

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, March 19, 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, March 13, 2026

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, March 19, 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=m485f99dcb3501d73d46b3788d3f11681>

Join by meeting number:

Meeting number (access code): 2434 097 6925

Meeting password: mPnGUWmR577

Join from a video system or application:

Dial 24340976925@alpenacc.webex.com

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

Join by phone:

+1-415-655-0003 US Toll

Access code: 2434 097 6925

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, March 19, 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 February 19, 2026, Regular Meeting and February 19, 2026, Closed Session
- 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
 - 2.978 Passenger Vehicle Purchase — 12-Passenger Van.....2
 - 2.979 Replacement of Nursing Simulation Manikins.....3
- 12) Information Items
 - 4.178 Financial Report.....4
 - 4.179 Personnel Report.....8
 - 4.180 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, April 16, 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.
- 17) Adjournment

2.978 Passenger Vehicle Purchase — 12-Passenger Van

Alpena Community College athletic teams and academic programs routinely require transportation for off-campus athletic competitions, field trips, and other institutional travel throughout Michigan and neighboring states. Currently these needs are often met through vehicle rentals which can be costly and limit scheduling flexibility.

To better support student activities and reduce recurring transportation expenses, the College is seeking to purchase a used 12-passenger van.

College officials have reviewed the current vehicle market and issued a Request for Proposals (RFP) for a used 12-passenger van meeting institutional standards. Minimum specifications include a model year 2022 or newer, fewer than 45,000 miles, clean vehicle title, and appropriate safety features for passenger transportation.

Due to the limited availability and rapidly changing inventory of vehicles meeting these specifications, College officials are requesting that the Board authorize a “cost not to exceed” purchase amount to allow for timely procurement when a suitable vehicle becomes available.

The College will:

- Evaluate proposals based on price, mileage, vehicle condition, safety features, and warranty availability.
- Ensure the vehicle meets all College insurance requirements and Michigan safety standards.
- Obtain vehicle inspection documentation and vehicle history reports prior to purchase.
- Procure vendor documentation in line with prudent purchasing standards.
- Provide written notification to the Board detailing the selected vehicle and purchase terms following the purchase.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes College officials to purchase a used 12-passenger van that best meets the needs of the College at a total cost not to exceed \$50,000.

2.979 Replacement of Nursing Simulation Manikins

Alpena Community College's Nursing Department is committed to providing high-quality simulation education through advanced learning technologies. The department's high-fidelity simulation manikins have played a critical role in enhancing student training, allowing for realistic clinical experiences in a controlled learning environment. ACC has used state and federal grants to expand the number and type of simulation manikins since the first one was purchased in 2019.

High-fidelity simulation manikins typically have a functional lifespan of roughly five to seven-plus years, depending on usage frequency, maintenance, and the specific model. ACC's original simulation manikins are nearing the end of their functional lifespan and need to be replaced in the foreseeable future.

Additionally, ACC is in the process of wrapping up its funding requests through the State of Michigan's ADN-to-BSN Completion Grant Program; nursing simulation manikins can be funded through this grant program.

College officials solicited bids for two childbirth simulators and two patient simulators for its Nursing and allied health programs. Five vendors replied to the Request for Proposals.

College officials are currently evaluating those responses but have not been able to make a vendor recommendation by the deadline for distribution of this agenda. The Board Secretary will distribute a finished version of the agenda for the March 19, 2026, Alpena Community College Board of Trustees meeting when the final information becomes available.

