

ALPENA

COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495

Office of the Board of Trustees

(989) 358-7215

FAX (989) 358-7553

www.alpenacc.edu

Alpena Community College Board of Trustees

125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707

(989) 358-7215

Notice of Regular Meeting

Date of Notice: February 15, 2019

Meeting Date: Wednesday, February 20, 2019

Meeting Time: Workshop at 6:00 p.m., regular meeting at 7:00 p.m.

Location of Meeting: Room 400, Charles R. Donnelly Natural Resources Center,
665 Johnson Street, Alpena, Michigan, 49707

The ACC Board of Trustees will convene a workshop session at 6:00 p.m. to discuss the proposed new Mission and Goals statements. The regular meeting will begin at approximately 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 Community College provides access for individuals with disabilities to both the Roger C. Bauer Board Room and the Charles R. Donnelly Natural Resources Center. 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
Secretary of the Board of Trustees
(989) 358-7215

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Wednesday, February 20, 2019, 7:00 p.m.
Roger C. Bauer Board Room, Room 400, Charles R. 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 from the January 16, 2019, 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
 - 2.733 Revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients.....2
- 12) Information Items
 - 3.952 Financial Report.....3
 - 3.953 Personnel Report.....7
 - 3.954 Gifts and Grants Report8
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, March 20, 2019, 7:00 p.m.
- 17) Adjournment

2.733 Revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients

At the April 16, 2015, ACC Board of Trustees meeting the Board approved the second reading of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients. This new policy was required by the Michigan Veterans Affairs Agency as a requirement for ACC to continue administering financial aid to veterans under the federal Veterans Access, Choice, and Accountability Act of 2014 (commonly known as the Choice Act). The policy amounts to a Board-level commitment to charge eligible veterans no more than in-state tuition.

In effect, this practice has been in place at ACC since April 16, 2014, when the Trustees simplified tuition rates by eliminating the out-of-state category. Currently ACC only charges in-district and out-of-district rates and no one is being charged more for having legal residence outside of Michigan.

Recently a new letter from the Michigan State Approving Agency (MISAA) notified ACC of a requirement to list new veterans educational assistance programs in the policy. The department has mandated a quick response to its directive.

ACC places top priority on continued access to VA educational benefits by veterans who participate in our educational programs.

Following is the proposed revised policy wording. Changes are indicated in red type.

5024 In-State Tuition for Veterans Educational Benefit Recipients

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® -- Active Duty Program), **Chapter 31 (Vocational Rehabilitation)**, Chapter 33 (Post-9/11 GI Bill®) of Title 38, United States Code, **Chapter 35 (Survivors' and Dependents' Educational Assistance Program)**, **Chapter 1606 of Title 10 U.S.C. (Montgomery GI Bill – Selected Reserve)**, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311(b)(9)) who lives in the State of Michigan while attending Alpena Community College (regardless of his/her formal state of residence) shall be charged no more than in-state tuition.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on first reading the proposed revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients.

3.952 Financial Report

Monthly General Fund Revenue and Expense through January 2019 (Year to Year Actual Comparison)

- Property tax receipts of \$1,445,482 are \$30,055 more than those for January 2018. This is due mainly to timing and has resulted in higher than expected collection of taxes.
- Tuition/Fees of \$5,818,613 are \$108,870 greater primarily due to the college having better than expected enrollment throughout the fall and spring semesters.
- Sales, Service, and Rent is up by \$1,383 mainly due to an increase in quarterly rent charged to the Alternative Educational Academy of Iosco County.
- State Aid for the current year is \$2,212,413 due to normal State Aid payments of \$2,075,503, Renaissance zone payment of \$2,306, MPSERS cost offsets of \$52,757, and personal property tax appropriation of \$81,847.
- Federal revenue is down by \$17,045 primarily due to the indirect cost that is no longer captured by the Department of Labor-TAACCT grant that expired in October 2018.
- Interest is up by \$1,566 due to Chemical Bank increasing the college's interest rate starting with the December 2018 bank statements.
- Other revenue is down by \$4,100 mainly due to a decrease in cash back rewards on credit cards and an Unemployment Insurance refund that was corrected in June 2018.
- All operational payroll expenses are up due to new contract agreements for this year.
- Instruction is up due to payroll expenses and additional off-campus UTT advanced certificate course expenses.
- OIT (MIS) is up due to a significant increase in software maintenance costs, additional programmer costs, and timing of expensing information processing costs.
- Instruction Support is up due to the addition of half of the expense of the Director of Institutional Research.
- Student Services is up related to the timing of expenses for advertising, printing and graduation costs.
- Institutional Administration is down mainly due to a change in the funding for a position in the Registrar's office and the hiring of a new foundation Executive Director.
- Physical Plant is up primarily due to an agreement with the Alpena City Police, a purchase of road salt and increased utility costs due to extreme cold temperatures.
- Net income through the seventh month of the fiscal year represents a gain of \$1,606,841, typical for this time of the year.

