall consist of seven (7) members, elected at large in the Community College District on a nonpartisan basis for staggered terms of six (6) years. The election is held the first Tuesday in November in even-numbered years. The term of office is from January 1 to December 31.

B. Qualifications

Any qualified elector residing within the Community College District of the Alpena Public Schools is eligible to be chosen as a Board member.

C. Duties of Individual Board Members

Each member of the Board of Trustees has the duty to attend the Board meetings, both regular and special; to perform special responsibilities as authorized by the Board and directed by the College President or Chair to support the best interests of the College; and to faithfully represent the district in all matters before the public.

D. Vacancies

Whenever a vacancy in the Board of Trustees occurs, the remaining members of the Board by majority vote shall fill the vacancy immediately with a qualified elector of the Community College District. The Trustee so appointed shall hold office until the next regular Trustee election at which time the electors shall fill the office for the unexpired portion of the term. The newly elected trustee shall take office immediately.

3. Functions of the Board

A. Responsibilities

The Board of Trustees, as the legally constituted authority for the governance of Alpena Community College, recognizes its ultimate responsibility for all aspects of the College including the following:

1. Selection and hiring of the College President.
2. Establishing the mission and goals of the College.
3. Reviewing and developing policy.
4. Monitoring the College's financial condition to assure a sound financial base.
5. Establishing tuition and fees.
6. Acquiring and conserving College funds and property.

B. Orientation

The Chair and the College President ~~of the College~~ shall plan and implement a program to orient new members of the Board in such areas as the following:

1. The mission and goals of the College.
2. The general organization and administration of its programs.
3. The major challenges faced by the Board.
4. Board operations.

The orientation program shall be provided to all new Board members.

C. Professional Growth and Development

The Board of Trustees affirms the need for professional growth and development activities to enhance each member's governing role. These activities may include attendance at and participation in local, state, national and international conferences; visits to other campuses; the purchase of audio, video, and printed materials; and the hiring of consultants as necessary.

Expenses incurred for such activities shall be the responsibility of the College. Expense reports shall be submitted in accordance with established College procedure.

D. Conflict of Interest

Should a conflict of interest or a potential conflict of interest occur for a Trustee, the Trustee shall advise that a conflict exists and refrain from discussion and abstain from voting on the issue.

4. Officers

The officers of the Board shall consist of a Chair, a Vice Chair, and a Treasurer, who shall be members of the Board, and a Secretary. The Secretary shall be a member of the administrative staff and non-voting officer of the Board. The officers shall be elected by the Board of Trustees for a term of two (2) years.

In the event of a vacancy in the office of Chair, Vice Chair or Treasurer, the Board shall fill the vacancy from its members by majority vote at the same meeting at which the vacancy occurs, or as soon thereafter as possible. In the event of a vacancy in the office of Secretary, the Board shall appoint an appropriate administrative member of the College staff to fill the vacancy at the same meeting at which the vacancy occurs, or as soon thereafter as possible.

A. Duties of the Chair

The principal duties of the Chair shall be to:

1. Provide leadership in planning the work of the Board.
2. Consult with the College President regarding the preparation of the Board agenda.
3. Preside at meetings of the Board.
4. Consult with the College President on matters suggested by other members of the Board.
5. Act for the Trustees when such action is required by law in signing contracts and other official documents.
6. Represent the Board or designate a representative on occasions when such representation is deemed desirable.
7. Perform such other duties as may be prescribed by law or State regulation or determined by the Board.

B. Duties of the Vice Chair

The Vice Chair shall be elected by the Board from its membership. The Vice Chair shall assume the duties of the Chair during the absence of the Chair.

C. Duties of the Secretary

The principal duties of the Secretary of the Board shall be to:

1. Maintain records of all meetings of the Board of Trustees.
2. Post all legal notices.
3. Sign all regular documents as required by statute.
4. Maintain all records of the Board for public inspection.
5. Send each member of the Board, prior to the regular meetings, a copy of the minutes of the preceding Board meeting(s).
6. Notify Trustees of all meetings.
7. Conduct all elections for the College.
8. Perform such other duties as the Board may direct.

