

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, February 20, 2020
Meeting Time: 7:00 p.m.
Location of Meeting: Room 400, Charles R. Donnelly Natural Resources Center,
665 Johnson Street, Alpena, Michigan, 49707
Date of Notice: Friday, February 14, 2020

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, February 20, 2020, at 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

Thursday, February 20, 2020, 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, 2020, 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
 - 2.761 Resolution of Appreciation and Emeritus Status for Lori Dzieszinski and Yvonne White2
 - 2.762 Bids for the Purchase of Videoconferencing Equipment.....3
- 12) Information Items
 - 3.985 Financial Report.....4
 - 3.986 Personnel Report.....8
 - 3.987 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Tuesday, March 17, 2020; 7:00 p.m. **Please note the day change** from the previously published schedule.
- 17) Adjournment

2.761 Resolution of Appreciation and Emeritus Status for Lori Dzieszinski and Yvonne White

RESOLUTION OF APPRECIATION AND EMERITUS STATUS

In Honor of Alpena Community College Retirees Lori Dzieszinski and Yvonne White

February 20, 2020

WHEREAS Lori Dzieszinski and Yvonne White have had continuous, honorable regular service with Alpena Community College as valued members of the 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 Lori Dzieszinski has ably served the College for 43 years in a variety of roles, and since Yvonne White has ably served the College for 31 years in a variety of roles; and

WHEREAS the Alpena Community College Board of Trustees recognizes the efforts of Lori Dzieszinski and Yvonne White 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 Lori Dzieszinski and Yvonne White for their service to the College and its students, 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.

2.762 Bids for the Purchase of Videoconferencing Equipment

In November 2016 the Alpena Community College Board of Trustees approved the purchase of a Cisco MX700 video conferencing system to replace the College's outdated ITV equipment. One of the uses for the new equipment was to expand dual enrollment offerings for high school students and combine low enrollment sections at regional sites. Additional video conference equipment would eventually be needed as more regional high schools became interested in using the technology.

The Cisco video conferencing equipment allows the instructor to communicate and view the students at the remote site. Other uses of the technology include delivering the new student orientation to remote sites, academic advising, courses connecting with a subject matter expert, community guest speakers, student team projects, recruitment and interviews, and professional development. Also, instructors will have the option to record their lectures and offer the videos through the learning management system, Blackboard as either a flipped classroom, hybrid or online delivery method.

The equipment purchased on 2016 is now being fully utilized and new schools are expressing interest in using the system to deliver dual enrollment classes. To meet this anticipated need, the College will have to purchase additional video conferencing equipment.

College officials solicited bids for 18 delivery systems to be installed in schools and health centers and one dedicated delivery system for installation at the Oscoda Campus. The RFP was sent to five vendors with two vendors responding with bids.

Bidder	Location	Final Cost
CDWG	Chicago, IL	\$148,250.34
Heartland Business Systems	Little Chute, WI	\$153,737.56

\$148,250.34 of the cost will be reimbursed at 85% from USDA Distance Learning and Telemedicine grant funds. The College is responsible for the remaining 15% as match funds. One of the items on the necessary request list was not originally included in the grant request and therefore grant funds cannot be used.

This equipment will be installed at Alpena Campus, Oscoda Campus, and regional high schools, as well as eight health care facilities to accommodate the telemedicine component of the grant objectives.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of 18 CISCO videoconferencing delivery systems to be installed in schools and health centers and one dedicated delivery system for installation at the Oscoda Campus from CDWG for a cost not to exceed \$148,250.34. Funding for the purchase will come from the USDA Distance Learning and Telemedicine grant (85% of the cost) and the College (the remaining 15% as match funds).

3.985 Financial Report

Monthly General Fund Revenue and Expense through January 2020 (Year to Year Actual Comparison)

- The property tax receipts of \$1,475,161 are \$29,679 more than those for January 2019. This is expected for this time of year.
- Tuition/fee receipts of \$6,053,138 are \$234,525 more primarily due to higher than expected enrollments and an increase in tuition rates.
- State aid for the current year is \$2,261,695, as expected.
- All categories are up due to three payrolls processed in January, this accounts for about \$215,000 additional payroll and \$ 63,000 in fringe benefits.
- Instruction is more than last year due to scheduled payroll increases.
- 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.
- Student services costs are more due to scholarships being up more than \$13,000 and a shifting of clerical responsibilities from word processing.
- Institutional administration is as expected.
- Physical plant is up due to the addition of the Alpena police presence on campus of \$42,500 and scheduled payroll increases.
- Net income through the seventh month of the fiscal year shows a gain of \$1,266,263, which is typical for this time of year, when spring tuition receipts have built up.

