

ALPENA

COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495

Office of the Board of Trustees

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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, January 15, 2026
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, January 9, 2026

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 15, 2026, 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=m09df3f3ca6f0f4d0d5c8238a71b41bc2>

Join by meeting number:

Meeting number (access code): 2437 962 6554

Meeting password: VWbPeFaj856

Join by phone:

+1-415-655-0003 US Toll

Join from a video system or application:

Dial 24379626554@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

Thursday, January 15, 2026, 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 December 11, 2025, Joint Board Meeting and the December 18, 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
None.
- 12) Information Items
 - 4.172 Financial Report.....2
 - 4.173 Personnel Report.....8
 - 4.174 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, February 19, 2026, 7:00 p.m. The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center. Please note: the trustees may conduct tours of the Welding Lab (BTC 103) and the Manufacturing Lab (CTR 124) from 6-6:45 p.m. on February 19.
- 17) Adjournment

4.172 Financial Report

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

- Property tax receipts total \$857,651, which is \$123,467 less than December 2024. This variance is due to a timing issue with the receipt of property tax payments to the College.
- Tuition and fee receipts total \$7,277,485, reflecting an increase of \$640,203 compared to the same period last year. This growth is primarily driven by higher billable contact hours during the Fall semester.
- State aid for the current year is comparable to last year and is typical for this time of year.
- Interest is lower this year compared to last year because of lower interest rates. The Federal Reserve lowered the federal funds rate by 0.25 percentage points in September 2025 and another 0.25 percentage points in October 2025.
- Student Services is up primarily due to contractual wage rate adjustments and an increase in athletic waivers.
- Institutional Administration expenses are higher than this time last year due to the hiring of a new Foundation Executive Director following last year's vacancy, as well as increased insurance premium costs.
- Physical Plant expenses are slightly higher than this time last year, primarily due to increased natural gas prices and colder temperatures. Additional costs include the installation of new door restrictors on campus elevators, as required by the updated State Elevator Code.
- Net income through the first six months of the year shows as a gain of \$1,994,114, which is typical for this time of year as spring tuition revenue begins to build up.

Monthly General Fund Revenue and Expense through December 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 December 2025

- Wages and fringe benefits were higher this month due to the annual IRS-required adjustment for group term life insurance coverage, which is reflected in gross wages each December. Additionally, cash-in-lieu health insurance benefits were paid out to employees during December.
- Utilities increased in December compared to November due to colder weather and a correction in water billing, as charges from earlier months were missed because of a faulty water meter.
- All other month-to-month comparisons are tracking as expected, except as noted above.

Consolidated Income Statement for the first half of FY 2026

- The Designated Fund comprises the Technology Improvement Fund, Athletics, Workforce Development, and the Wellness Center. The current deficit in the Designated Fund is primarily due to the Wellness Center and Athletics. This shortfall will be

addressed through a transfer of revenue from the General Fund, as outlined in the approved FY26 budget.

- Activity within the Restricted Fund consists of various grants and federal programs, including the Solar Array grant, the ADN/BSN grant, and Pell grants. All categories of the Restricted Fund are currently tracking as expected.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades and expenses related to the student housing construction project.
- Other balances are reasonable for this time of year.

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

Description	YTD Actual FY 2026	YTD Actual FY 2025	YTD Actual Variance
Revenue			
Property Tax	857,651	981,118	(123,467)
Tuition/Fees	7,277,485	6,637,282	640,203
Sales, Service, and Rent	20,580	17,970	2,610
State Aid	2,137,410	2,002,896	134,514
State	0	0	0
Federal	16,783	38,057	(21,274)
Cost Recovery	0	0	0
Interest	50,267	95,811	(45,544)
Other	27,783	61,664	(33,881)
Revenue	10,387,959	9,834,798	553,161
Expense			
Instruction	3,775,825	3,779,290	(3,465)
OIT	933,158	946,820	(13,662)
Public Service	0	0	0
Instruction Support	779,995	790,120	(10,125)
Student Services	750,318	727,692	22,626
Institutional Administration	1,327,698	1,254,083	73,615
Physical Plant	826,851	799,326	27,525
Expense	8,393,845	8,297,331	96,514
Income	1,994,114	1,537,467	456,647
Net Assets - Beginning of Year	2,964,731	2,779,800	184,931
Net Assets - End of Year	4,958,845	4,317,267	641,578

