

Alpena Community College Board of Trustees
125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707
(989) 358-7215

Notice of Rescheduled Meeting

Location of Meeting: Room 400, Charles R. Donnelly Natural Resources Center,
665 Johnson Street, Alpena, Michigan, 49707
Meeting Time: 5:30 p.m.
Meeting Date: Wednesday, August 14, 2019
Date of Notice: July 22, 2019

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Wednesday, August 14, 2019, at 5:30 p.m. Please note this date is different from the regular date previously announced in the meeting calendar.

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, August 14, 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 June 19, 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
 - 2.747 Emeritus Resolution for 2017-19 Retirees.....2
 - 2.748 TRiO Talent Search University Tours Bussing Bids.....3
 - 2.749 Nursing Training Mannequins Bids.....4
- 12) Information Items
 - 3.967 Financial Report.....5
 - 3.968 Personnel Report.....9
 - 3.969 Gifts and Grants Report10
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, September 18, 2019; 7:00 p.m.
- 17) Adjournment

2.747 Emeritus Resolution for 2017-19 Retirees

EMERITUS RESOLUTION

Penny Boldrey, Kathleen Bruski, Sue Geiersbach, Kelly Jackson, Vicky Kropp, Kathy Marsh, Carol Putkamer, Randy Repke, Beverly Suszek, Barb Szczesniak, Marlene Vanderwyst, Laurie Wade, Carol Wyers

August 14, 2019

WHEREAS Penny Boldrey, Kathleen Bruski, Sue Geiersbach, Kelly Jackson, Vicky Kropp, Kathy Marsh, Carol Putkamer, Randy Repke, Beverly Suszek, Barb Szczesniak, Marlene Vanderwyst, Laurie Wade, and Carol Wyers have had continuous, honorable regular service with Alpena Community College as valued members of the faculty, administration, and staff prior to their retirement; and

WHEREAS nominations for emeritus status were initiated by the eligible retirees' primary academic unit or the President; and

WHEREAS the Alpena Community College Board of Trustees recognizes the efforts of each of the retirees 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 these dedicated faculty, administrators, and staff members and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

A faculty, administrator, staff, or Trustee Emeritus shall:

- Have his/her name, photo and years of service displayed on an "honor wall" of emeriti
- Retain purchasing privileges in the College Bookstore
- Receive complimentary invitations to official College functions
- Receive tuition waiver privileges in accordance with waivers in existence at the institution for comparable staff members.

2.748 TRiO Talent Search University Tours Bussing Bids

Alpena Community College’s TRiO Talent Search program regularly takes students to visit Michigan universities for tours. This year, TRiO has scheduled trips to eight universities. Large buses are needed to transport the number of participating students on each trip.

A request for proposals was created and circulated to potential bus transportation companies. Two companies responded; following are the results.

Destination	Compass Coach, Cedar Springs, MI	Blue Lakes by the Bay, Traverse City, MI
NMU	[package]	\$3,539.00
LSSU Bus #1	[package]	\$2,996.00
LSSU Bus #2	[package]	\$2,996.00
WMU	[package]	\$3,417.00
FSU Trip 1, Bus #1	[package]	\$2,694.00
FSU Trip 1, Bus #2	[package]	\$2,694.00
U of M	[package]	\$2,935.00
MSU	[package]	\$2,873.00
Oakland U.	[package]	\$2,617.00
FSU Trip 2, Bus #1	[package]	\$2,694.00
FSU Trip 2, Bus #2	[package]	\$2,694.00
Total Cost:	\$32,818.00	\$32,149.00

The cost of these trips will be covered under TRiO Talent Search’s budget.

Business Office and TRiO staff examined the bids and communicated with the vendors to finalize the proposals. The Business Office is recommending the bid by Blue Lakes by the Bay due to their geographical proximity and their bid was the lowest.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approved a contract with Blue Lakes by the Bay of Traverse City, Michigan, for 11 bus trips for the ACC TRiO Talent Search program at a cost not to exceed \$32,149.00. The cost for these trips will be paid from the TRiO Talent Search funds.

2.749 Nursing Training Mannequins Bids

In March 2019 Alpena Community College's Nursing Program received approval for a \$12,121 grant from the Michigan Department of Licensing and Regulatory Affairs (LARA) to be used for the purchase of simulation equipment. The money was made available through LARA's Nurse Professional Fund Grant to Approved Nursing Education Programs.

