

DATE OF NOTICE: August 8, 2007

REGULAR MEETING  
ALPENA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
665 JOHNSON STREET  
ALPENA, MICHIGAN

The Alpena Community College Board of Trustees will convene its regular August meeting on Thursday, August 16, 2007, at 7:00 p.m., in the Roger C. Bauer Board Room, 400 Charles R. Donnelly Natural Resources Center, 665 Johnson Street, on the College campus.

Elizabeth L. Spragg  
Secretary of the Board of Trustees

REGULAR MEETING  
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

August 16, 2007

7:00 p.m.

Roger C. Bauer Board Room  
400 Charles R. Donnelly Natural Resources Center  
665 Johnson Street, Alpena, Michigan 49707-1495

Volume XXV

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of June 21, 2007 Regular Meeting; June 27, 2007 Special Meeting; July 16, 2007 Regular Meeting.
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Report(s)
- 8) Faculty Report
- 9) Student Report
- 10) President's Report
- 11) Action Items
  - 2.379 First Reading: Sales of Real Estate Policy
  - 2.380 First Reading: Information Technology Policy
  - 2.381 First Reading: Perkins Grant Policy
  - 2.382 First Reading: Strategic Planning Policy
  - 2.383 First Reading: Financial Credit Policy

- 2.384 Bids: Copiers
- 12) Information Items
  - 3.572 Financial Report
  - 3.573 Personnel Report
  - 3.574 Gifts and Grants Report
- 13) New Business
- 14) Suggested Future Agenda Items
- 15) Next Regular Meeting: September 20, 2007

Adjournment

## PROPOSED POLICY CHANGES AND NEW POLICIES

Five policies follow that contain proposed changes in verbiage or are new proposed policies. Each policy resolution is followed by a copy of the existing policy and a copy of the proposed new policy. Proposed new or deleted old language in existing policies will appear in blue for you to visualize the difference in the old and the new. New policies that aren't replacing existing policies are labeled as such and follow each resolution. Each policy proposal is described in more detail below.

- **Sales of Real Estate Policy (Resolution Number 2.379)** – The words “and rentals” have been highlighted in blue, as well as the second sentence in the first paragraph, indicating the old language will not appear in the proposed new policy. Because we have an overlap of two existing policies both dealing with facility rentals, it was necessary to remove the rental language from policy Number 5003 as reflected in the proposed policy. A copy of Facility Rental Policy Number 5025 is attached as reference to a duplicate policy, and is found on the last page of attachments to the resolution.
- **Information Technology Policy (Resolution Number 2.380)** – The title of the existing policy, Number 5029, (Data Processing Center Policy) does not accurately reflect our network communication service supporting the campus infrastructure, and therefore, it is appropriate to re-title the policy “Information Technology Policy.” You will see the title proposed for change in blue on both the existing policy and the proposed policy. The entire policy has been rewritten, and therefore, verbiage for both the existing policy and the new policy appear in blue.
- **Perkins Grant Policy (Resolution Number 2.381)** – This is a new policy mandated during the Perkins compliance review and subsequent final report. It does not replace another policy.
- **Strategic Planning/Budgeting Policy (Resolution Number 2.382)** – This is also a new policy that does not replace an existing policy.
- **Financial Credit Policy (Resolution Number 2.383)** – The existing Financial Credit Policy mandates the age 60 and older as the qualifier for a tuition waiver. You will see “60 years of age” highlighted in blue indicating a change in the existing policy. The proposed policy mandates the age of 65 as the qualifier for a tuition waiver. “65 years of age” is highlighted in blue on the proposed policy designating the change.

## 2.382 **Strategic Planning/Budgeting Policy**

As part of an overall examination by the College of its Policies and Procedures Manual, a review of the College's Business Services policies has been done by the Vice President of Administration and a draft of a proposed policy regarding the strategic planning process is attached. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on first reading the Strategic Planning/Budgeting Policy.

## **(PROPOSED NEW POLICY)**

### **STRATEGIC PLANNING/BUDGETING POLICY**

The College will adopt a strategic planning process that is directly linked to the allocation of the human and financial resources. The process will:

1. Clarify and support the basic mission and values, foster development of specific goals.
2. Be open and allow for participation by all employee groups.
3. Be supported by information from research and analysis of institutional data.
4. Be comprehensive in nature and include all areas of the College.
5. Facilitate consensus decision-making.

**2.380 First Reading: Information Technology Policy**

As part of an overall examination by the College of its Policies and Procedures Manual, a review of the College's Business Services policies has been done by the Vice President of Administration and Finance and a proposed draft policy to replace the Data Processing Center Policy 5029 is attached. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on first reading the Information Technology Policy 5029 attached, which replaces the Data Processing Center Policy 5029.

