ALPENA
COMMUNITY COLLEGE
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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, November 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, November 13, 2026

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 19, 2026. The regular meeting will begin at 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=m7ed79cf1d9c1633bac9e4059c4690e7c

Join by meeting number:
Meeting number (access code): 2438 853 1778
Meeting password: v26NfVdvDc6

Join from a video system or application:
Dial 24388531778@alpenacc.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone:
+1-415-655-0003 US Toll
Access code: 2438 853 1778

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.

Jay Walterreit

Denis “Jay” Walterreit
Secretary of the Board of Trustees

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, November 19, 2026, 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 October 15, 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

3.011 Signing Authority for the Natural Resources Center Renovation Project 2
3.012 Bids for Professional Services for the Natural Resources Center Renovation Project.....3
3.013 Affirmation of Election Results.....6

12) Information Items

4.196 Financial Report.....7
4.197 Personnel Report.....11
4.198 Gifts and Grants Report 12

13) Board Discussion
14) New Business
15) Suggested Future Agenda Items
16) Next Regular Meeting: Thursday, December 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

3.011 Signing Authority for the Natural Resources Center Renovation Project

Alpena Community College officials have been diligently working through the details related to the proposed Charles R. Donnelly Natural Resources Center building renovation, including the specifications for use of federal funds and the order in which elements of the project need to be accomplished.

To ensure timely execution of project contracts and timelines for the renovation project, including authorization of payment requests, College officials have determined that Dr. Nicholas Brege, Vice President for Administration and Finance, should be given signing authority on all aspects of the Natural Resources Center Renovation Project.

Therefore, the following resolution is proposed:

WHEREAS, Alpena Community College is undertaking the Natural Resources Center Renovation Project, which is supported through federal, state, local, and/or private funding sources; and

WHEREAS, project expenses must be reviewed and approved in accordance with the requirements of the project architect, applicable funding agencies, and Alpena Community College policies prior to payment and reimbursement;

WHEREAS, payment requests submitted by the construction contractor, approved by the architect of record and any applicable funding agency representatives, are to be processed by the Vice President for Administration and Finance, or in the Vice President's absence, the Controller, within required project timelines;

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

NOW, THEREFORE, BE IT RESOLVED that the ACC Board of Trustees authorizes Dr. Nicholas Brege, Vice President for Administration and Finance, to execute and approve contracts, change orders, payment requests, reimbursement requests, certifications, and other documents necessary for the administration and completion of the Natural Resources Center Renovation Project. In the event Dr. Brege is unavailable, Lyn Kowalewsky, ACC Controller, is authorized to execute such documents as necessary to ensure timely administration of the project in accordance with executed contracts and funding requirements.

BE IT FURTHER RESOLVED that the Vice President for Administration and Finance or the Controller shall provide the ACC Board of Trustees with regular reports regarding actions taken under this authority.

3.012 Bids for Professional Services for the Natural Resources Center Renovation Project

Alpena Community College has solicited submissions from qualified firms and teams to provide the professional services needed for the Charles R. Donnelly Life Sciences and STEM Innovation Center renovation and modernization project. The College seeks coordinated delivery of three distinct, separately evaluated work tracks:

(1) Environmental review and Section 106 services

(2) The USDA Rural Development Preliminary Architectural Feasibility Report (PAFR), and

(3) Architectural/engineering design, bidding and construction-phase services

The Charles R. Donnelly Natural Resources Center was built in 1972 and is a four-story academic facility of 39,520 square feet. It supports natural sciences instruction, teaching laboratories, a first-floor lecture hall (NRC 101), classrooms, offices, and the ACC Board of Trustees room. The 2024 facility condition assessment identified deficiencies involving the roof, exterior concrete and masonry, existing elevator, finishes, HVAC and controls, and life-safety systems.

ACC intends to renovate and modernize this existing facility to better serve student collaboration, life sciences and STEM instruction, and campus operations.

