

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 20, 2026
Meeting Time: 6:15 p.m. tour of College Park Apartments; 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 14, 2026

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 20, 2026. Prior to the start of the regular meeting, the trustees will participate in a tour of the new College Park Apartments building. The regular meeting will begin at approximately 7:00 p.m. and 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=m0cfl8387bfa9da3c88c527e273e16d1b>

Join by meeting number:

Meeting number (access code): 2437 095 1411

Meeting password: r3Kt8c2Yi2P

Join from a video system or application:

Dial 24370951411@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,,24370951411## US Toll

Access code: 2437 095 1411

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 20, 2026, 6:15 p.m. College Park Apartments tour; 7:00 p.m. regular meeting
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 18, 2026, Regular Meeting, the June 18, 2026, Closed Session, and the July 24, 2026, 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
 - 3.000 Emeritus Status for Bruce Frost.....2
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 - 3.003 Policy 4042: Credit for Prior Learning (CPL) Policy — Second Reading.....5
 - 3.004 Deletion of Policy 4017, Policy 4018, Administrative Procedure 4517, and
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 - 3.005 Grant-Funded Purchase of Mini-Mill Equipment.....11
- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, September 17, 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

3.000 Emeritus Status for Bruce Frost

Bruce Frost has served Alpena Community College for over 15 years as the instructor for the College's online Residential Builders Pre-Licensure course. A nationally recognized building code expert, green building champion, and longtime construction management educator, Frost developed and taught the 60-hour state approved program, preparing nearly 1,000 students throughout Michigan to sit for the Residential Builders licensing exam. Frost taught this open entry/open exit course to working adults and people unable to participate in an in-person format, most recently to a group of 13 incarcerated students, two of whom credit Bruce's course with "changing their lives." Beyond his professional expertise, Bruce has been a joy to work with, kind, caring, and generous to his students and to ACC staff.

RESOLUTION OF APPRECIATION AND EMERITUS STATUS

In Honor of Alpena Community College Retiree Bruce Frost

August 20, 2026

WHEREAS Bruce Frost has had continuous, honorable regular service with Alpena Community College for over 15 years as valued members of the administration, faculty, and staff prior to his retirement; and

WHEREAS his nomination for emeritus status was initiated by the President; and

WHEREAS Mr. Frost has ably served the College as instructor for the online Residential Builders Pre-Licensure course; and

WHEREAS the Alpena Community College Board of Trustees recognizes the efforts of Mr. Frost on behalf of the College, its students, and the Northeast Michigan community, and wishes to convey its deep appreciation;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds Bruce Frost for his service to the College and its students, and, recognizing his distinguished attributes, confers upon him the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

3.001 Affirmation of Legal Counsel

Occasionally the College requires legal counsel to address various issues. The College currently utilizes the firm of Wenzel Bennett & Harris, P.C. for routine matters.

All matters are handled on a per-hour-plus-expenses basis at rates established by the firms for the individuals providing the services. Such arrangements with the specified firm have served the College in a satisfactory fashion.

ACC Policy 1008 calls for the periodic appointment of legal counsel. Wenzel Bennett & Harris was last affirmed as ACC's legal counsel in January 2019. Since that time the firm has represented ACC with strategic sharpness, responsiveness, and great integrity.

Therefore, the following resolution is proposed:

The Board of Trustees affirms Wenzel Bennett & Harris, P.C. to serve as "Counsel of Record" until changed by official resolution of the Board of Trustees. It is understood that such designation does not restrict the capacity of the College to engage other firms to provide such legal services when appropriate officials of the College deem it necessary.

3.002 Affirmation of Auditor

ACC Policy 1010 calls for periodic board review and appointment of a firm for the regular and special auditing requirements of the College to ensure that sound business practices are being followed. The auditing firm of Straley Lamp & Kraenzlein P.C. currently performs these services.

Straley Lamp & Kraenzlein P.C. were last affirmed as ACC's auditors in January 2019, and it is the opinion of College officials that this firm has served with distinction in this capacity.