**(EXISTING POLICY)**

**5029**

**DATA PROCESSING CENTER POLICY**

**Adopted by the Alpena Community College Board of Trustees on March 27, 1979**

The Board of Trustees authorizes appropriate Alpena Community College administration to establish rules, regulations, and procedures in providing a broad computing and network communication service supporting the campus infrastructure, instruction, and its mission. Any misuses, unauthorized access, or attempted access to files, programs, services, computing, and network services other than the authorized and assigned resource as a user of ACC's infrastructure, will be considered a security violation and will be subject to disciplinary action.

Disciplinary action may include limit of access to College services, up to and including dismissal, which may be applicable under the General College Policies and Procedures, College Computer Usage Rules, Regulations, and Procedures and other related college policies, handbooks, or contracts. This policy would relate to all individuals who use Alpena Community College's computing and networking services, on campus and off campus.

**(PROPOSED POLICY)**

**5029**

**INFORMATION TECHNOLOGY POLICY**

**Adopted by the Alpena Community College Board of Trustees on**

The Board of Trustees authorizes appropriate Alpena Community College administration to establish rules, regulations, and procedures in providing a broad computing and network communication service supporting the campus infrastructure, instruction, and its mission. Any misuses, unauthorized access, or attempted access to files, programs, services, computing, and network services other than the authorized and assigned resource as a user of ACC's infrastructure, will be considered a security violation and will be subject to disciplinary action.

Disciplinary action may include limit of access to College services, up to and including dismissal, which may be applicable under the General College Policies and Procedures, College Computer Usage Rules, Regulations, and Procedures and other related college policies, handbooks, or contracts. This policy would relate to all individuals who use Alpena Community College's computing and networking services, on campus and off campus.

**2.381 First Reading: Perkins Grant Policy**

During the May 2007 Perkins compliance review and in the subsequent final report, ACC was cited for not having a Board policy on non-supplanting of funds. Attached is a proposed draft of Perkins policy language that is exactly the same as Board policies from other community colleges in Michigan. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on first reading the Non-Supplanting of Perkins Funds policy as attached.

**(PROPOSED NEW POLICY)**

**Non-Supplanting of Perkins Funds Policy**

Federal funds received under the Carl D. Perkins Vocational and Applied Technology Act shall be used to supplement and increase, to the extent practicable, the amount of state and local funds that would, in the absence of such federal funds, be made available for the use specified in the Act, and in no case supplant such state or local funds.

**2.379 First Reading: Sales of Real Estate Policy**

As part of an overall examination by the College of its Policies and Procedures Manual, a review of the College's Business Services policies has been done by the Vice President of Administration and Finance and a draft of the proposed change to the Sales and Rentals of Real Estate Policy, number 5003 is attached. Policy number 5025 is attached as reference that a policy already exists for the rental of College facilities. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on first reading the Sales of Real Estate Policy, Number 5003 as attached.

**(EXISTING POLICY)**

**5003**

**SALES AND RENTALS OF REAL ESTATE POLICY**

**Adopted by the Alpena Community College Board of Trustees on August 24, 1976.**

**Revised on March 27, 1979.**

All sales of College real estate shall be approved by the Board in a regularly schedule meeting. **Rental of College facilities and equipment in excess of one (1) month shall be approved by the Board.** Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the College's students.

The rental and/or loan of equipment (less than one (1) month) for use outside the College shall be determined on an individual basis with due consideration given to community needs. The Board reserves the right to make exceptions.

Legal Reference: M.S.A.

- |         |  |
|---------|--|
| 15.3077 | Acquisition of sites and buildings; sales; exchange or lease of property; dedication or sale for highway purposes; taxation of leased real property. |
| 15.3580 | Use of school property as community or recreation centers; rules and regulations; damages; fees.   |

**(PROPOSED POLICY)**

**5003**

**SALES OF REAL ESTATE POLICY**

**Adopted by the Alpena Community College Board of Trustees on August 24, 1976.**

**Revised on March 27, 1979**

All sales of College real estate shall be approved by the Board in a regularly scheduled meeting. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the College's students.

The rental and/or loan of equipment (less than one (1) month) for use outside the College shall be determined on an individual basis with due consideration given to community needs. The Board reserves the right to make exceptions.

Legal Reference: M.S.A.

15.3077 Acquisition of sites and buildings; sales; exchange or lease of property; dedication or sale for highway purposes; taxation of leased real property.

15.3580 Use of school property as community or recreation centers; rules and regulations' damages; fees.

**(EXISTING RENTAL POLICY)**

**5025**

**FACILITY RENTAL POLICY**

**Adopted by the Alpena Community College Board of Trustees on August 24, 1976**

The Vice President for Administration and Finance shall have authority to enter into rental agreements on an annual basis for use of campus facilities. Any agreement exceeding one year shall be approved by the Board of Trustees.