Funding for the NRC renovation project will come from the following sources:

- USDA Rural Development (RD): FY2026 Community Facilities Congressional-Directed Spending / Community Facilities Program funding is presently shown in the ACC project materials as $3,527,100.
- Strengthening Institutions Program (SIP): The project planning schedule identifies $709,811 in SIP construction/technology funds for FY2026 (October 1, 2026–September 30, 2027). ACC reports that a portion of the NRC 101 renovation will be funded in part by the U.S. Department of Labor on behalf of the U.S. Department of Education through the Strengthening Institutions Program grant.

  The SIP funding is not an addition to the $4,705,000 building-wide planning estimate.
- Other funding: ACC will secure a minimum additional $468,089 of funding. Actual funding availability, local match, project cost allocation and reimbursement eligibility will be confirmed by ACC and applicable funders.

Solicitation and Evaluation of Bids

Alpena Community College issued the three-track professional-services RFP on October 23, 2026; proposals were due November 13, 2026. WTA Architects and Driven Design Studio proposed all three tracks. Progressive Companies and French Associates proposed Tracks 2 and 3.

The published criteria require separate evaluations by track: Track 1 is scored on 90 points of qualifications and other technical factors and 10 points for fee reasonableness/clarity;

Tracks 2 and 3 are architectural/engineering qualifications-based selections (100 points each), without price as an initial selection factor. Proposed fees are considered for subsequent negotiation and contract authorization.

Evaluation Summary

Firm	Track 1 / 100	Track 2 / 100	Track 3 / 100
WTA Architects	89.0 - 1st	85.5 - 2nd	87.0 - 2nd
Progressive Companies	Not proposed	91.5 - 1st	92.0 - 1st
French Associates	Not proposed	85.0 - 3rd	86.5 - 3rd
Driven Design Studio	64.0 - 2nd	63.5 - 4th	61.5 - 4th

Track 1 Environmental Review and Section 106

Firm	Professional fee	Reimbursables	Base total
WTA Architects (recommended)	$11,150	$500	$11,650
Driven Design Studio	$42,500	$2,500	$45,000

Tracks 2 and 3 Combined PAFR, A/E Design and Construction Administration

Firm	Proposed Professional fees	Reimbursables	Proposed Total
Progressive Companies (recommended)	$301,398	$10,000	$311,398
WTA Architects	$369,250	$10,750	$380,000
French Associates	$315,825	$40,000	$355,825
Driven Design Studio	$200,000	$5,000	$205,000

WTA also separately priced $3,450 for NEPA environmental review and $3,650 for Phase I environmental site assessment should they be required by USDA RD. These options are not included in its $11,650 Track 1 base proposal.

Recommended Professional-Services Awards

Track 1 - WTA Architects. WTA's named environmental and preservation specialists (including AKT Peerless, Past Perfect and Gray & Pape), documented Section 106 process, and associated staff qualifications support its first-place evaluation. Its base fee covers the initial environmental inventory and desktop-level archaeological work. ACC will confirm required reports and fieldwork with USDA/SHPO and WTA Architects.

Tracks 2 and 3 - Progressive Companies. Progressive received the highest qualifications scores for the USDA Guide 6 PAFR and architectural/engineering design. The proposal documents a multidisciplinary team with key disciplines in-house, relevant work at ACC and other higher-education facilities, a detailed PAFR plan, cost and funding-source controls, and a phased approach intended to meet NRC 101 requirements. Awarding both tracks

to Progressive supports continuity from existing-conditions assessment through design, competitive bidding and construction administration.

ACC will define a formal WTA-to-Progressive handoff for relevant environmental and Section 106 findings. All amounts concern professional services only and exclude construction costs and additional investigations or services not expressly quoted and authorized.

Contracting Conditions and Funding

Before execution, ACC will negotiate fair and reasonable A/E compensation, confirm the Track 1 deliverables, and inter-firm coordination. Expenditure allocation among USDA Rural Development Community Facilities funding, SIP funding for NRC 101, and other eligible sources remains subject to final award terms, available funds, approvals and cost-eligibility determinations. Any additional investigations, scope expansions or fee increases beyond the authorization will be subject to College procurement procedures.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with (1) WTA Architects for Track 1 Environmental Review and Section 106 services at a base amount of $11,650 to maximum award of $18,750; and (2) Progressive Companies for Track 2 Preliminary Architectural Feasibility Report and Track 3 Architectural and Engineering Design, Bidding, and Construction Administration services.

