

ALPENA

COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495

Office of the Board of Trustees
(989) 358-7215
FAX (989) 358-7553
www.alpenacc.edu

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, September 17, 2025 **(note the date change)**
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 12, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Wednesday, September 17, 2025, at 7:00 p.m. **Please note: the meeting date has changed.** 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=m6365962afa0ae7e56402a627cc6a5ea0>

Join by meeting number:

Meeting number (access code): 2425 275 4542

Meeting password: 9ZDvN4PA27w

Tap to join from a mobile device (attendees only):

+1-415-655-0003,,24252754542## US Toll

Join by phone:

+1-415-655-0003 US Toll

Global call-in numbers

Join from a video system or application:

Dial 24252754542@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, September 17, 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 August 21, 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
 - 2.954 Proposed Changes to Series 1000, 2000, and 3000 Policies — Second Reading 2
 - 2.955 Signing Authority for the ACC Student Housing Expansion Project.....3
 - 2.956 Concrete Work for WCCT Driveway4
 - 2.957 Local Strategic Value Resolution5
- 12) Information Items
 - 4.160 Financial Report.....10
 - 4.161 Personnel Report.....14
 - 4.162 Gifts and Grants Report15
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, October 16, 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

2.954 Proposed Changes to Series 1000, 2000, and 3000 Policies — Second 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 of 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.

During the first reading of this action item on Thursday, August 21, 2025, trustees instructed ACC officials to edit Policy 1001 so that all mentions of the President were changed to College President. Those changes have been made to the attached documents.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading the proposed changes to Policy 1001, including the above-noted title substitution, policies 1005, 1006, 2003, 3002, 3003, 3005, and 3008, and the addition of proposed policies 1016 and 1017.

2.955 Signing Authority for the ACC Student Housing Expansion Project

At the February 20, 2025, Alpena Community College Board of Trustees meeting the trustees approved a resolution authorizing Dr. Nick Brege, Vice President of Administration and Finance, to sign contracts related to the grant(s) funding ACC's new student housing expansion project.

College officials have determined with USDA RD Loan Specialists in agreement that Dr. Brege should be given signing authority on all aspects of the student housing expansion project including authorization of payment requests to ensure timely execution of project timeline and contract execution.

Therefore, the following resolution is proposed:

WHEREAS, Alpena Community College has secured Congressional-Directed Spending and Community Project Funding from the United States Department of Agriculture Rural Development (USDA RD) for the construction of new student housing on the ACC Alpena Campus; and

WHEREAS, the USDA RD requires that all expenses relating to the new student housing project be submitted and approved by the architect of record, Progressive AE and USDA RD Loan Specialists prior to payment by Alpena Community College using owner contribution funds and prior to delivery of USDA RD funds for reimbursement to ACC for payment of expenses related to the student housing project.

WHEREAS, payment requests submitted by contractor, Meridian Construction Services, LLC., approved by architect of record, Progressive AE, and USDA RD Loan Specialist are to be processed by the Vice President of Administration and Finance, or in the Vice President's absence, the Controller, and processed for reimbursement within narrow time limits; and

WHEREAS, College officials recently determined that the Vice President of Administration and Finance should be given signing authority on all aspects of the student housing project, including authorization of all payment requests;

NOW, THEREFORE, BE IT RESOLVED the ACC Board of Trustees authorizes Dr. Nick Brege, Vice President of Administration and Finance, to approve payment requests for processing for the ACC new student housing project. In the event that Dr. Nick Brege, Vice President of Administration and Finance, is not available to approve payment requests for processing, to ensure timely response, Lyn Kowalewsky, ACC Controller, is authorized to sign in Dr. Brege's absence, for related work within the limits and expectations of ACC's new student housing project executed AIA contracts and agreement with USDA RD.

BE IT FURTHER RESOLVED that the Vice President of Administration and Finance or the Controller shall submit evidence of such payments to the ACC Board of Trustees on a monthly basis.