The grant money will have a two-fold impact on ACC's Nursing Program: it provides seed money for the purchase of simulation equipment to be used immediately by ACC Nursing students, and the new purchase will help ACC demonstrate how it plans to modernize the Nursing Program through the Center for Health Sciences project.

After discussion, the Nursing Program decided to use the LARA grant money to purchase a pediatric simulator mannequin.

College officials solicited bids for a pediatric simulation mannequin but had not received full information from one vendor by the deadline for sending out the August Board of Trustees meeting agenda. A full action item with all relevant information will be provided to the trustees as soon as it becomes available.

3.967 Financial Report

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

- The property tax receipts of \$117,013 are \$32,542 more than those for July 2018. This is due to timing of the collection of taxes.
- Tuition/fee receipts of \$3,057,548 are \$194,087 more primarily due to higher than expected enrollments and an increase in tuition rates.
- State aid for the current year is zero because of the normal start month of October.
- Instruction is less than last year due to two retirements and lower part-time instruction costs.
- OIT is up due to a significant increase in software maintenance costs and timing of information processing costs.
- Instruction Support is up due to salary and fringe benefit increases and timing of payout for retirees.
- Net income through the first month of the new fiscal year shows as a gain of \$1,949,766, which is typical for this time of year, when fall tuition receipts have built up.

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

- All categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through July 2019

- The Month-to-Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the One Month Ending July 31, 2019

Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
Revenue			
Property Tax	117,013	84,471	32,542
Tuition/Fees	3,057,548	2,863,461	194,087
Sales,Service,and Rent	3,875	2,775	1,100
State Aid	0	0	0
Local	0	0	0
State	0	0	0
Federal	3,157	5,526	(2,369)
Donations	0	0	0
Interest	0	0	0
Other	110	20	90
Revenue	3,181,703	2,956,253	225,450
Expense			
Instruction	444,875	477,147	(32,272)
OIT	242,005	213,436	28,569
Public Service	0	0	0
Instruction Support	116,350	103,331	13,019
Student Services	90,770	79,826	10,944
Institutional Administration	230,236	186,446	43,790
Physical Plant	107,701	84,460	23,241
Expense	1,231,937	1,144,646	87,291
Income	1,949,766	1,811,607	138,159
Net Assets - Beginning of Year	1,276,404	1,276,404	0
Net Assets - End of Year	3,226,170	3,088,011	138,159

Alpena Community College
Comparative Income Statement
General Fund
For the One Month Ending July 31, 2019

Description	FY 2020 Budget	FY 2020 YTD Actual	FY 2020 Variance	FY 2020 Complete	FY 2019 Complete
Revenue					
Property Tax	2,673,241	117,013	(2,556,228)	4.38%	3.24%
Tuition/Fees	6,033,082	3,057,548	(2,975,534)	50.68%	48.43%
Sales, Services, and Rent	22,000	3,875	(18,125)	17.61%	14.61%
State Aid	5,916,080	0	(5,916,080)	0.00%	0.00%
Federal	57,780	3,157	(54,623)	5.46%	8.75%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	0	(2,500)	0.00%	0.00%
Other	7,200	110	(7,090)	1.53%	0.28%
Revenue	14,781,298	3,181,703	(11,599,595)	21.53%	20.37%
Expense					
Salaries	8,053,195	575,113	7,478,082	7.14%	7.31%
Fringe Benefits	3,941,328	264,595	3,676,733	6.71%	6.99%
Outside Services	748,686	224,004	524,682	29.92%	24.60%
Advertising	177,000	6,771	170,229	3.83%	6.98%
Supplies	242,720	19,459	223,261	8.02%	2.20%
Rental	2,500	0	2,500	0.00%	0.00%
Utilities	480,390	193	480,197	0.04%	0.04%
Telephone	55,000	0	55,000	0.00%	2.81%
Postage	37,500	144	37,356	0.38%	12.50%
Insurance	140,000	66,260	73,740	47.33%	46.49%
Travel & Mileage	95,162	1,302	93,860	1.37%	4.67%
Tuition Waivers	222,000	36,927	185,073	16.63%	0.36%
Library Books & Equipment	99,870	37,169	62,701	37.22%	23.39%
Other	115,000	0	115,000	0.00%	0.00%
Transfers	370,947	0	370,947	0.00%	0.00%
Expense	14,781,298	1,231,937	13,549,361	8.33%	7.89%