Therefore, the following resolution is proposed:

That the Board of Trustees affirms Straley Lamp & Kraenzlein P.C. as external auditors of the financial activities of Alpena Community College, and to perform any other specialized services in the financial area that may be desired by the College. The length of service shall be continual until changed by official resolution of the Board of Trustees.

3.003 Policy 4042: Credit for Prior Learning (CPL) Policy — Second Reading

The proposed Credit for Prior Learning (CPL) policy is intended to modernize and strengthen Alpena Community College's ability to serve adult learners, veterans, incumbent workers, and other students who bring significant knowledge and skills from prior experiences. The new policy aligns ACC's practices with national best practices, including standards established by the Council for Adult and Experiential Learning (CAEL), while ensuring academic rigor and faculty oversight remain central to all credit-award decisions.

The new policy also provides increased transparency and consistency, strengthens collaboration among advising, academic, workforce development, and registrar functions, and better positions ACC to recognize college-level learning gained through employment, military service, industry credentials, and professional training. By reducing unnecessary barriers and validating learning that has already occurred, the policy supports student completion, workforce development, and the College's commitment to expanding educational opportunities for adult learners throughout Northeast Michigan.

College officials propose a second reading of Policy 4042 to replace current ACC board policies 4017, College Level Examination Program (CLEP) Policy, and 4018, Non-Traditional Credit Evaluation Policy.

Following is the text of the proposed new policy.

4042 Credit for Prior Learning (CPL) Policy

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

I. Policy Statement

Alpena Community College (ACC) recognizes that college-level learning can occur in a variety of settings beyond the traditional classroom. Through the Credit for Prior Learning (CPL) process, ACC awards academic credit for verifiable college-level learning gained through professional training, work experience, military service, industry certifications, and other experiential learning opportunities that align with ACC course outcomes and degree requirements.

CPL credit is awarded based on demonstrated learning, not simply experience, and must be comparable in scope, rigor, and outcomes to ACC coursework. The evaluation and award of CPL credit will heed Council for Adult and Experiential Learning (CAEL) Ten Standards for Assessing Learning and applicable Higher Learning Commission (HLC) and Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) guidance.

II. Purpose and Goals

The CPL process is intended to:

- Increase access and accelerate credential completion by expanding opportunities for credit attainment through applied and experiential learning for adult learners, returning students, veterans, and skilled trades professionals.
- Strengthen connections between workforce development, continuing education, and academic programs.
- Ensure equitable, transparent, and consistent evaluation of college-level learning achieved outside the classroom.

III. Guiding Principles

ACC's CPL policy follows these principles:

- Credit is awarded for demonstrated learning.
- Credit must reflect college-level learning outcomes.
- Assessment evaluates both theoretical understanding and practical application.
- Evaluation is conducted by qualified subject matter experts.
- Credit awarded must be appropriate to the academic context.
- Duplicate credit will be avoided through transcript review.
- Policies, procedures, and appeal processes are published and transparent.
- Fees, if applicable, are based on the assessment method and services required to evaluate prior learning. All fees will be clearly communicated to students prior to assessment. Fees may be waived or reduced in special circumstances.
- Assessors receive appropriate training in evaluation practices.

- CPL processes are regularly reviewed and improved for quality and consistency.

IV. Eligible Learning for Assessment

Students may earn credit for prior learning through one or more of the following pathways:

- Standardized Examinations (AP, CLEP, DSST, etc.)
- Examination (Departmental)
- Military Training and Experience (via ACE guidelines)
- Industry Apprenticeships, Certifications and Licensures
- Articulated Workforce Training
- Portfolio-Based Assessment

V. Credit Limits and Applicability

- A minimum of 15 credits must be completed at the College for conferral of Associate's degree, or 50% of the minimum credit hours required for Certificate.
- CPL credit may satisfy program-specific and elective requirements, but not general education unless approved.
- CPL credit is not calculated in GPA but recorded on transcript with notation (e.g., Life/Work Experience, Articulated Credit, AP, etc.).