2.956 Concrete Work for WCCT Driveway

Harris Hall, located on six acres at the eastern edge of the Alpena Campus, houses the World Center for Concrete Technology. The associate degree Concrete Technology program and the Blockmakers Workshop® program relocated there from Besser Technical Center during the spring of 2000. The WCCT works to meet the workforce development and research needs of the concrete and concrete products and aggregate industries.

The 42,360-square-foot building contains a full-size concrete products manufacturing plant as well as labs for mason training, certified testing and instruction, a computer lab, three classrooms, offices, and a conference room.

After 25 years of operation the Harris Hall facility is in need of maintenance services, including replacement of its circle drive and paver walkway.

Alpena Community College officials solicited proposals from qualified contractors for the replacement of the WCCT's front-circle driveway. The bid pack was released on July 25, 2025, and bids were due August 11, 2025. The project includes the demolition and removal of the existing paver drive and walkway areas, including most associated curbing. This also includes installation of a new concrete drive and paver walkway separation curbing and paver retaining curbs. A second portion of the bid was for the installation of the paver walkway adjacent to the circle drive which also connects the Electrical Power Technology Center to the WCCT.

One bid was received per bid category. After holding post bid interviews and reviewing the bids, contractor timelines, and recommendations, College officials recommend locking in the bid from Zann Brothers Concrete for concrete work at a total cost of \$80,260. The scope of work is the demolition of the site and installation of the concrete drive and associated curbs using Losinski Excavating as a subcontractor for portions of the project. This work is slated to start May 11, 2025.

College officials will re-bid the paver portion of the job in the next few months in an attempt to land an optimal package to be completed in the summer of 2026.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the bid from Zann Brothers Concrete for concrete work at the World Center for Concrete Technology at a cost not to exceed \$80,260.

2.957 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)

Best Practices by Category	Examples of Adherence
(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">• The health care sector through clinical partnerships with MyMichigan Medical Center – Alpena and Ascension St. Joseph Hospital in Tawas.• Advisory committees with more than a dozen occupational programs, including Nursing and Allied Health.• A partnership with Saginaw Valley State University to offer a BSN in Alpena.• Customized, contract, safety or grant-funded technical simulation training offered to more than 25 employers and 750 trainees over the past 24 months.
(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</p>

Best Practices by Category	Examples of Adherence
	partnership with Michigan Works! Region 7B and Kalitta Air in Iosco County.
(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 21 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"> • The concrete industry through its World Center for Concrete Technology. • The utilities sector through its Electrical Power Technology Center. • The welding and manufacturing sector through credit and non-credit training delivered to local and regional manufacturers. • The tree service sector through Utility Arborist workforce training in partnership with local and statewide employers.
(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"> • The College president is past Board Chairman of Target Alpena, the regional economic development board. • 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. • The College VP for Instruction is a member of region's Education Advisory Group. • ACC maintains contractual partnerships with Michigan Works!, NE Consortium, and Region 7B, the two workforce development boards serving NE Michigan.

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

Best Practices by Category	Examples of Adherence
(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 29 K-12s across NE Michigan. In fall semester 2025, 50% of total headcount derived from dual enrollment or early college partnerships with regional K-12s. ACC provided direct credit to more than 1150 Career and Tech Education K-12 students in FY25.
(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 and NC3 in hosting the National Career and Technical Education Signing Day ceremony in FY25.
(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 an Education Talent Search TRIO program grant 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, career outreach counseling, financial management workshops, and mandatory orientation with particular focus on Reconnect students enrolling at ACC.
(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, Saginaw Valley State University, Western Michigan University, and Davenport University are offered.

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

Best Practices by Category	Examples of Adherence
(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 75 continuing education events per year were provided during FY25.
(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.

4.160 Financial Report

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

- The property tax receipts of \$668,061 are \$5,566 less than those for August 2024.
- Tuition/fee receipts of \$4,064,149 are \$300,164 more than last year, primarily due to an increase in the number of billable contact hours.
- State aid for the current year is comparable to last year and is typical for this time of year. Regular monthly revenue from the state is expected to resume when the state fiscal year begins in October.
- Interest this year is comparable to last year because of the way the College invests its funds. Slightly lower interest rates in July and August 2025 have reduced interest earnings compared to the same period last year.
- Net income for the first two months of the year reflects a gain of \$2,347,174, which is typical for this period due to accumulated fall tuition revenue.