**2.383 First Reading: Financial Credit Policy**

As part of an overall examination by the College of its Policies and Procedures Manual, a review of the College's Student Services policies has been done by the Dean of Student Affairs and a proposed draft is attached. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on first reading the Financial Credit Policy as attached.

**(EXISTING POLICY)**

**FINANCIAL CREDIT POLICY**

**Adopted by the Alpena Community College Board of Trustees on August 20, 1966.**

All tuition and fees are payable at registration except for those students who have approved financial aid.

**NOTICE:** No student will be allowed to register for courses if any financial obligation is owed from any previous semester.

Waivers for citizens [60 years of age](#) and older:

College district residents [60 years of age](#) and older may register the first day of classes and have their tuition waived if space is available in the desired class. All fees must be paid, however.

If College district residents 65 years of age and older register for classes prior to the first day of class, they must pay full tuition and fees. Once the tuition has been paid, a waiver cannot be granted later for these classes.

**(PROPOSED POLICY)**

**FINANCIAL CREDIT POLICY**

All tuition and fees are payable at registration except for those students who have approved financial aid.

**NOTICE:** No student will be allowed to register for courses if any financial obligation is owed from any previous semester.

Waivers for citizens [65 years of age](#) and older:

College district residents [65 years of age](#) and older may register the first day of classes and have their tuition waived if space is available in the desired class. All fees must be paid, however.

If College district residents 65 years of age and older register for classes prior to the first day of class, they must pay full tuition and fees. Once the tuition has been paid, a waiver cannot be granted later for these classes.

## 2.384 Bids: Copiers

After an extensive review of history and needs, Alpena Community College's staff have determined that the College should replace three of its copiers. Two copiers are in Van Lare Hall and one is in the Newport Center Building. The Konica 7075 copiers, purchased almost six years ago, have reached the point that service is very costly and downtime is increasing substantially. The average number of copies per machine is over three million with an estimated monthly average of 45,000 copies per machine with peaks of 100,000. Our original estimate of copier life was five years, and with regular service, we have obtained an additional 10 months. The College sent out RFPs to local and area business and published an advertisement in the Alpena News for copiers of similar capabilities as those we are replacing. The following are the results of the RFPs with a calculation for service cost of five years.

Bidder	Location	Make and Model	Purchase Price	Service Fee	5 Year Cost 3 Million Copies	Total Cost over 5 years
Alexander Business Machines	Oscoda, MI	Sharp MX-M700U	\$43,602	\$1,200/M .008/Add copy	\$56,400	\$100,002
Commercial Equipment Company	Alpena, MI	Xerox CopyCentre 275	\$40,200	.0055/Copy	\$49,500	\$89,700
Dunn's Business Solutions	Gaylord, MI	Savin 8075	\$37,940	.0049/Copy	\$44,100	\$82,040
Great Lakes Office Equipment	Alpena, MI	Konica 7075	\$36,068	.00595/Copy	\$53,550	\$89,618
Miller Office Machines	Lincoln, MI	Konica-Minolta Bizhub 750	\$34,400	.0065/Copy 3 yrs then .0075	\$61,500	\$95,900
Williams Office Equipment	Cheboygan, MI	Toshiba Estudio/720	\$39,966	.009/Copy	\$81,000	\$120,966

Appropriate College staff have reviewed the bids and recommend the bid submitted by Dunn's Business Solutions for three Savin 8075 copiers at a price not to exceed \$37,940 and service fee contract of .0049 per copy. Therefore,

The following resolution is proposed:

That the Board of Trustees authorizes appropriate College officials to contract with Dunn's Business Solutions to purchase three Savin 8075 copiers at a price not to exceed \$37,940 with a service fee contract of .0049 per copy.

## 2.384 Personnel Report

### **Additions/Replacements**

Yuko Fellows

Computer Technician  
(Effective June 26, 2007)

Cary Keller

Concrete Tech Instructor  
(Effective July 23, 2007)

### **Resignations**

Roger Finch

Auto Maintenance Tech  
(Effective July 16, 2007)

### **Retirements**

Robert Dominic

Chemistry Instructor  
(Effective July 1, 2007)

Charles Tetzlaff

LRC Director  
(Effective July 1, 2007)