Monthly General Fund Revenue and Expense through January 2020 (Budget to Actual Comparison)

- Library books and equipment upsurge is caused by the sizable increase in software cost in information processing of \$18,000.
- Transfers shows a \$14,241 expenditure as part of the required 15% match required of the USDA grant of \$500,000. A total of \$75,000 of transfers are expected by the end of FY 2021.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through January 2020

- There were three payrolls processed in August and January and payments were made for adjunct instructors, ESP II longevity and cash-in-lieu of health insurance in September and faculty overload, extra pays were paid in October, and mileage paid in December.
- All other Month-to-Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Seven Months Ending January 31, 2020

Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
Revenue			
Property Tax	1,475,161	1,445,482	29,679
Tuition/Fees	6,053,138	5,818,613	234,525
Sales, Service, and Rent	16,093	14,323	1,770
State Aid	2,261,695	2,212,413	49,282
Local	0	0	0
State	0	0	0
Federal	36,276	36,034	242
Donations	0	0	0
Interest	10,201	1,968	8,233
Other	3,076	3,127	(51)
Revenue	9,855,640	9,531,960	323,680
Expense			
Instruction	4,127,534	3,862,805	264,729
OIT	649,198	572,643	76,555
Public Service	0	0	0
Instruction Support	824,158	713,340	110,818
Student Services	889,719	791,890	97,829
Institutional Administration	1,219,288	1,158,398	60,890
Physical Plant	879,480	826,043	53,437
Expense	8,589,377	7,925,119	664,258
Income	1,266,263	1,606,841	(340,578)
Net Assets - Beginning of Year	1,484,515	1,276,404	0
Net Assets - End of Year	2,750,778	2,883,245	(340,578)

Alpena Community College
Comparative Income Statement
General Fund
For the Seven Months Ending January 31, 2020

Description	FY 2020 Budget	FY 2020 YTD Actual	FY 2020 Variance	FY 2020 Complete	FY 2020 Complete
Revenue					
Property Tax	2,673,241	1,475,161	(1,198,080)	55.18%	55.37%
Tuition/Fees	6,033,082	6,053,138	20,056	100.33%	98.40%
Sales, Services, and Rent	22,000	16,093	(5,907)	73.15%	75.38%
State Aid	5,916,080	2,261,695	(3,654,385)	38.23%	37.95%
Federal	57,780	36,276	(21,504)	62.78%	57.09%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	10,201	7,701	408.04%	78.72%
Other	7,200	3,076	(4,124)	42.72%	43.43%
Revenue	14,781,298	9,855,640	(4,925,658)	66.68%	65.67%
Expense					
Salaries	8,053,194	4,928,763	3,124,431	61.20%	57.22%
Fringe Benefits	3,941,328	2,202,601	1,738,727	55.88%	53.39%
Outside Services	748,686	548,718	199,968	73.29%	67.00%
Advertising	180,000	120,377	59,623	66.88%	58.49%
Supplies	243,777	110,819	132,958	45.46%	38.81%
Rental	2,500	0	2,500	0.00%	0.00%
Utilities	480,390	167,312	313,078	34.83%	34.03%
Telephone	55,000	25,974	29,026	47.23%	39.13%
Postage	37,500	20,243	17,257	53.98%	46.28%
Insurance	140,000	134,583	5,417	96.13%	101.55%
Travel & Mileage	92,162	39,841	52,321	43.23%	54.64%
Tuition Waivers	222,000	190,685	31,315	85.89%	77.35%
Library Books & Equipment	98,814	59,559	39,255	60.27%	48.34%
Other	115,000	25,663	89,337	22.32%	24.20%
Transfers	370,947	14,241	356,706	3.84%	0.00%
Expense	14,781,298	8,589,379	6,191,919	58.11%	54.60%

