

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, August 13, 2020
Meeting Time: 7:00 p.m.
Location of Meeting: Granum Theatre, Room 107, Newport Center,
665 Johnson Street, Alpena, Michigan, 49707
Date of Notice: Friday, August 7, 2020

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 13, 2020, at 7:00 p.m. **Please note the date and place change from the previously published calendar.** The meeting will be held in Granum Theatre, room 107 in the Newport Center, 665 Johnson Street. The public should use the west entrance to the Newport Center, located in front of Park Arena.

The trustees will meet at 5:30 p.m. (please note the time change) at the entrance to Van Lare Hall to conduct a tour of the renovation project. No official business will be conducted during the tour. The regular meeting will begin at approximately 7:00 p.m. in Granum Theatre.

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, August 13, 2020, 7:00 p.m.
Granum Theatre, Room 107, Newport Center
665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Closed Meeting Minutes of June 25, 2020, and the Proposed Minutes from the Special Meeting August 6, 2020
- 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
 - 2.781 Revised Board Policy 7009, Sexual Misconduct Policy (Second Reading)2
- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: September 17, 2020, 7:00 p.m., Granum Theatre
- 17) Adjournment

2.781 Revised Board Policy 7009, Sexual Misconduct Policy (Second Reading)

On May 19, 2020, the U.S. Department of Education released amended regulations for implementing Title IX of the Education Amendments of 1972 (Title IX). The final regulations specify how recipients of Federal financial assistance covered by Title IX, including elementary and secondary schools as well as postsecondary institutions, must respond to allegations of sexual harassment consistent with Title IX's prohibition against sex discrimination. These regulations are intended to effectuate Title IX's prohibition against sex discrimination by requiring recipients to address sexual harassment as a form of sex discrimination in education programs or activities.

The final regulations obligate recipients to respond promptly and supportively to persons alleged to be victimized by sexual harassment, resolve allegations of sexual harassment promptly and accurately under a predictable, fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment, and effectively implement remedies for victims. The final regulations also clarify and modify Title IX regulatory requirements regarding remedies the Department may impose on recipients for Title IX violations, the intersection between Title IX, Constitutional protections, and other laws, the designation by each recipient of a Title IX Coordinator to address sex discrimination including sexual harassment, the dissemination of a recipient's non-discrimination policy and contact information for a Title IX Coordinator, the adoption by recipients of grievance procedures and a grievance process, how a recipient may claim a religious exemption, and prohibition of retaliation for exercise of rights under Title IX.

ACC Attorney Karen Bennett has spearheaded the College's efforts to understand the amended regulations and to revise policies and procedures to ensure compliance. Bennett has met with College officials a number of times over the last couple of months and has examined the College's current policies and procedures with the goal of proposing changes which will satisfy the new Federal rules.

The result of Bennett's efforts are the proposed changes to ACC Policy 7009, Sexual Misconduct Policy.

The proposed policy changes were distributed to the trustees Monday, August 3, for review. The trustees met in a special Board meeting August 6 and approved a first reading of the proposed policy change.

College officials now offer the proposed policy change as a second reading.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading the proposed changes to Policy 7009, Sexual Misconduct Policy.

4.000 Financial Report

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

- The property tax receipts of \$125,338 are \$8,325 more than those for July 2019, as expected.
- Tuition/fee receipts of \$2,827,522 are \$230,026 less primarily due to lower than expected enrollments.
- State aid for the current year is zero because of the normal start month of October.
- Approximately \$1,080,000 in Paycheck Protection Program funding is recorded in July. The College is in the process of applying for the forgiveness portion of the program.
- Due to three payrolls in July all areas are higher than normal.
- Net income through the first month of the new fiscal year shows as a gain of \$2,483,041, which is typical for this time of year, when fall tuition receipts have built up and combined with the PPP funds recorded.

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

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

General Fund Month to Month Comparison through July 2020

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

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Month Ending July 31, 2020

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	125,338	117,013	8,325
Tuition/Fees	2,827,522	3,057,548	(230,026)
Sales,Service,and Rent	3,875	3,875	0
State Aid	0	0	0
Local	0	0	0
State	0	0	0
Federal	1,082,117	3,157	1,078,960
Cost Recovery	0	0	0
Interest	0	0	0
Other	0	110	(110)
Revenue	4,038,852	3,181,703	857,149

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Expense			
Instruction	651,154	444,875	206,279
OIT	260,817	242,005	18,812
Public Service	0	0	0
Instruction Support	150,836	116,350	34,486
Student Services	115,811	90,770	25,041
Institutional Administration	232,451	230,236	2,215
Physical Plant	144,742	107,701	37,041
Expense	1,555,811	1,231,937	323,874

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Income	2,483,041	1,949,766	533,275
Net Assets - Beginning of Year	1,484,515	1,484,515	0
Net Assets - End of Year	<u>3,967,556</u>	<u>3,434,281</u>	<u>533,275</u>