Description	FY 2020 Budget	FY 2020 YTD Actual
Income	0	1,949,766
Net Assets - Beginning of Year	1,276,404	1,148,771
Net Assets - End of Year	<u>1,276,404</u>	<u>3,098,537</u>

Alpena Community College General Fund Month to Month Tracking For the One Month Ending July 31, 2019

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	117,013	0	0	0	0	0	0	0	0	0	0	0	117,013	2,673,241
Tuition/Fees	3,057,548	0	0	0	0	0	0	0	0	0	0	0	3,057,548	6,033,082
Sales, Services, and Rent	3,875	0	0	0	0	0	0	0	0	0	0	0	3,875	22,000
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	5,916,080
Federal	3,157	0	0	0	0	0	0	0	0	0	0	0	3,157	57,780
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Other	110	0	0	0	0	0	0	0	0	0	0	0	110	7,200
Revenue	3,181,703	0	0	0	0	0	0	0	0	0	0	0	3,181,703	14,781,298
Expense														
Salaries	575,113	0	0	0	0	0	0	0	0	0	0	0	575,113	8,053,195
Fringe Benefits	264,595	0	0	0	0	0	0	0	0	0	0	0	264,595	3,941,328
Outside Services	224,004	0	0	0	0	0	0	0	0	0	0	0	224,004	748,686
Advertising	6,771	0	0	0	0	0	0	0	0	0	0	0	6,771	177,000
Supplies	19,459	0	0	0	0	0	0	0	0	0	0	0	19,459	242,720
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Utilities	193	0	0	0	0	0	0	0	0	0	0	0	193	480,390
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	55,000
Postage	144	0	0	0	0	0	0	0	0	0	0	0	144	37,500
Insurance	66,260	0	0	0	0	0	0	0	0	0	0	0	66,260	140,000
Travel & Mileage	1,302	0	0	0	0	0	0	0	0	0	0	0	1,302	95,162
Tuition Waivers	36,927	0	0	0	0	0	0	0	0	0	0	0	36,927	222,000
Library Books & Equipment	37,169	0	0	0	0	0	0	0	0	0	0	0	37,169	99,870
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	370,947
Expense	1,231,937	0	0	0	0	0	0	0	0	0	0	0	1,231,937	14,781,298
Income	1,949,766	0	0	0	0	0	0	0	0	0	0	0	1,949,766	0

3.968 Personnel Report

New hires, terminations, and status changes from June 8 to August 7, 2019.

New Hires:

- Jessica Sandahl, Part-time ESP II Health Fitness/Activities Technician, Wellness Center, effective 07/08/19.
- Alexis Young, Accounts Receivable Secretary/Cashier, effective 08/05/2019.
- Joseph Donna, Fine Arts Studio Technician, effective 08/19/2019.
- Marvin Pichla, Director of Oscoda Campus, effective 08/12/2019 (currently teaches as an adjunct instructor).
- Ruth McClean, Part-time Switchboard, effective 08/12/2019.
- Kelly Lewis, Athletics Office Secretary, effective 07/08/2019.
- Brandi Markey, Accounts Payable Secretary/Cashier, effective 06/24/2019.
- Cynthia Derocher, Athletic Coordinator, effective 07/01/2019.

Transfers:

- Jaimie LaBrecque, transfer from ESP Accounts Payable Secretary/Cashier to ADM SUPP Assistant to the Director of Human Resources, effective 07/01/2019.
- Dustin Ruehle, transferred from Adjunct Faculty – Automotive Service Lab to Full Time Faculty – Automotive Service Lab, effective 08/05/2019.
- Theresa Schulz, transferred from Adjunct Faculty – Biological Science to Full Time Faculty – Biological Science, Oscoda Campus, effective 08/19/2019.
- Lorie Cadieux-Lawrence, Registrar’s Office Clerical Assistant, effective 07/08/2019.

Resignations:

- Frank McCourt, Athletic Coordinator, effective 07/01/2019.

3.969 Gifts and Grants Report

Information for the Gifts and Grants Report was unavailable at the deadline for agenda distribution. The full report will be provided to the trustees as soon as possible.