D. Duties of the Treasurer

The principal duties of the Treasurer of the Board shall be to:

1. Sign all regular documents as required by statute.
2. Audit the President's expenses on a quarterly basis.
3. Perform such other duties as may be prescribed by law or State regulation or determined by the Board.

5. Meetings

A. Regular

The Board shall establish the date, time and place of its regular meetings. A regular meeting of the Board may be changed by a unanimous vote of the members present at the regular monthly meeting preceding the change.

B. Special

Special meetings may be called by the Chair, or the Secretary must call a special meeting upon the request of three (3) Board members. Special meetings must be called for a specific purpose. Additional items may be considered upon concurrence of a majority of the Board. Public notice of special meetings must be given within eighteen (18) hours before the meeting. The Board may meet in emergency session without compliance with public notice requirements when two-thirds (2/3) of the Trustees decided that delay would be detrimental to any efforts to respond to the matter under consideration.

C. Retreat

The Board of Trustees acknowledges its role in planning for the future of the College. Therefore, at least one (1) annual retreat or workshop shall be held with appropriate College Staff, headed by the President, to review the short and long-range plans of the College and other such timely items that the President or Trustees determine should be included on the agenda.

D. Quorum

A majority of four (4) members of the Board of Trustees is a quorum. No act is valid unless voted on at a meeting of the Board by a majority vote of the members of the Board and a proper record made of the same.

E. Open Meetings Act Compliance

The Board of Trustees shall conduct its meetings and business in conformance with Act No. 267, State of Michigan Public Acts of 1976, the “Open Meetings Act.”

F. Procedures

Robert’s Rules of Order, Revised shall govern the procedures of all meetings of the Board of Trustees.

G. Committee

1. Ad Hoc Committees

The College President or Chair of the Board of Trustees may establish and appoint committees as necessary for the conduct of Board business and shall establish the charges to these committees.

2. Community Committees

The College President or Chair may appoint a Trustee(s), with the approval of the Board, to serve on community committees or with off-campus organizations where Board representation would be in the best interest of the College. The appointee(s) shall represent the interests of the Board and be required to make periodic reports to the Board.

H. Agenda

The College President, ~~of the College in consultation with the Chair of the Board of Trustees,~~ is responsible for preparing the agenda for each meeting of the Board of Trustees. A copy of the agenda and supporting materials for each meeting shall normally be mailed or delivered to each Trustee at least forty-eight (48) hours before the meeting.

I. Media

The media are invited to attend all regular and special meetings of the Board of Trustees.

J. Citizens

Individuals and delegations are welcome to attend any regular or special meeting of the Board of Trustees. The Chair shall allot each individual or delegation a set period of time to address the Board.

6. Amendments

Amendments to the Bylaws must be submitted in writing to the Board of Trustees before the regular Board meeting at which time they will be reviewed and discussed. Adoption of amendments to the Bylaws shall be considered at the next official Board meeting. A vote of five (5) members of the Board is required for the adoption of amendments.

The Board shall have the power to suspend a particular Bylaw temporarily by unanimous vote, provided that all members are present and voting.

Issued: August 22, 1997

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1005 Relationship with Alpena Public Schools Policy

*Adopted by the Alpena Community College Board of Trustees on September 15, 1988; ~~revised on~~
~~[DATE]~~.*

WHEREAS, education is a vital ingredient to an improved quality of life and the success of the greater Alpena Area; and

WHEREAS, the refinement and expansion of cooperative activities between all components of the education community will more effectively and efficiently meet the needs of the greater Alpena area; and

WHEREAS, the Board of Trustees of Alpena Community College and the Board of Education of the Alpena Public School District have a long-standing positive relationship which was ~~recently~~ reaffirmed at a joint board meeting on Thursday, October 13, 1988; and

WHEREAS, numerous existing cooperative projects were discussed and additional areas of potential cooperation suggested; and

WHEREAS, a Liaison Committee has been established for following up and discussing with appropriate staff those matters of mutual interest and benefit to the community and its respective citizens;

NOW, THEREFORE, BE IT RESOLVED, that by joint resolution the Board of trustees of Alpena Community College and the Board of Education of the Alpena Public School District are pledged to encourage such a cooperative spirit, charges its staff to actively support the spirit and intent of this resolution, and shall meet annually in joint session to review the progress being made to implement this resolution.