Alpena Community College
Comparative Income Statement
General Fund
For the Month Ending July 31, 2020

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
Revenue					
Property Tax	2,747,891	125,338	(2,622,553)	4.56%	4.38%
Tuition/Fees	6,171,780	2,827,522	(3,344,258)	45.81%	50.68%
Sales, Services, and Rent	22,000	3,875	(18,125)	17.61%	17.61%
State Aid	5,956,080	0	(5,956,080)	0.00%	0.00%
Federal	61,000	1,082,117	1,021,117	1773.96%	5.46%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	0.00%
Other	7,920	0	(7,920)	0.00%	1.53%
Revenue	15,043,495	4,038,852	(11,004,643)	26.85%	21.53%

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
Expense					
Salaries	8,294,944	869,947	7,424,997	10.49%	7.14%
Fringe Benefits	4,026,815	367,859	3,658,956	9.14%	6.71%
Outside Services	764,406	221,427	542,979	28.97%	29.92%
Advertising	181,500	3,549	177,951	1.96%	3.76%
Supplies	199,550	4,578	194,972	2.29%	7.98%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	129	459,261	0.03%	0.04%
Telephone	55,000	81	54,919	0.15%	0.00%
Postage	37,500	1,952	35,548	5.21%	0.38%
Insurance	146,000	62,198	83,802	42.60%	47.33%
Travel & Mileage	78,262	311	77,951	0.40%	1.41%
Tuition Waivers	207,000	1,177	205,823	0.57%	16.63%
Library Books & Equipment	101,220	21,729	79,491	21.47%	37.62%
Other	115,000	876	114,124	0.76%	0.00%
Transfers	376,908	0	376,908	0.00%	0.00%
Expense	15,043,495	1,555,813	13,487,682	10.34%	8.33%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	2,483,039
Net Assets - Beginning of Year	1,484,515	1,484,515
Net Assets - End of Year	<u>1,484,515</u>	<u>3,967,554</u>

**Alpena Community College
General Fund Month to Month Tracking
For the Month Ending July 31, 2020**

Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD	Budget
Revenue														
Property Tax	125,338	0	0	0	0	0	0	0	0	0	0	0	125,338	2,747,890
Tuition/Fees	2,827,522	0	0	0	0	0	0	0	0	0	0	0	2,827,522	6,171,780
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	5,956,080
Federal	1,082,117	0	0	0	0	0	0	0	0	0	0	0	1,082,117	61,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	71,824
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	7,920
Revenue	4,038,852	0	0	0	0	0	0	0	0	0	0	0	4,038,852	15,043,494
Expense														
Salaries	869,947	0	0	0	0	0	0	0	0	0	0	0	869,947	8,294,943
Fringe Benefits	367,859	0	0	0	0	0	0	0	0	0	0	0	367,859	4,026,815
Outside Services	221,427	0	0	0	0	0	0	0	0	0	0	0	221,427	764,406
Advertising	3,549	0	0	0	0	0	0	0	0	0	0	0	3,549	181,500
Supplies	4,578	0	0	0	0	0	0	0	0	0	0	0	4,578	199,550
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	129	0	0	0	0	0	0	0	0	0	0	0	129	459,390
Telephone	81	0	0	0	0	0	0	0	0	0	0	0	81	55,000
Postage	1,952	0	0	0	0	0	0	0	0	0	0	0	1,952	37,500
Insurance	62,198	0	0	0	0	0	0	0	0	0	0	0	62,198	146,000
Travel & Mileage	311	0	0	0	0	0	0	0	0	0	0	0	311	78,262
Tuition Waivers	1,177	0	0	0	0	0	0	0	0	0	0	0	1,177	207,000
Library Books & Equipment	21,729	0	0	0	0	0	0	0	0	0	0	0	21,729	101,220
Other	876	0	0	0	0	0	0	0	0	0	0	0	876	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	376,908
Expense	1,555,813	0	0	0	0	0	0	0	0	0	0	0	1,555,813	15,043,494
Income	2,483,039	0	0	0	0	0	0	0	0	0	0	0	2,483,039	0

4.001 Personnel Report

New hires, terminations, and status changes from June 16 to July 31, 2020.

New Hires:

- Eric Kennedy, Faculty – Concrete Technology Instructor, effective 08/03/2020.
- Sarah Prevo, Director of TRiO Talent Search, effective 07/20/2020.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Retirements:

- Charles Seguin, Maintenance, effective 08/01/2020.
- Douglas Huizenga, Faculty – Science, effective 08/01/2020.

4.002 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between June 1, 2020 and August 6, 2020.

Total Donors: 135

New Gifts:	\$59,615.50
Pledge Payments:	\$3,723.00
New Pledges:	\$2,900.00