

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, September 17, 2026
Meeting Time: 6:15 p.m. tour of The Market at ACC student food pantry (Besser Technical Center Room 106); 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 11, 2026

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, September 17, 2026. Prior to the start of the regular meeting, the trustees will participate in a tour of the new The Market at ACC student food pantry. The regular meeting will begin at approximately 7:00 p.m. 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=mc05295ed78cde04ecb0a6c4a98ea8a8d>

Join by meeting number:

Meeting number (access code): 2433 979 8792

Meeting password: JJmMMUvM922

Join from a video system or application:

Dial 24339798792@alpenacc.webex.com

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

Join by phone:

+1-415-655-0003 US Toll

Access code: 243 397 98792

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, September 17, 2026, 6:15 p.m. student food pantry 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 August 20, 2026, 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
 - 3.006 Local Strategic Value Resolution2
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- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, October 15, 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

3.006 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.	The College maintains active partnerships with employers, including local hospitals and health care providers in the following ways: • 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.	The College provides on-site customized training for area companies and employees. Recent examples include Solidworks CAD software for Besser Company design engineers, Credit for Prior Learning for apprentices 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 partnership with

Best Practices by Category	Examples of Adherence
	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.	The College supports technological advancement through industry partnerships and advanced technology centers with the following examples: • 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.	The College maintains active partnerships with local workforce and economic development agencies in the following ways: • 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 35 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 1100 Career and Tech Education K-12 students in FY26.
(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 FY26.
(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 FY26.
(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.

3.007 Bids: Admissions AI Texting Platform

Alpena Community College periodically examines new technology and services as part of a continuing effort to provide efficient and effective services to students, employees, and the community. The rise of artificial intelligence (AI) has enabled the creation of a variety of new services which can be helpful to higher education institutions including ACC. Recently College officials researched AI-driven texting platforms that assist admitted applicants complete the steps necessary to enroll and attend classes.

Based on that research, the College issued a Request for Proposals (RFP) soliciting proposals for an AI admissions texting platform. The texting platform must provide proactive and applicant-initiated, two-way conversational support, 24 hours a day, seven days a week. It should help applicants complete or navigate:

- FAFSA and financial-aid requirements
- Scholarship opportunities and other financial support
- Orientation
- Academic advising
- Course registration
- Payment arrangements and payment deadlines
- Preparation for the first day of class
- ACC uses Ellucian Colleague and Ellucian CRM Recruit

ACC received the following proposals (pricing is for three years of service):

Mongoose	\$48,750
EdSights	\$74,850
Element451	\$97,768
Concourse	\$112,377
Jacoby Group	\$325,500

Based on the initial reading of the proposals and cost evaluation, ACC officials identified Mongoose and EdSights as finalists. Officials conducted a virtual meeting with Mongoose representatives on Monday, September 14, 2026, then held an evaluation meeting to discuss the pros and cons of each vendor. Citing Mongoose's pricing structure, lower cost, larger client base, and overall fit, ACC officials decided to recommend the bid from Mongoose.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees accepts the bid from Mongoose for \$48,750 for three years of AI texting platform services.

4.190 Financial Report

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

- The property tax receipts of \$695,784 are \$27,723 more than those for August 2025.
- Tuition/fee receipts of \$4,198,001 are \$133,852 higher than in August 2025, primarily due to the changes in tuition rates and higher billable contact hours.
- State aid for the current year is \$8,850. Regular appropriations payments are expected to begin at the start of the normal state fiscal year in October.
- Net income through the first two months of the new fiscal year shows a gain of \$2,604,490, which is typical for this time of year, when fall tuition receipts begin to build.

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

- Telephone is higher this year compared to last year because of increases in the cost of the Cisco Webex Meeting and Calling plan.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month-to-Month Comparison through August 2026

- Information technology equipment and software appear in the Library Books and Equipment line item. In August, those expenses reflect the renewal of Microsoft 365 software licenses.
- Tuition waivers and dues are higher in August, when tuition bills are due for the fall semester.
- All categories are in acceptable ranges except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Two Months Ending August 31, 2026

Description	YTD Actual FY 2027	YTD Actual FY 2026	YTD Actual Variance
Revenue			
Property Tax	695,784	668,061	27,723
Tuition/Fees	4,198,001	4,064,149	133,852
Sales, Service, and Rent	11,158	8,793	2,365
State Aid	8,850	9,191	(341)
Federal	3,005	43,701	(40,696)
Interest	11,017	16,199	(5,182)
Other	2,555	155	2,400
Revenue	4,930,370	4,810,249	120,121
Expense			
Instruction	1,004,198	981,834	22,364
OIT	128,447	174,754	(46,307)
Instruction Support	233,246	233,865	(619)
Student Services	279,894	310,054	(30,160)
Institutional Administration	456,900	462,608	(5,708)
Physical Plant	223,195	257,028	(33,833)
Expense	2,325,880	2,420,143	(94,263)
Income	2,604,490	2,390,106	214,384
Net Assets - Beginning of Year	3,788,764	2,964,731	824,033
Net Assets - End of Year	6,393,254	5,354,837	1,038,417