Description	FY 2020 Budget	FY 2020 YTD Actual
Income	0	1,266,261
Net Assets - Beginning of Year	1,484,515	1,484,515
Net Assets - End of Year	1,484,515	2,750,776

Alpena Community College General Fund Month to Month Tracking For the Seven Months Ending January 31, 2020

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	117,013	389,731	18,432	5,942	3,984	235,778	704,282	0	0	0	0	0	1,475,162	2,673,241
Tuition/Fees	3,057,548	257,825	(58,081)	1,117,973	1,067,187	363,107	247,579	0	0	0	0	0	6,053,138	6,033,082
Sales, Services, and Rent	3,875	695	465	4,385	433	900	5,340	0	0	0	0	0	16,093	22,000
State Aid	0	4,099	(4,099)	613,495	576,311	533,829	538,060	0	0	0	0	0	2,261,695	5,916,080
Federal	3,157	4,866	11,997	3,505	3,684	3,664	5,403	0	0	0	0	0	36,276	57,780
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	1,779	1,948	1,858	1,716	1,654	1,247	0	0	0	0	0	10,202	2,500
Other	110	35	860	856	290	305	620	0	0	0	0	0	3,076	7,200
Revenue	3,181,703	659,030	(28,478)	1,748,014	1,653,605	1,139,237	1,502,531	0	0	0	0	0	9,855,642	14,781,298
Expense														
Salaries	575,113	809,234	624,275	750,367	633,937	660,346	875,492	0	0	0	0	0	4,928,764	8,053,195
Fringe Benefits	264,595	352,505	285,081	336,447	299,354	303,738	360,881	0	0	0	0	0	2,202,601	3,941,328
Outside Services	224,004	23,107	39,715	42,237	76,926	91,650	51,079	0	0	0	0	0	548,718	748,686
Advertising	6,771	26,103	32,901	1,915	4,444	14,514	33,729	0	0	0	0	0	120,377	180,000
Supplies	19,459	10,741	15,442	16,508	18,005	13,260	17,404	0	0	0	0	0	110,819	243,777
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Utilities	193	828	17,773	27,643	30,274	44,478	46,123	0	0	0	0	0	167,312	480,390
Telephone	0	363	3,744	4,823	4,415	4,765	7,865	0	0	0	0	0	25,975	55,000
Postage	144	1,491	6,203	187	5,471	1,234	5,512	0	0	0	0	0	20,242	37,500
Insurance	66,260	2,700	24,302	3,416	(1,581)	39,486	0	0	0	0	0	0	134,583	140,000
Travel & Mileage	1,302	6,455	4,818	4,072	3,364	13,800	6,031	0	0	0	0	0	39,842	92,162
Tuition Waivers	36,927	77,753	13,591	300	1,500	0	60,614	0	0	0	0	0	190,685	222,000
Library Books & Equipment	37,169	5,518	5,232	2,806	652	8,181	0	0	0	0	0	0	59,558	98,813
Other	0	2,840	6,643	9,923	1,452	2,295	2,510	0	0	0	0	0	25,663	115,000
Transfers	0	0	0	0	0	0	14,241	0	0	0	0	0	14,241	370,947
Expense	1,231,937	1,319,638	1,079,720	1,200,644	1,078,213	1,197,747	1,481,481	0	0	0	0	0	8,589,380	14,781,298
Income	1,949,766	(660,608)	(1,108,198)	547,370	575,392	(58,510)	21,050	0	0	0	0	0	1,266,262	0

3.986 Personnel Report

New hires, terminations, and status changes from January 9 to February 14, 2020.

New Hires:

- Kathryn (Lisa) Blumenthal, Office Assistant for SIP Grant and Workforce Development, effective 01/16/20.
- Lauren Mantlo, ESP2 Learning Technology Technician, effective 02/10/2020.
- Mary Eagan, Director of Alumni Relations, effective 03/02/2020.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Retirements:

- None.

3.987 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between January 8, 2020 and February 12, 2020.

Total Donors: 48

New Gifts:	\$13,593.00
Pledge Payments:	\$5,645.00
New Pledges:	\$50,250.00