Issued: August 22, 1997

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1006 Defense and Indemnification of Trustees, Officers and Employees Policy

Adopted by the Alpena Community College Board of Trustees on May 16, 1996; revised on [DATE].

Alpena Community College shall, to the fullest extent permitted by law, indemnify any Trustee, officer, employee or authorized volunteer (each referred to as “individual”), threatened action, suit, proceeding or investigation, whether civil, criminal, investigative or administrative (other than an action by or in the right of the College), by reasons of the fact that the individual was or is a Trustee, officer, employee or authorized volunteer of the College. The College shall indemnify an individual against all expenses (including attorney fees for counsel retained by the College), judgments, fines and amounts paid in settlement, actually and reasonably incurred 1) related to or arising out of conduct of the individual within his or her scope of employment authority, or authority as a Trustee or volunteer and 2) undertaken in good faith by the individual.

With respect to any criminal action, the College shall indemnify a Trustee, officer, employee or authorized volunteer if: 1) that individual was acting within the scope of his or her employment authority, or authority as a Trustee or an authorized volunteer, 2) all related actions or conduct by the individual were undertaken in good faith, and 3) the individual had no reasonable cause to believe that his or her conduct was unlawful.

Indemnification shall be made only to the extent that the individual is not made whole for his or her losses or expenses from all other sources, including insurance. In no case will indemnification, when considered with all other sources, exceed the actual amount of expenses incurred by the individual.

This policy shall not be interpreted to limit the power of the College to elect to indemnify and hold harmless any agent or other person in any particular circumstance.

The President shall keep the Board of Trustees informed as to the status of all lawsuits in which the College or an individual is named as a party, including any decision to provide defense and/or advance expenses for an individual.

Issued: August 22, 1997

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1016 Review and Updating of Policies and Procedures Manual

Adopted by the Alpena Community College Board of Trustees on October 17, 1996.

It is the intent of Alpena Community College to maintain a current and accurate compilation of its policies and procedures. In the spirit of achieving this objective, appropriate College officials are charged with the responsibility of undertaking a comprehensive review of the most recent manual on a bi-annual basis, and submitting to the Board of Trustees recommendations for additions, deletions, and modifications to the official Policies and Procedures Manual of the College in a timely fashion.

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1017 ACC Board of Trustees Rules for Public Comment During Board Meetings

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

The Alpena Community College Board of Trustees has adopted the following rules for public participation at Board of Trustees meetings. The agenda for both regular and special meetings includes a designated time for public comment.

1. The public participation portion of the meeting is generally limited to one-half hour, but an exception will be made, if necessary, so that no one's right to address the Board will be denied.
2. In order to maintain a meeting schedule which provides the Board sufficient time to carry out its public responsibilities, the Chair is authorized to place limits on how long a person may speak during the public comments section of the meeting. In general, the time allowed will be three (3) minutes per person. However, where there are a large number of people wishing to address the Board, the Chair may implement appropriate measures to maintain a reasonable schedule. Such measures may include one of more of the following:
 - Reducing the time permitted to 2 minutes per person
 - Requesting that persons representing the same viewpoint delegate a person to speak on their behalf
 - Requiring that persons wishing to speak indicate their desire in writing prior to the meeting so that proper time arrangements can be made
 - Extending the public comment section of the meeting

In no event shall the rules be applied in a manner which completely denies a person the right to address the Board.

3. Each person wishing to address the Board of Trustees will be asked to identify him or herself by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
4. If a delegation is present to address the Board, the delegation may be asked to select up to five representatives to speak on its behalf, for a total of not more than 15 minutes. This request, however, does not mean that any person wishing to address the Board will be denied that opportunity.
5. All written statements should be given to the Secretary of the Board of Trustees so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Trustees during the meeting are considered public documents.
6. Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board of Trustees member or College employee that disrupt the order of the

meeting and are totally unrelated to the manner in which the trustee or employee performs his or her duties.

7. To ensure due process and respect for individual rights, the ACC maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. For assistance, please contact the President's Office.
8. Board of Trustees members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the President for investigation, study, and recommendation or designated as future agenda items for Board of Trustees consideration.