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 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	857,651	(2,683,399)	24.22%	29.09%
Tuition/Fees	7,321,966	7,277,485	(44,481)	99.39%	99.91%
Sales, Services, and Rent	29,200	20,580	(8,620)	70.48%	61.54%
State Aid	6,928,181	2,137,410	(4,790,771)	30.85%	29.34%
Federal	29,000	16,783	(12,217)	57.87%	131.23%
Cost Recovery	78,485	0	(78,485)	0.00%	0.00%
Interest	40,000	50,267	10,267	125.67%	239.53%
Other	105,569	27,783	(77,786)	26.32%	22.28%
Revenue	18,073,451	10,387,959	(7,685,492)	57.48%	56.85%
Expense					
Salaries	9,703,036	4,697,385	5,005,651	48.41%	50.18%
Fringe Benefits	4,649,532	2,037,322	2,612,210	43.82%	46.03%
Outside Services	1,260,208	810,556	449,652	64.32%	64.93%
Advertising	239,083	96,623	142,460	40.41%	34.56%
Supplies	316,850	135,255	181,595	42.69%	50.41%
Utilities	529,938	147,838	382,100	27.90%	27.19%
Telephone	25,300	9,242	16,058	36.53%	37.71%
Postage	30,000	14,645	15,355	48.82%	45.28%
Insurance	163,913	166,875	(2,962)	101.81%	75.98%
Travel & Mileage	60,054	28,770	31,284	47.91%	54.45%
Tuition Waivers and Dues	285,000	166,350	118,650	58.37%	58.78%
Library Books & Equipment	77,700	55,876	21,824	71.91%	60.80%
Other	77,000	27,108	49,892	35.21%	39.11%
Transfers	655,837	0	655,837	0.00%	0.00%
Expense	18,073,451	8,393,845	9,679,606	46.44%	47.97%

Description	FY 2026 Budget	FY 2026 YTD Actual
Income	0	1,994,114
Net Assets - Beginning of Year	2,964,731	2,964,731
Net Assets - End of Year	2,964,731	4,958,845

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

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	98,410	569,651	39,406	5,375	2,596	142,213	0	0	0	0	0	0	857,651	3,541,050
Tuition/Fees	3,831,268	232,881	(102,707)	1,781,413	1,064,082	470,548	0	0	0	0	0	0	7,277,485	7,321,966
Sales, Services, and Rent	8,193	600	935	9,365	1,348	139	0	0	0	0	0	0	20,580	29,200
State Aid	0	9,191	5,150	666,306	856,133	600,630	0	0	0	0	0	0	2,137,410	6,928,181
Federal	0	769	4,755	7,176	1,945	2,138	0	0	0	0	0	0	16,783	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,485
Interest	0	16,199	13,725	9,126	7,915	3,302	0	0	0	0	0	0	50,267	40,000
Other	75	80	21,643	3,446	895	1,644	0	0	0	0	0	0	27,783	105,569
Revenue	3,937,946	829,371	(17,093)	2,482,207	1,934,914	1,220,614	0	0	0	0	0	0	10,387,959	18,073,451
Expense														
Salaries	669,601	647,250	681,750	1,291,273	675,528	731,983	0	0	0	0	0	0	4,697,385	9,703,039
Fringe Benefits	318,999	302,494	314,677	476,838	309,740	314,574	0	0	0	0	0	0	2,037,322	4,649,532
Outside Services	95,012	69,861	54,658	68,802	495,738	26,485	0	0	0	0	0	0	810,556	1,260,208
Advertising	2,540	22,346	30,732	18,793	9,172	13,040	0	0	0	0	0	0	96,623	239,083
Supplies	3,917	12,839	74,918	20,374	14,051	9,156	0	0	0	0	0	0	135,255	316,850
Utilities	392	5,243	17,643	33,268	38,040	53,252	0	0	0	0	0	0	147,838	529,938
Telephone	1,373	1,159	910	2,328	1,545	1,927	0	0	0	0	0	0	9,242	25,300
Postage	0	0	6,265	0	2,500	5,880	0	0	0	0	0	0	14,645	30,000
Insurance	78,330	0	42,509	3,907	0	42,129	0	0	0	0	0	0	166,875	163,913
Travel & Mileage	4,423	7,187	2,795	4,876	4,105	5,384	0	0	0	0	0	0	28,770	60,054
Tuition Waivers and Dues	34,393	102,006	12,244	12,523	(518)	5,702	0	0	0	0	0	0	166,350	285,000
Library Books & Equipment	28,991	1,804	18,643	3,650	1,437	1,351	0	0	0	0	0	0	55,876	77,700
Other	664	9,320	8,435	1,878	2,997	3,814	0	0	0	0	0	0	27,108	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	1,266,179	1,938,510	1,554,335	1,214,677	0	0	0	0	0	0	8,393,845	18,073,454
Income	2,699,311	(352,138)	(1,283,272)	543,697	380,579	5,937	0	0	0	0	0	0	1,994,114	(3)