VI. Procedures for CPL Application and Evaluation

- Step 1: Initial Consultation – Student meets with Faculty advisor or Registrar. Student obtains CPL Application Form from Registrar and compiles appropriate documentation.
- Step 2: Submission of Application – Submit CPL Application Form and documentation to ACC Registrar.
- Step 3: Assessment and Evaluation – Registrar or Faculty evaluator reviews and determines equivalency.
- Step 4: Review and Approval – Vice President of Instruction reviews and Registrar records approved credit.
- Step 5: Appeals Process – Appeals to Vice President of Instruction within 10 business days.

VII. Documentation and Record Keeping

All CPL applications, evaluations, and documentation are maintained by the Registrar's Office. When direct articulation is applicable, equivalent course code will be used (e.g. OSHA 10 to APP-106M) or when general credit is awarded; departmental course codes (e.g. APP-000, MFG-000, etc. will be used.

VIII. Fees

- **Affordability:** Fees will remain well below tuition rates to encourage participation by cost-sensitive adult learners and to preserve Credit for Prior Learning as a cost-saving pathway to credential completion.
- **Accessibility:** Waivers or reductions may be available in special circumstances, including, but not limited to, low-income students, veterans, military-connected students, displaced workers, and students for whom fees may create a barrier to completion.
- **Transparency:** Applicable fees will be published and clearly communicated to students before the assessment process begins. Fee information will also be available through the ACC Registrar's Office.
- **Consistency:** Fees will be applied uniformly by assessment method to ensure fairness, predictability, and equitable treatment of students.
- **Non-Refundable:** Assessment fees are non-refundable once the evaluation process has begun, regardless of whether credit is ultimately awarded.

IX. Periodic Review

The CPL Policy and Procedure will be reviewed every five years by the Vice President of Instruction, Dean of Workforce Development, and Registrar to ensure alignment with CAEL standards, HLC requirements, and state initiatives.

X. Alignment with ACC's Transfer and Articulation Framework

This CPL policy complements Alpena Community College's Transfer Credit and Articulation Agreement policies, as published on the Alpena Community College website. Credits awarded through CPL enhance transferability and support degree completion pathways for learners entering or re-entering higher education.

Please see Administrative Procedure 4542 pertaining to this policy.

Issued: [DATE]

This proposed new policy is offered as a second reading. If approved on second reading the new policy will be added to the ACC Policies & Procedures Manual.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the new Credit for Prior Learning (CPL) Policy on second reading.

3.004 Deletion of Policy 4017, Policy 4018, Administrative Procedure 4517, and Administrative Procedure 4518 — Second Reading

As detailed in Action Item 3.002, ACC officials are proposing a new policy, 4042, Credit for Prior Learning (CPL) Policy, to replace current policies 4017, College Level Examination Program (CLEP) Policy and 4018, Non-Traditional Credit Evaluation Policy. Along with approving the new policy the ACC Board of Trustees must also approve the deletion of policies 4017 and 4018.

It should also be noted that both Policy 4017 and 4018 have associated administrative procedures (4517 and 4518, respectively); these procedures will be deleted from the Policies & Procedures Manual when their corresponding policies are deleted.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading the deletion of Policy 4017, College Level Examination Program (CLEP) Policy, and Policy 4018, Non-Traditional Credit Evaluation Policy, from the ACC Policies & Procedures Manual.

3.005 Grant-Funded Purchase of Mini-Mill Equipment

Alpena Community College has been awarded \$304,262 to participate in America's Cutting Edge Network (ACENet), a national initiative focused on rebuilding the skilled workforce in the machine tools sector. Through this project, ACC will provide CNC machining training through a combination of online instruction and hands-on bootcamps for students, industry participants, and members of the public.

As part of the project, ACC will enhance the laboratory capacity necessary to deliver hands-on CNC machining training and provides up to \$71,000 to purchase specifically one Haas Super Mini Mill.