4.178 Financial Report

General Fund Year-to-Year Actual Comparison through February 2026

- Property tax receipts total \$2,849,540, down \$37,236 from February 2025 due to the timing of payments.
- Tuition and fee revenue totals \$7,454,739, an increase of \$333,975 year-over-year, driven by higher Fall semester billable contact hours.
- State aid is consistent with last year and aligns with expected timing.
- Interest income is lower than last year due to reduced interest rates and lower cash balances related to construction reimbursement timing. The Federal Reserve has reduced the federal funds rate by 0.75 basis points compared to the same period last year.
- Instructional Support expenses decreased due to internal staffing shifts and the associated benefit plan costs.
- Student Services expenses increased due to contractual wage adjustments and higher athletic waivers.
- Institutional Administration expenses increased due to filling the previously vacant Foundation Executive Director position, higher legal costs, and increased insurance premiums.
- Physical Plant expenses have risen slightly, primarily due to higher snow removal costs and contractual wage adjustments. Additional costs include the required installation of elevator door restrictors under the updated State Elevator Code.
- Net income through the first eight months shows a surplus of \$2,511,827, which is typical as spring tuition revenue accumulates.

General Fund Comparative Income Statement Year-to-Date through February 2026

- All categories remain within acceptable ranges for this point in the fiscal year, except as noted above.

General Fund Month-to-Month Comparison through February 2026

- Salaries and benefits are higher in February due to the payout of faculty overload.
- Supplies expenses increased due to the cost of the nursing course materials.
- All other Month-to-Month comparisons are tracking as expected, except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Eight Months Ending February 28, 2026

Description	YTD Actual FY 2026	YTD Actual FY 2025	YTD Actual Variance
Revenue			
Property Tax	2,849,540	2,886,776	(37,236)
Tuition/Fees	7,454,739	7,120,764	333,975
Sales, Service, and Rent	31,825	26,550	5,275
State Aid	3,429,987	3,282,154	147,833
Federal	23,348	87,048	(63,700)
Interest	60,228	123,764	(63,536)
Other	46,702	61,834	(15,132)
Revenue	13,896,369	13,588,890	307,479
Expense			
Instruction	5,346,633	5,346,538	95
OIT	1,060,010	1,078,816	(18,806)
Instruction Support	1,027,566	1,071,206	(43,640)
Student Services	1,064,143	1,005,416	58,727
Institutional Administration	1,690,710	1,625,666	65,044
Physical Plant	1,195,480	1,153,026	42,454
Expense	11,384,542	11,280,668	103,874
Income	2,511,827	2,308,222	203,605
Net Assets - Beginning of Year	2,964,731	2,779,800	184,931
Net Assets - End of Year	5,476,558	5,088,022	388,536

Alpena Community College
Comparative Income Statement
General Fund
For the Eight Months Ending February 28, 2026

Description	FY 2026 Budget	FY 2026 YTD Actual	FY 2026 Variance	FY 2026 Complete	FY 2025 Complete
Revenue					
Property Tax	3,541,050	2,849,540	(691,510)	80.47%	85.60%
Tuition/Fees	7,321,966	7,454,739	132,773	101.81%	107.19%
Sales, Services, and Rent	29,200	31,825	2,625	108.99%	90.92%
State Aid	6,928,181	3,429,987	(3,498,194)	49.51%	48.08%
Federal	29,000	23,348	(5,652)	80.51%	300.17%
Cost Recovery	78,485	0	(78,485)	0.00%	0.00%
Interest	40,000	60,228	20,228	150.57%	309.41%
Other	105,569	46,702	(58,867)	44.24%	22.34%
Revenue	18,073,451	13,896,369	(4,177,082)	76.89%	78.56%
Expense					
Salaries	9,703,036	6,385,195	3,317,841	65.81%	68.57%
Fringe Benefits	4,649,532	2,759,563	1,889,969	59.35%	62.39%
Outside Services	1,260,208	959,195	301,013	76.11%	75.68%
Advertising	239,083	129,772	109,311	54.28%	56.43%
Supplies	316,850	259,238	57,612	81.82%	85.09%
Utilities	529,938	269,163	260,775	50.79%	51.34%
Telephone	25,300	14,001	11,299	55.34%	54.55%
Postage	30,000	17,987	12,013	59.96%	61.95%
Insurance	163,913	176,905	(12,992)	107.93%	96.67%
Travel & Mileage	60,054	32,045	28,009	53.36%	60.78%
Tuition Waivers and Dues	285,000	280,509	4,491	98.42%	83.83%
Library Books & Equipment	77,700	57,784	19,916	74.37%	68.35%
Other	77,000	43,185	33,815	56.08%	59.64%
Transfers	655,837	0	655,837	0.00%	0.00%
Expense	18,073,451	11,384,542	6,688,909	62.99%	65.21%