Alpena Community College

Consolidated Income Statement

For the Six Months Ending December 31, 2025

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	857,651	0	0	0	0	0	0	0	0	857,651
Tuition/Fees	7,277,485	440,626	38,500	0	(17,902)	0	0	173,598	0	7,912,307
Sales, Services, and Rent	20,580	177,557	365,436	0	(12,038)	0	0	0	0	551,535
State aid	2,137,410	0	0	0	0	0	0	0	0	2,137,410
Local	0	0	0	0	0	0	0	0	0	0
State	0	4,400	0	0	26,860	0	90,851	0	30,062	152,173
Federal	16,783	0	0	0	4,292,194	297,021	0	0	0	4,605,998
Gifts and Donations	0	146	0	0	137,898	0	278,643	0	0	416,687
Interest	50,267	0	0	0	0	0	0	0	0	50,267
Other	27,783	0	368	0	0	99,799	0	576	2,052	130,578
Total Revenue	10,387,959	622,729	404,304	0	4,427,012	396,820	369,494	174,174	32,114	16,814,606
Expenditures										
Salaries	4,697,385	278,199	53,469	0	340,356	0	0	0	30,062	5,399,471
Fringe Benefits	2,037,322	102,309	14,470	0	147,714	0	0	0	0	2,301,815
Outside Services	810,556	66,249	31,858	0	2,619,065	0	0	632,787	0	4,160,515
Advertising	96,623	0	0	0	0	0	0	0	0	96,623
Supplies	135,255	45,124	23,667	0	40,512	0	0	0	0	244,558
Rental	0	0	0	0	750	0	0	0	0	750
Utilities	147,838	1,687	12,428	0	0	0	0	0	0	161,953
Telephone	9,242	0	0	0	0	0	0	0	0	9,242
Postage	14,645	0	0	0	0	0	0	0	0	14,645
Insurance	166,875	22,804	0	0	0	0	0	0	0	189,679
Travel & Mileage	28,770	80,196	0	0	24,046	0	0	0	0	133,012
Tuition Waivers	166,350	13,728	0	0	1,070,148	363,542	280,046	0	0	1,893,814
Library Books & Equipment	55,876	158,821	3,152	0	157,377	0	0	58,635	0	433,861
Other	27,108	7,618	0	0	2,430	0	0	6,362	3,626	47,144
Transfers	0	0	0	0	0	0	0	0	0	0
Total Expenditures	8,393,845	776,735	139,044	0	4,402,398	363,542	280,046	697,784	33,688	15,087,082
Net Revenue (Expense)	1,994,114	(154,006)	265,260	0	24,614	33,278	89,448	(523,610)	(1,574)	1,727,524
Beginning Net Position	2,964,731	434,914	678,179	(19,191,294)	1,073,336	0	26,150	31,665,701	12,720	17,664,437
Period Ending Net Position	4,958,845	280,908	943,439	(19,191,294)	1,097,950	33,278	115,598	31,142,091	11,146	19,391,961

4.173 Personnel Report

New hires, terminations, and status changes from December 12, 2025, to January 7, 2026.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- Denise Tobias, transferred from ESPI Assistant to the Director of SIP Grant to ESPII Office Assistant for Workforce Development, effective 12/15/2025.
- Kristen Wisniewski, transferred from Director of SIP Grant to Director of Workforce Development Grants, effective 12/15/2025.
- Matthew Plante, transferred from Part-Time Learning Resources Center Technician to FT Faculty – Mathematics Instructor, effective 01/01/2026.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- Sally Shubert, Assistant to the Director of Admissions, effective 07/01/2026.

Name Changes:

- None.

Position Name Changes:

- None.

4.174 Gifts and Grants Report

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

Total Donors: 188

Number of Gifts: 256

New Gifts: \$211,281.50