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

- All categories are in acceptable ranges for this stage of the year.

General Fund Month-to-Month Comparison through August 2025

- All other Month-to-Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Two Months Ending August 31, 2025

Description	YTD Actual FY 2026	YTD Actual FY 2025	YTD Actual Variance
Revenue			
Property Tax	668,061	673,627	(5,566)
Tuition/Fees	4,064,149	3,763,985	300,164
Sales,Service,and Rent	8,793	6,745	2,048
State Aid	9,191	8,521	670
State	0	0	0
Federal	769	1,215	(446)
Cost Recovery	0	0	0
Interest	16,199	20,308	(4,109)
Other	155	1,000	(845)
Revenue	4,767,317	4,475,401	291,916
Expense			
Instruction	981,834	992,285	(10,451)
OIT	174,754	158,252	16,502
Public Service	0	0	0
Instruction Support	233,865	228,446	5,419
Student Services	310,054	287,039	23,015
Institutional Administration	462,608	421,770	40,838
Physical Plant	257,029	241,250	15,779
Expense	2,420,144	2,329,042	91,102
Income	2,347,173	2,146,359	200,814
Net Assets - Beginning of Year	0	0	0
Net Assets - End of Year	2,347,173	2,146,359	200,814

Alpena Community College
Comparative Income Statement
General Fund
For the Two Months Ending August 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	668,061	(2,872,989)	18.87%	19.97%
Tuition/Fees	7,321,966	4,064,149	(3,257,817)	55.51%	56.66%
Sales, Services, and Rent	29,200	8,793	(20,407)	30.11%	23.10%
State Aid	6,928,181	9,191	(6,918,990)	0.13%	0.12%
Federal	29,000	769	(28,231)	2.65%	4.19%
Cost Recovery	78,485	0	(78,485)	0.00%	0.00%
Interest	40,000	16,199	(23,801)	40.50%	50.77%
Other	105,569	155	(105,414)	0.15%	0.36%
Revenue	18,073,451	4,767,317	(13,306,134)	26.38%	25.87%
Expense					
Salaries	9,703,036	1,316,850	8,386,186	13.57%	13.72%
Fringe Benefits	4,649,532	621,493	4,028,039	13.37%	13.50%
Outside Services	1,260,208	164,873	1,095,335	13.08%	11.52%
Advertising	239,083	24,886	214,197	10.41%	11.56%
Supplies	316,850	16,756	300,094	5.29%	6.44%
Utilities	529,938	5,635	524,303	1.06%	3.47%
Telephone	25,300	2,532	22,768	10.01%	6.38%
Postage	30,000	0	30,000	0.00%	8.33%
Insurance	163,913	78,330	85,583	47.79%	45.26%
Travel & Mileage	60,054	11,610	48,444	19.33%	11.72%
Tuition Waivers and Dues	285,000	136,400	148,600	47.86%	48.81%
Library Books & Equipment	77,700	30,795	46,905	39.63%	37.56%
Other	77,000	9,984	67,016	12.97%	3.76%
Transfers	655,837	0	655,837	0.00%	0.00%
Expense	18,073,451	2,420,144	15,653,307	13.39%	13.46%

Description	FY 2026 Budget	FY 2026 YTD Actual
Income	0	2,347,173
Net Assets - Beginning of Year	2,962,124	2,962,124
Net Assets - End of Year	2,962,124	5,309,297

Alpena Community College
Month-to-Month Tracking
General Fund
For the Two Months Ending August 31, 2025