### **Other**

## 2.385 **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received between June 6, 2007 and August 7, 2007.

ACC Faculty Council  
ACC Staff  
Alpena Alcona Area Credit Union  
Alpena Area F.O.P.-Wm. Keller Lodge 107  
Alpena Boosters Club  
Alpena Electric Motor Service  
Alpena Power Company  
Alpena Regional Medical Center  
Alpena Supply Company  
Alpena Surgical Associates  
Roger Anderson  
Nicholas Bancroft  
Bank of Alpena  
Ed Barkley  
Jim and Kristin Berles  
Besser Company  
Besser Foundation  
Mary L. Bey  
Black Lake Golf Club  
Jim & Penny Boldrey  
Boldrey, Senchuk, Rouleau & Williams, CPA's  
Bolenz Jewelry  
Charlotte A. Bollinger  
Bob and Helen Bonczyk  
Tom and Karen Brindley  
Lee and Harriett Britton  
Kathleen R. Bruski  
Ed and Pat Buck  
Nancy Burnham  
Meghan Cameron  
Century 21 Crow Realty  
Community Foundation for NE MI  
Dr. Robert and Nancy Coombs  
Cordes Excavating, Inc.  
Country Cousins Shop of Alpena  
Vicki J. Cripps  
Mr. & Mrs. Bruce D. Crittenden  
Noel K. Curtis  
Mark A. Curtis  
DeVere Construction Company  
Dr's Harkins & Karsten  
Dr. Elbridge Dunckel  
Lori Dziesinski  
Karen and David Eller  
Rick Engstrom  
George Falkenhagen

Dorothy Fancher  
Agnes Ferguson  
Flowerland Designs of Alpena  
Fremont Catering  
Merton & Cindy Gabara  
Gillard, Bauer, Mazrum, Florip, Smigelski & Gulden  
Great Lakes Energy Cooperative  
Dennis and Judith Grenkowicz  
Alan and Amy Guest  
Terry & Nan Hall  
Deborah J. Hautau  
Hazel J. Crittenden Marital Trust  
Stephen D. Hier, DDS  
Mark Himes  
Avis Hinks  
HomeWorks Tri-County Electric  
Huggler Oil Company  
Huron Distributors, Inc.  
Independent Bank  
Olin & Patricia Joynton  
Audrey and Tom Julian  
Kadrich Family Chiropractic  
Kiwanis Club of Alpena  
Gerald F. Kluft  
Joe Klemens  
Vicky Kropp  
Dana J. LaBar  
Lafarge - Alpena Plant  
Jewel K. Lancaster  
LeFave Pharmacy & Home Medical Equipment  
Richard Lessard  
Lincoln Investment Planning  
Max P. Lindsay  
Carolyn A. Losinski  
Tom Ludwig  
Magnaloy Coupling Company  
James and Sandy Malaski  
MANCO  
Jim and Betty Masters  
Masters-LaLonde Shoes  
August and Peggy Matuzak  
William T. Matzke  
Jane and Calvin E. McCaslin  
Christopher B. McCoy  
Amber McLarney-Vesotski  
MEA Retired-14A

Katherine Meharg  
Kerrie L. Miller  
William and Nancy Mischley  
Model Printing Service, Inc.  
Kathryn Momrik  
NCR Foundation  
Neiman's Family Market  
Gordon and Vernie Nethercut  
Kishor J. Patel  
Lucas & Janet Pfeiffenberger  
Roger M. and Sue Phillips  
Robert and Christine Piper  
Presque Isle Electric and Gas Co-op  
Carol A. Putkamer  
R.A. Townsend Company  
Timothy Ratz  
Gregg S. Resnick, DDS  
Duane and Terri Rondeau  
Charley M. Rosebush  
Don MacMaster and Tina Rossi  
Daniel E. Rothe  
Richard H. Sanderson  
Mary K. Schulke  
George Schwedler  
John & Nancy Seguin  
Robert J. Seguin  
Shawn S. Sexton  
Dr. Tony Skiba  
Roy W. Smith  
Jane E. Speer  
Darrel and Elizabeth Spragg  
State Senator Tony Stamas  
StanSon Floor Covering & Furniture  
Dr. James F. Stoddard  
Steve and Shawn Straley  
Straley, Ilsley & Lamp, P.C.  
Kendall J. Sumerix  
Richard Sutherland  
Kevin Sylvester  
Andrew Tarkington, DDS  
Christopher & Margaret Tatum  
The Headache & Pain Center  
The Medicine Shoppe  
Larry and Mary Jane Thomson  
Thunder Bay Manufacturing  
Timm Construction Company

Dr. James L. Vedder  
Vulcan Systems, Inc.  
Denis J. Walterreit  
Suzanne M. Weathers  
Wenzel Bennett Kowalski & Harris  
Werth Development, L.L.C.  
Harry and Betty Whiteley  
Charles & Julie Wiesen  
Coreen J. Williams  
Marie F. Williams, CPA  
Ronald W. Winter  
Joyce Worniak  
Zonta Club of Alpena

**Total Donors: 149**

**Total Gifts & Pledges: \$216,895.00**