Description	FY 2026 Budget	FY 2026 YTD Actual
Income	0	2,511,827
Net Assets - Beginning of Year	2,964,731	2,964,731
Net Assets - End of Year	2,964,731	5,476,558

Alpena Community College
Month-to-Month Tracking
General Fund
For the Eight Months Ending February 28, 2026

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	296,790	494,582	1,342,730	0	0	0	0	2,849,540	3,541,050
Tuition/Fees	3,831,268	232,881	(102,707)	1,781,413	1,064,082	470,549	177,393	(140)	0	0	0	0	7,454,739	7,321,966
Sales, Services, and Rent	8,193	600	935	9,365	1,348	890	9,740	754	0	0	0	0	31,825	29,200
State Aid	0	9,191	5,150	666,306	856,133	600,631	607,995	684,581	0	0	0	0	3,429,987	6,928,181
Federal	0	769	4,755	7,176	1,945	2,969	1,572	4,162	0	0	0	0	23,348	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	9,961	0	0	0	0	60,228	40,000
Other	75	80	21,643	3,446	895	18,369	375	1,819	0	0	0	0	46,702	105,569
Revenue	3,937,946	829,371	(17,093)	2,482,207	1,934,914	1,393,500	1,291,657	2,043,867	0	0	0	0	13,896,369	18,073,451
Expense														
Salaries	669,601	647,250	673,621	1,291,273	675,528	731,985	634,335	1,061,602	0	0	0	0	6,385,195	9,703,039
Fringe Benefits	318,999	302,494	313,037	476,838	309,740	315,485	300,763	422,207	0	0	0	0	2,759,563	4,649,532
Outside Services	95,012	69,861	54,658	68,802	495,738	26,485	92,345	56,294	0	0	0	0	959,195	1,260,208
Advertising	2,540	22,346	30,732	18,793	9,172	13,041	18,694	14,454	0	0	0	0	129,772	239,083
Supplies	3,917	12,839	74,918	20,374	14,051	9,156	18,801	105,182	0	0	0	0	259,238	316,850
Utilities	392	5,243	17,643	33,268	38,040	53,252	52,779	68,546	0	0	0	0	269,163	0
Telephone	1,373	1,159	910	2,328	1,545	1,928	2,324	2,434	0	0	0	0	14,001	529,938
Postage	0	0	6,265	0	2,500	5,879	3,043	300	0	0	0	0	17,987	25,300
Insurance	78,330	0	42,509	3,907	0	42,130	10,029	0	0	0	0	0	176,905	30,000
Travel & Mileage	4,423	7,187	2,795	4,876	4,105	5,384	1,027	2,248	0	0	0	0	32,045	163,913
Tuition Waivers and Dues	34,393	102,006	12,244	12,523	(518)	5,703	99,657	14,501	0	0	0	0	280,509	60,054
Library Books & Equipment	28,991	1,804	18,643	3,650	1,437	1,350	1,215	694	0	0	0	0	57,784	285,000
Other	664	9,320	8,435	1,878	2,997	3,814	11,419	4,658	0	0	0	0	43,185	77,700
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	77,000
Expense	1,238,635	1,181,509	1,256,410	1,938,510	1,554,335	1,215,592	1,246,431	1,753,120	0	0	0	0	11,384,542	17,417,617
Income	2,699,311	(352,138)	(1,273,503)	543,697	380,579	177,908	45,226	290,747	0	0	0	0	2,511,827	655,834

4.179 Personnel Report

New hires, terminations, and status changes from February 3 to March 3, 2026.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.180 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation for the month of February 2026; this report does not include contributions made via employee payroll deduction.

Total Donors: 42

Number of Gifts: 44

New Gifts: \$49,901.25