Alpena Community College
Comparative Income Statement
General Fund
For the Two Months Ending August 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	695,784	(3,004,546)	18.80%	18.87%
Tuition/Fees	7,632,277	4,198,001	(3,434,276)	55.00%	55.51%
Sales, Services, and Rent	42,000	11,158	(30,842)	26.57%	30.11%
State Aid	6,928,181	8,850	(6,919,331)	0.13%	0.13%
Federal	29,000	3,005	(25,995)	10.36%	150.69%
Cost Recovery	165,670	0	(165,670)	0.00%	0.00%
Interest	40,000	11,017	(28,983)	27.54%	40.50%
Other	16,920	2,555	(14,365)	15.10%	0.15%
Revenue	18,554,378	4,930,370	(13,624,008)	26.57%	26.62%
Expense					
Salaries	9,994,906	1,311,206	8,683,700	13.12%	13.57%
Fringe Benefits	4,628,819	605,181	4,023,638	13.07%	13.37%
Outside Services	1,272,565	127,411	1,145,154	10.01%	13.08%
Advertising	239,083	22,997	216,086	9.62%	10.41%
Supplies	324,050	13,577	310,473	4.19%	5.29%
Utilities	559,103	5,649	553,454	1.01%	1.06%
Telephone	25,300	7,241	18,059	28.62%	10.01%
Postage	30,000	2,500	27,500	8.33%	0.00%
Insurance	199,500	84,353	115,147	42.28%	47.79%
Travel & Mileage	59,804	8,300	51,504	13.88%	19.33%
Tuition Waivers and Dues	295,000	102,071	192,929	34.60%	47.86%
Library Books & Equipment	75,700	33,110	42,590	43.74%	39.63%
Other	77,000	2,284	74,716	2.97%	12.97%
Transfers	773,548	0	773,548	0.00%	0.00%
Expense	18,554,378	2,325,880	16,228,498	12.54%	13.39%

Description	FY 2027 Budget	FY 2027 YTD Actual
Income	0	2,604,490
Net Assets - Beginning of Year	3,788,764	3,788,764
Net Assets - End of Year	3,788,764	6,393,254

Alpena Community College
Month-to-Month Tracking
General Fund
For the Two Months Ending August 31, 2026

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	144,357	551,427	0	0	0	0	0	0	0	0	0	0	695,784	3,700,330
Tuition/Fees	3,847,536	350,465	0	0	0	0	0	0	0	0	0	0	4,198,001	7,632,277
Sales, Services, and Rent	10,333	825	0	0	0	0	0	0	0	0	0	0	11,158	42,000
State Aid	0	8,850	0	0	0	0	0	0	0	0	0	0	8,850	6,928,181
Federal	0	3,005	0	0	0	0	0	0	0	0	0	0	3,005	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	165,670
Interest	0	11,017	0	0	0	0	0	0	0	0	0	0	11,017	40,000
Other	451	2,104	0	0	0	0	0	0	0	0	0	0	2,555	16,920
Revenue	4,002,677	927,693	0	0	0	0	0	0	0	0	0	0	4,930,370	18,554,378
Expense														
Salaries	665,171	646,035	0	0	0	0	0	0	0	0	0	0	1,311,206	9,994,906
Fringe Benefits	303,448	301,733	0	0	0	0	0	0	0	0	0	0	605,181	4,628,819
Outside Services	62,459	64,952	0	0	0	0	0	0	0	0	0	0	127,411	1,272,565
Advertising	3,446	19,551	0	0	0	0	0	0	0	0	0	0	22,997	239,083
Supplies	3,881	9,696	0	0	0	0	0	0	0	0	0	0	13,577	324,050
Utilities	335	5,314	0	0	0	0	0	0	0	0	0	0	5,649	559,103
Telephone	4,036	3,205	0	0	0	0	0	0	0	0	0	0	7,241	25,300
Postage	0	2,500	0	0	0	0	0	0	0	0	0	0	2,500	30,000
Insurance	84,353	0	0	0	0	0	0	0	0	0	0	0	84,353	199,500
Travel & Mileage	1,657	6,643	0	0	0	0	0	0	0	0	0	0	8,300	59,804
Tuition Waivers and Dues	29,148	72,923	0	0	0	0	0	0	0	0	0	0	102,071	295,000
Library Books & Equipment	11,281	21,829	0	0	0	0	0	0	0	0	0	0	33,110	75,700
Other	1,136	1,148	0	0	0	0	0	0	0	0	0	0	2,284	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	773,548
Expense	1,170,351	1,155,529	0	0	0	0	0	0	0	0	0	0	2,325,880	18,554,378
Income	2,832,326	(227,836)	0	0	0	0	0	0	0	0	0	0	2,604,490	0

4.191 Personnel Report

New hires, terminations, and status changes from August 5 to September 4, 2026.

New Hires:

- Justin Miltz, ESP Institutional Research Specialist, effective 08/24/2026.

Re-Hires:

- None.

Transfers:

- Theresa LaBarge, Transfer from Substitute Wellness Center to ESP PT Health Fitness/Activities Technician, effective 08/17/2026.

Resignations:

- Elizabeth Kieliszewski, ESP TRiO Advisor – South, effective 08/28/2026. (Will stay on as a Non-Student Tutor)
- Chelsea Leeck-Putkamer, ESP TRiO Talent Search Coordinator, effective 08/31/2026.

Terminations:

- Thomas Sobeck, Director of RE-EIED Grant, effective 08/15/2026.
- Jeff Blumenthal, Assistant to the Director of RE-EIED Grant, effective 08/15/2026.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.192 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation for the month of August 2026.

Total Donors: 83

Number of Gifts: 129

New Gifts: \$94,457