Monthly General Fund Revenue and Expense through January 2019 (Budget to Actual Comparison)

- Outside Services are up due to an agreement with the City of Alpena police and additional legal expenses.
- Advertising is higher due to the addition of accessibility auditing service expenses.
- Insurance is higher due to an early payment in June 2017 for fiscal year 2018.
- Library Books & Equipment is higher due to timing of purchases.

General Fund Month to Month Comparison through January 2019

- All funds are tracking as expected for this time of the year.

**Alpena Community College
General Fund
Year-to-Year Actual Comparison
7 Months Ending January 31, 2019**

Category	FY 2019	FY 2018	Variance
<u>Revenue</u>			
Property Tax	1,445,482	1,415,427	30,055
Tuition/Fees	5,818,613	5,709,743	108,870
Sales, Service, and Rent	14,323	12,940	1,383
State Aid	2,212,413	2,166,995	45,418
Local	0	0	0
State	0	0	0
Federal	36,034	53,079	-17,045
Donations	0	0	0
Interest	1,968	402	1,566
Other	3,127	7,227	-4,100
Revenue	9,531,960	9,365,813	166,147
<u>Expense</u>			
Instruction	3,862,805	3,815,477	47,328
MIS	572,643	517,055	55,588
Public Service	0	0	0
Instruction Support	713,340	689,080	24,260
Student Services	791,890	772,412	19,478
Institutional Administration	1,158,398	1,162,790	-4,392
Physical Plant	826,043	821,020	5,023
Expense	7,925,119	7,777,834	147,285
Income	1,606,841	1,587,979	18,862
Net Assets - Beginning of Year	1,276,404	1,148,771	127,633
Net Assets - End of Year	2,883,245	2,736,750	146,495

Alpena Community College
General Fund Budget-to-Actual Comparison
For the 7 Months Ending January 31, 2019

Category	FY 2019				FY 2018			
	Budget	YTD Actual	Variance	% Complete	Budget	YTD Actual	Variance	% Complete
<u>Revenue</u>								
Property Tax	2,610,574	1,445,482	-1,165,092	55.37%	2,568,496	1,415,427	-1,153,069	55.11%
Tuition/Fees	5,912,971	5,818,613	-94,358	98.40%	5,814,970	5,709,743	-105,227	98.19%
Sales, Service, and Rent	19,000	14,323	-4,677	75.38%	30,000	12,940	-17,060	43.13%
State Aid	5,830,365	2,212,413	-3,617,952	37.95%	5,660,243	2,166,995	-3,493,248	38.28%
Federal	63,120	36,034	-27,086	57.09%	103,361	53,079	-50,282	51.35%
Donations	69,415	0	-69,415	0.00%	55,519	0	-55,519	0.00%
Interest	2,500	1,968	-532	78.72%	2,500	402	-2,098	16.08%
Other	7,200	3,127	-4,073	43.43%	1,200	7,227	6,027	602.25%
Revenue	14,515,145	9,531,960	-4,983,185	65.67%	14,236,289	9,365,813	-4,870,476	65.79%
<u>Expense</u>								
Salaries	7,811,162	4,468,332	3,342,830	57.20%	7,681,949	4,394,982	3,286,967	57.21%
Fringe Benefits	3,873,507	2,068,082	1,805,425	53.39%	3,780,924	2,075,374	1,705,550	54.89%
Outside Services	773,819	512,265	261,554	66.20%	722,671	456,446	266,225	63.16%
Advertising	187,500	115,520	71,980	61.61%	187,500	94,925	92,575	50.63%
Supplies	263,720	102,789	160,931	38.98%	265,136	103,437	161,699	39.01%
Rental	5,500	0	5,500	0.00%	5,500	0	5,500	0.00%
Utilities	499,662	170,051	329,611	34.03%	457,214	172,179	285,035	37.66%
Telephone	60,000	23,479	36,521	39.13%	60,000	28,801	31,199	48.00%
Postage	40,000	18,511	21,489	46.28%	40,000	18,339	21,661	45.85%
Insurance	139,000	141,151	-2,151	101.55%	168,400	128,197	40,203	76.13%
Travel & Mileage	93,662	51,450	42,212	54.93%	99,862	52,339	47,523	52.41%
Tuition Waivers	242,000	187,184	54,816	77.35%	238,000	202,096	35,904	84.91%
Library Books & Equipment	80,640	38,955	41,685	48.31%	71,440	26,580	44,860	37.21%
Other	113,000	27,349	85,651	24.20%	121,000	24,141	96,859	19.95%
Transfers	331,973	0	331,973	0.00%	336,693	0	336,693	0.00%
Expense	14,515,145	7,925,118	6,590,027	54.60%	14,236,289	7,777,836	6,458,453	54.63%
Income		1,606,842				1,587,977		
Net Assets - Beginning of Year		1,276,404				1,148,771		
Net Assets - End of Year		2,883,246				2,736,748		