3.013 Affirmation of Election Results

At the regularly scheduled general election on November 3, 2026, the College filled two seats on the Board of Trustees. Official vote tallies show Florence Stibitz (6,473 votes) and Thomas Townsend (7,964 votes) were the top two vote-getters.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees officially accepts the results of the November 3, 2026, election and certifies the election of Florence Stibitz and Thomas Townsend for six-year terms in office beginning January 1, 2027.

4.196 Financial Report

General Fund Year-to-Year Actual Comparison Through October 2026

- Property tax receipts of $728,005 are $15,163 higher than receipts through October 2025.
- Tuition and fee receipts of $4,635,266 are $1,107,583 lower than in October 2025, primarily due to the timing of Advising Day, which occurred in November this year compared to October last year.
- State aid for the current year totals $685,306, which is essentially flat compared to the same period last year.
- Instruction expenses are slightly higher due to salaries transitioning to the General Fund that were previously covered by grant funding following grant closeout.
- Physical plant expenses are lower because maintenance and repair costs incurred to date are below the prior-year level for the same period.
- Net income through the first four months of the new fiscal year reflects a gain of $593,264.

General Fund Comparative Income Statement Year-to-Date Through October 2026

- Technology Equipment and Software expenses are trending higher than budget due to continued cost increases in this area.
- All other categories are tracking as expected for this stage of the fiscal year.

General Fund Month-to-Month Comparison Through October 2026

- Salaries and fringe benefits were higher in October due to three pay periods occurring during the month.
- Supplies expenses were higher in October due to the purchase of nursing student supplies.
- All other categories are within acceptable ranges.

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

Description	YTD Actual FY 2027	YTD Actual FY 2026	YTD Actual Variance
Revenue			
Property Tax	728,005	712,842	15,163
Tuition/Fees	4,635,266	5,742,854	(1,107,588)
Sales, Service, and Rent	30,115	19,093	11,022
State Aid	685,306	680,646	4,660
Federal	17,215	98,563	(81,348)
Interest	26,152	39,050	(12,898)
Other	25,076	25,243	(167)
Revenue	6,147,135	7,318,291	(1,171,156)
Expense			
Instruction	2,664,810	2,641,965	22,845
OIT	280,696	355,969	(75,273)
Instruction Support	564,647	568,631	(3,984)
Student Services	548,283	562,267	(13,984)
Institutional Administration	956,340	932,091	24,249
Physical Plant	539,095	554,138	(15,043)
Expense	5,553,871	5,615,061	(61,190)
Income	593,264	1,703,230	(1,109,966)
Net Assets - Beginning of Year	3,788,764	2,964,731	824,033
Net Assets - End of Year	4,382,028	4,667,961	(285,933)

Alpena Community College
Comparative Income Statement
General Fund
For the Four Months Ending October 31, 2026

Description	FY 2027 Budget	FY 2027 YTD Actual	FY 2027 Variance	FY 2027 Complete	FY 2027 Complete
Revenue					
Property Tax	3,700,330	728,005	(2,972,325)	19.67%	20.13%
Tuition/Fees	7,632,277	4,635,266	(2,997,011)	60.73%	78.43%
Sales, Services, and Rent	42,000	30,115	(11,885)	71.70%	65.39%
State Aid	6,928,181	685,306	(6,242,875)	9.89%	9.82%
Federal	29,000	17,215	(11,785)	59.36%	339.87%
Cost Recovery	165,670	0	(165,670)	0.00%	0.00%
Interest	40,000	26,152	(13,848)	65.38%	97.63%
Other	16,920	25,076	8,156	148.20%	23.91%
Revenue	18,554,378	6,147,135	(12,407,243)	33.13%	40.49%
Expense					
Salaries	9,994,906	3,279,027	6,715,879	32.81%	33.82%
Fringe Benefits	4,628,819	1,391,008	3,237,811	30.05%	30.36%
Outside Services	1,272,565	228,428	1,044,137	17.95%	22.88%
Advertising	239,083	52,014	187,069	21.76%	31.12%
Supplies	324,050	149,614	174,436	46.17%	35.36%
Utilities	559,103	66,155	492,948	11.83%	10.67%
Telephone	25,300	8,696	16,604	34.37%	22.81%
Postage	30,000	8,662	21,338	28.87%	20.88%
Insurance	199,500	130,777	68,723	65.55%	76.11%
Travel & Mileage	59,804	14,789	45,015	24.73%	32.11%
Tuition Waivers and Dues	295,000	140,219	154,781	47.53%	56.55%
Tech Equipment & Software	75,700	63,223	12,477	83.52%	68.32%
Other	77,000	21,259	55,741	27.61%	26.36%
Transfers	773,548	0	773,548	0.00%	0.00%
Expense	18,554,378	5,553,871	13,000,507	29.93%	31.07%