Because the Haas Super Mini Mill is mandated in the grant agreement, ACC did not conduct a competitive bidding process for this purchase. The equipment is being procured as a sole-source purchase through HFO Gerotech, the authorized Haas Factory Outlet serving ACC. Purchasing the specified equipment ensures that ACC meets the equipment requirements established by the grantor and can deliver the standardized ACENet CNC machining curriculum.

Funding for the purchase will come entirely from the ACENet grant.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes ACC officials to purchase one Haas Super Mini Mill CNC Vertical Machining Center from HFO Gerotech at a cost not to exceed \$70,171, using ACENet grant funds.

4.187 Financial Report

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

- The property tax receipts of \$144,357 are \$45,947 more than those for July 2025, due to the timing of receipts.
- Tuition/fee receipts of \$3,847,536 are \$16,268 higher than July 2025, primarily due to the changes in tuition rates.
- State aid for the current year is zero because of the normal state fiscal year start month of October.
- Net income through the first month of the new fiscal year shows a gain of \$2,832,326, which is typical for this time of year, when fall tuition receipts begin to build.

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

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

General Fund Month-to-Month Comparison through July 2026

- 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, 2026

Description	YTD Actual FY 2027	YTD Actual FY 2026	YTD Actual Variance
Revenue			
Property Tax	144,357	98,410	45,947
Tuition/Fees	3,847,536	3,831,268	16,268
Sales, Service, and Rent	10,333	8,193	2,140
State Aid	0	0	0
Federal	0	21,466	(21,466)
Interest	0	0	0
Other	451	75	376
Revenue	4,002,677	3,959,412	43,265
Expense			
Instruction	498,483	497,271	1,212
OIT	59,581	109,943	(50,362)
Instruction Support	95,531	125,572	(30,041)
Student Services	113,971	100,723	13,248
Institutional Administration	276,876	277,408	(532)
Physical Plant	125,909	127,718	(1,809)
Expense	1,170,351	1,238,635	(68,284)
Income	2,832,326	2,720,777	111,549
Net Assets - Beginning of Year	5,789,010	2,964,731	2,824,279
Net Assets - End of Year	8,621,336	5,685,508	2,935,828

Alpena Community College
Comparative Income Statement
General Fund
For the One Month Ending July 31, 2026

Description	FY 2027 Budget	FY 2027 YTD Actual	FY 2027 Variance	FY 2027 Complete	FY 2026 Complete
Revenue					
Property Tax	3,700,330	144,357	(3,555,973)	3.90%	2.78%
Tuition/Fees	7,632,277	3,847,536	(3,784,741)	50.41%	52.33%
Sales, Services, and Rent	42,000	10,333	(31,667)	24.60%	28.06%
State Aid	6,928,181	0	(6,928,181)	0.00%	0.00%
Federal	29,000	0	(29,000)	0.00%	74.02%
Cost Recovery	165,670	0	(165,670)	0.00%	0.00%
Interest	40,000	0	(40,000)	0.00%	0.00%
Other	16,920	451	(16,469)	2.67%	0.07%
Revenue	18,554,378	4,002,677	(14,551,701)	21.57%	21.91%
Expense					
Salaries	9,994,903	665,171	9,329,732	6.66%	6.90%
Fringe Benefits	4,628,819	303,448	4,325,371	6.56%	6.86%
Outside Services	1,272,565	62,459	1,210,106	4.91%	7.54%
Advertising	239,083	3,446	235,637	1.44%	1.06%
Supplies	324,050	3,881	320,169	1.20%	1.24%
Utilities	559,103	335	558,768	0.06%	0.07%
Telephone	25,300	4,036	21,264	15.95%	5.43%
Postage	30,000	0	30,000	0.00%	0.00%
Insurance	199,500	84,353	115,147	42.28%	47.79%
Travel & Mileage	59,804	1,657	58,147	2.77%	7.37%
Tuition Waivers and Dues	295,000	29,148	265,852	9.88%	12.07%
Library Books & Equipment	75,700	11,281	64,419	14.90%	37.31%
Other	77,000	1,136	75,864	1.48%	0.86%
Transfers	773,548	0	773,548	0.00%	0.00%
Expense	18,554,375	1,170,351	17,384,024	6.31%	6.85%