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	98,410	569,651	0	0	0	0	0	0	0	0	0	0	668,061	3,541,050
Tuition/Fees	3,831,268	232,881	0	0	0	0	0	0	0	0	0	0	4,064,149	7,321,966
Sales, Services, and Rent	8,193	600	0	0	0	0	0	0	0	0	0	0	8,793	29,200
State Aid	0	9,191	0	0	0	0	0	0	0	0	0	0	9,191	6,928,181
Federal	0	769	0	0	0	0	0	0	0	0	0	0	769	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,485
Interest	0	16,199	0	0	0	0	0	0	0	0	0	0	16,199	40,000
Other	75	80	0	0	0	0	0	0	0	0	0	0	155	105,569
Revenue	3,937,946	829,371	0	0	0	0	0	0	0	0	0	0	4,767,317	18,073,451
Expense														
Salaries	669,601	647,250	0	0	0	0	0	0	0	0	0	0	1,316,851	9,703,039
Fringe Benefits	318,999	302,494	0	0	0	0	0	0	0	0	0	0	621,493	4,649,532
Outside Services	95,012	69,861	0	0	0	0	0	0	0	0	0	0	164,873	1,260,208
Advertising	2,540	22,346	0	0	0	0	0	0	0	0	0	0	24,886	239,083
Supplies	3,917	12,839	0	0	0	0	0	0	0	0	0	0	16,756	316,850
Utilities	392	5,243	0	0	0	0	0	0	0	0	0	0	5,635	529,938
Telephone	1,373	1,159	0	0	0	0	0	0	0	0	0	0	2,532	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	7,187	0	0	0	0	0	0	0	0	0	0	11,610	60,054
Tuition Waivers and Dues	34,393	102,006	0	0	0	0	0	0	0	0	0	0	136,399	285,000
Library Books & Equipment	28,991	1,804	0	0	0	0	0	0	0	0	0	0	30,795	77,700
Other	664	9,320	0	0	0	0	0	0	0	0	0	0	9,984	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	655,837
Expense	1,238,635	1,181,509	0	0	0	0	0	0	0	0	0	0	2,420,144	18,073,454
Income	2,699,311	(352,138)	0	0	0	0	0	0	0	0	0	0	2,347,173	(3)

4.161 Personnel Report

New hires, terminations, and status changes from August 2 to September 9, 2025.

New Hires:

- Ashley Nowicki, ESP2 Financial Aid Office Coordinator, effective 08/18/2025.
- Aubree Sheldon, Volleyball Assistant Coach, effective 08/11/2025.
- Christopher Mundie, FT Faculty – Speech Instructor, effective 08/18/2025.

Re-Hires:

- None.

Transfers:

- Patti Fontaine, Transferred from ESP1 Clerical Assistant – Registrar's Office to ESP2 Registrar's Office Specialist, effective 08/25/2025.

Resignations:

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

Terminations:

- None.

Inactive:

- None.

Retirements:

- Colleen Jacobs, ESP2 Tutor Coordinator, effective 10/03/2025.

Name Changes:

- None.

Position Name Changes:

- None.

4.162 Gifts and Grants Report

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

Total Donors: 299

Number of Gifts: 204

New Gifts: \$127,269.50

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 **College** 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~~College President, to review the short and long-range plans of the College and other such timely items that the ~~President~~College 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 eChair 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

[\[Back to Table of Contents\]](#)

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

[\[Back to Table of Contents\]](#)

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~~College 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

[\[Back to Table of Contents\]](#)

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.

[\[Back to Table of Contents\]](#)

Proposed Changes

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 or 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/College President for investigation, study, and recommendation or designated as future agenda items for Board of Trustees consideration.

[\[Back to Table of Contents\]](#)

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, 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.

Issued: August 22, 1997

[\[Back to Table of Contents\]](#)

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.

Issued: August 22, 1997

[\[Back to the Table of Contents\]](#)

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.

Issued: August 22, 1997

[\[Back to the Table of Contents\]](#)

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 Student Services Registrar's 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.

Issued: August 22, 1997

[\[Back to the Table of Contents\]](#)

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 ~~chosen~~ requested 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 ~~subject to~~ considered for academic renewal.

Please see Administrative Procedure 3508 pertaining to this policy.

Issued: August 22, 1997

[\[Back to the Table of Contents\]](#)