Description	FY 2027 Budget	FY 2027 YTD Actual
Income	0	593,264
Net Assets - Beginning of Year	3,788,764	3,788,764
Net Assets - End of Year	3,788,764	4,382,028

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

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	144,357	551,427	26,300	5,921	0	0	0	0	0	0	0	0	728,005	3,700,330
Tuition/Fees	3,847,536	350,466	(28,988)	466,252	0	0	0	0	0	0	0	0	4,635,266	7,632,277
Sales, Services, and Rent	10,333	825	1,035	17,922	0	0	0	0	0	0	0	0	30,115	42,000
State Aid	0	8,850	0	676,456	0	0	0	0	0	0	0	0	685,306	6,928,181
Federal	6,713	5,971	242	4,289	0	0	0	0	0	0	0	0	17,215	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	165,670
Interest	0	11,017	7,637	7,498	0	0	0	0	0	0	0	0	26,152	40,000
Other	451	2,105	21,481	1,039	0	0	0	0	0	0	0	0	25,076	16,920
Revenue	4,009,390	930,661	27,707	1,179,377	0	0	0	0	0	0	0	0	6,147,135	18,554,378
Expense														
Salaries	665,171	646,036	698,430	1,269,390	0	0	0	0	0	0	0	0	3,279,027	9,994,906
Fringe Benefits	303,448	301,733	310,820	475,007	0	0	0	0	0	0	0	0	1,391,008	4,628,819
Outside Services	62,459	64,952	49,635	51,382	0	0	0	0	0	0	0	0	228,428	1,272,565
Advertising	3,446	19,551	16,100	12,917	0	0	0	0	0	0	0	0	52,014	239,083
Supplies	3,881	9,728	16,681	119,324	0	0	0	0	0	0	0	0	149,614	324,050
Utilities	335	5,314	20,749	39,757	0	0	0	0	0	0	0	0	66,155	559,103
Telephone	4,036	3,205	508	947	0	0	0	0	0	0	0	0	8,696	25,300
Postage	0	2,500	3,662	2,500	0	0	0	0	0	0	0	0	8,662	30,000
Insurance	84,353	0	46,392	32	0	0	0	0	0	0	0	0	130,777	199,500
Travel & Mileage	1,657	6,643	3,676	2,813	0	0	0	0	0	0	0	0	14,789	59,804
Tuition Waivers and Dues	29,148	72,923	10,518	27,630	0	0	0	0	0	0	0	0	140,219	295,000
Tech Equipment & Software	11,281	21,829	4,844	25,269	0	0	0	0	0	0	0	0	63,223	75,700
Other	1,136	1,148	16,596	2,379	0	0	0	0	0	0	0	0	21,259	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	773,548
Expense	1,170,351	1,155,562	1,198,611	2,029,347	0	0	0	0	0	0	0	0	5,553,871	18,554,378
Income	2,839,039	(224,901)	(1,170,904)	(849,970)	0	0	0	0	0	0	0	0	593,264	0

4.197 Personnel Report

New hires, terminations, and status changes from October 2 to November 9, 2026.

New Hires:

- Jennifer Taratuta, TRiO Advisor – Alpena Campus, effective 11/09/2026.

Recall:

- Sarah Prevo, Director of TRiO Talent Search Programs, effective 10/05/2026.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.198 Gifts and Grants Report

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

Total Donors: 74
Number of Gifts: 152
New Gifts: $86,713.45