Alpena Community College

**General Fund Month-to-Month Tracking
For the 7 Months Ending January 31, 2019**

Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD	Budget
<u>Revenue</u>														
Property Tax	84,471	424,567	19,870	6,154	2,035	238,264	670,121	0	0	0	0	0	1,445,482	2,610,574
Tuition/Fees	2,863,461	231,803	-43,389	723,484	1,246,012	480,613	316,629	0	0	0	0	0	5,818,613	5,912,971
Sales, Service, & Rent	2,775	125	1,445	4,580	170	1,246	3,983	0	0	0	0	0	14,324	19,000
State Aid	0	0	2,306	600,737	557,318	526,026	526,026	0	0	0	0	0	2,212,413	5,830,365
Federal	5,526	2,201	12,708	6,301	3,324	3,024	2,949	0	0	0	0	0	36,033	63,120
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	124	0	312	135	125	1,272	0	0	0	0	0	1,968	2,500
Other	20	610	110	1,180	541	461	205	0	0	0	0	0	3,127	7,200
Revenue	2,956,253	659,430	-6,950	1,342,748	1,809,535	1,249,759	1,521,185	0	0	0	0	0	9,531,960	14,515,145
<u>Expense</u>														
Salaries	570,593	791,185	616,638	704,308	615,083	624,979	545,547	0	0	0	0	0	4,468,333	7,811,162
Fringe Benefits	270,746	343,812	303,369	304,710	289,807	291,536	264,102	0	0	0	0	0	2,068,082	3,873,507
Outside Services	188,085	40,928	40,933	64,849	40,437	79,156	57,877	0	0	0	0	0	512,265	773,819
Advertising	13,793	19,123	30,586	6,244	3,960	15,781	26,032	0	0	0	0	0	115,519	187,500
Supplies	5,814	10,904	22,594	19,753	13,464	13,624	16,636	0	0	0	0	0	102,789	263,720
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	5,500
Utilities	199	500	27,460	23,853	31,236	44,880	41,923	0	0	0	0	0	170,051	499,662
Telephone	1,683	97	4,225	4,266	4,514	4,057	4,636	0	0	0	0	0	23,478	60,000
Postage	5,000	114	1,431	5,086	450	1,431	5,000	0	0	0	0	0	18,512	40,000
Insurance	64,624	0	29,360	8,892	26,132	14,691	-2,548	0	0	0	0	0	141,151	139,000
Travel & Mileage	4,397	6,187	11,910	5,588	4,902	16,251	2,215	0	0	0	0	0	51,450	93,662
Tuition Waivers	865	69,728	57,494	1,310	1,798	0	55,990	0	0	0	0	0	187,185	242,000
Library Books & Equipment	18,848	4,910	144	4,201	1,632	1,625	7,595	0	0	0	0	0	38,955	80,640
Other	0	4,708	2,522	13,467	1,848	1,669	3,135	0	0	0	0	0	27,349	113,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	331,973
Expense	1,144,647	1,292,196	1,148,666	1,166,527	1,035,263	1,109,680	1,028,140	0	0	0	0	0	7,925,119	14,515,145
Income	1,811,606	-632,766	1,155,616	176,221	774,272	140,079	493,045	0	0	0	0	0	1,606,841	0

3.953 Personnel Report

New hires, terminations, and status changes from January 11 to February 11, 2019.

New Hires

- Linda Howe - Part-time Custodian - Oscoda Campus, effective January 21, 2019.
- Dru Sadler - ESP2 Part-time Health Fitness/Activities Technician - Wellness Center, effective January 21, 2019.

Transfers

- None.

Layoffs

- None.

Resignations

- Shantel Spoor - Part-time Custodian - Oscoda Campus, effective December 22, 2018.

Retirements

- None.

3.954 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between January 8, 2019 and February 11, 2019.

Total Donors: 112

New Gifts: \$22,551.00

Pledge Payments: \$1,427,867.00

New Pledges: \$4,100.00