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2003 Visitor Policy

Adopted by the Alpena Community College Board of Trustees on August 20, 1996; revised on [DATE].

~~Alpena Community College welcomes all visitors to the campus and the use of its facilities by the community.~~ Alpena Community College welcomes members of the public to campus and encourages responsible use of its facilities. Individuals or groups who are not faculty, staff, or students must request permission of the College administration in order to utilize the facilities. For the purpose of this policy, visitors are defined as individuals or groups who are not currently enrolled students, employees, or officially designated contractors of the College.

Regulations:

1. College staff will provide assistance to visitors so that their business can be completed in an expeditious manner.
2. Non-staff members and organized groups (including minor children) may be invited as resource people or for instructional purposes to classes or meetings; non-staff members may not perform the duties of College employees nor may they operate College equipment or apparatus on College premises.
3. The College reserves the right to prohibit access to or occupancy of any or all of its facilities by faculty, staff, students, and the general public as deemed necessary and prudent.
4. The use of College facilities by individuals who are not members of the College community is expressly prohibited except for those facilities obviously designed for public use.
5. Minor children shall be in the company and care of a responsible adult at all times, and may not be present in classrooms, laboratories, or other instructional or work areas during class session or work hours unless authorized in an organized group.
6. Although relatives and family members may find it necessary to visit during work hours, their presence should be limited to occasional short periods of time.
7. Violation of this policy and the attendant rules will result in disciplinary or legal action.

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3002 Residency Policy

Adopted by Alpena Community College Board of Trustees on August 20, 1996; revised on [DATE].

It is the intent of Alpena Community College to make every reasonable effort to correctly classify students according to their residence. In this spirit, the following regulations approved by the Board of Trustees will determine the students' residence status in one of the three categories: i.e., in-district (graduate of Alpena High School; a resident six months in the Alpena Public Schools District), in-state, or out-of-state. Tuition will be paid according to residency status. (If a question arises regarding a student's residence, it is his or her responsibility to discuss it with the ~~Dean of Students~~ Director of Admissions).

Please see Administrative Procedure 3502 pertaining to this policy.

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3003 Transcript Evaluation Policy

Adopted by Alpena Community College Board of Trustees on May 16, 1996

Any transfer student accepted for admission or a student of record (prior student) will submit an official transcript to the ~~Coordinator of Registration and Student Records~~ Registrar's Office for formal evaluation. Alpena Community College will accept only courses with grades of C (2.00 ~~g.p.a.~~ GPA) or higher from regionally-accredited institutions. Additionally, ACC will not apply any courses (transfer or ACC) more than seven years old toward the occupational specialty area for an Associate in Applied Science degree. Exceptions would be by department recommendation based on departmental proficiency standards.

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3005 Withdrawal Policy

Adopted by the Alpena Community College Board of Trustees on May 16, 1996; revised on [DATE].

A student withdrawing from the College must begin the process in the Registrar's Office ~~Student Services Office~~. The withdrawal must be ~~presented~~ submitted to the Registrar's Office for recording and authorization of any possible refund. All students who withdraw for two (2) years or more must be readmitted in order to register for classes.

Please see Administrative Procedure 3505 pertaining to this policy.

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3008 Academic Renewal Policy

Adopted by the Alpena Community College Board of Trustees on January 13, 1987; ~~revised on~~ [DATE].

Alpena Community College is committed to academic excellence and to the ideal of the dignity and worth of the individual. Recognizing that education is a comprehensive, life-long activity the College will provide a measure of forgiveness for past academic deficiencies. A second opportunity will be provided those former students qualifying for and requesting academic renewal.

Guidelines:

1. A student may declare and receive academic renewal only once.
2. Academic Renewal
 - A. Grades and course history will remain on the transcript, but credits, grade points, and grade point averages will be deleted.
 - B. The point of academic renewal will be the end of a semester as requested ~~chosen~~ by the student.
 - C. A period of two years or more must have passed since the selected academic renewal point.
 - D. All ACC course work prior to and including the selected semester will be considered for ~~subject to~~ academic renewal.

Please see Administrative Procedure 3508 pertaining to this policy.

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