Description	FY 2027 Budget	FY 2027 YTD Actual
Income	3	2,832,326
Net Assets - Beginning of Year	5,789,010	5,789,010
Net Assets - End of Year	5,789,013	8,621,336

Alpena Community College
Month-to-Month Tracking
General Fund
For the One Month Ending July 31, 2026

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	144,357	0	0	0	0	0	0	0	0	0	0	0	144,357	3,700,330
Tuition/Fees	3,847,536	0	0	0	0	0	0	0	0	0	0	0	3,847,536	7,632,277
Sales, Services, and Rent	10,333	0	0	0	0	0	0	0	0	0	0	0	10,333	42,000
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	165,670
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000
Other	451	0	0	0	0	0	0	0	0	0	0	0	451	16,920
Revenue	4,002,677	0	0	0	0	0	0	0	0	0	0	0	4,002,677	18,554,378
Expense														
Salaries	665,171	0	0	0	0	0	0	0	0	0	0	0	665,171	9,994,906
Fringe Benefits	303,448	0	0	0	0	0	0	0	0	0	0	0	303,448	4,628,819
Outside Services	62,459	0	0	0	0	0	0	0	0	0	0	0	62,459	1,272,565
Advertising	3,446	0	0	0	0	0	0	0	0	0	0	0	3,446	239,083
Supplies	3,881	0	0	0	0	0	0	0	0	0	0	0	3,881	324,050
Utilities	335	0	0	0	0	0	0	0	0	0	0	0	335	25,300
Telephone	4,036	0	0	0	0	0	0	0	0	0	0	0	4,036	30,000
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0	199,500
Insurance	84,353	0	0	0	0	0	0	0	0	0	0	0	84,353	59,804
Travel & Mileage	1,657	0	0	0	0	0	0	0	0	0	0	0	1,657	295,000
Tuition Waivers and Dues	29,148	0	0	0	0	0	0	0	0	0	0	0	29,148	75,700
Library Books & Equipment	11,281	0	0	0	0	0	0	0	0	0	0	0	11,281	77,000
Other	1,136	0	0	0	0	0	0	0	0	0	0	0	1,136	773,548
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	18,554,378
Expense	1,170,351	0	0	0	0	0	0	0	0	0	0	0	1,170,351	36,549,653
Income	2,832,326	0	0	0	0	0	0	0	0	0	0	0	2,832,326	(17,995,275)

4.188 Personnel Report

New hires, terminations, and status changes from June 2 to August 4, 2026.

New Hires:

- Crystal Vogt, Director of Learning Technology, effective 06/15/2026.
- Bethany Bruski, ESP Assistant to the Director of Admissions, effective 06/22/2026.
- Caleb Burger, Men's Soccer Head Coach, effective 07/01/2026.
- Grant Shaw, Student Success Resource Center Library Coordinator, effective 07/06/2026.
- Aaron Guitar, Women's Cross Country Head Coach, effective 07/17/2026.
- Ryan Gillings, Men's Baseball Head Coach, effective 07/31/2026.
- Matthew Wilbert, Men's Cross Country Head Coach, effective 07/31/2026.

Re-Hires:

- None.

Transfers:

- Michael Tulgestke, Transfer from Women's Softball Assistant Coach to Women's Softball Head Coach, effective 06/01/2026.
- Reilly Card, Transferred from Adjunct – Speech to FT Faculty – Speech Instructor, effective 07/31/2026.
- Christopher Kauffman, Transferred from Adjunct – UTT to FT Faculty – Utility Technology Technician Instructor, effective 08/01/2026.

Resignations:

- Rob Enslin, Director of Alumni Relations and Men's Baseball Head Coach, effective 06/26/2026.
- Daniel Sage, Men's Baseball Assistant Coach, effective 07/01/2026.
- Aubree Sheldon, Women's Volleyball Assistant Coach, effective 07/31/2026.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.189 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation for the months of June and July 2026.

Total Donors: 273

Number of Gifts: 370

New Gifts: \$213,017.38