

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, September 17, 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, September 11, 2020

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, September 17, 2020, at 7:00 p.m. 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.

Alpena Community College provides access for individuals with disabilities. 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, September 17, 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 Proposed Meeting Minutes of August 13, 2020, Board 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
 - 2.782 Bids for Purchase of Anatomage Anatomy Visualization System2
 - 2.783 Bids for Career Exploration Software.....3
- 12) Information Items
 - 4.003 Financial Report.....5
 - 4.004 Personnel Report.....9
 - 4.005 Gifts and Grants Report10
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: October 15, 2020, 7:00 p.m., Granum Theatre
- 17) Adjournment

2.782 Bids for Purchase of Anatomage Anatomy Visualization System

In 2019 Alpena Community College received a \$2.25 million Strengthening Institutions Program (SIP) grant from the U.S. Department of Education. One of the tracks within this grant relates to enhancing teaching technology in the Nursing Program.

To accomplish this part of the grant, ACC officials created a request for proposals (RFP) seeking vendors to submit bids for an anatomy visualization system.

The Anatomage Table, made by Anatomage, is the only piece of equipment that exists with the specifications desired by ACC. College officials have determined that Anatomage is the only vendor that offers the product. In order to ensure no other comparable product(s) existed an online search was conducted for other companies who may offer a similar product. Only one company, Taiwan Main Orthopaedic Biotechnology, offers a similar product, but they are located in China. Due to Anatomage being the only manufacturer and distributor of this product in the United States, a representative of the U.S. Department of Education approved the purchase to be made through non-competitive bid and purchasing directly through Anatomage in accordance with 34 CFR §607.10(b)(4).

According to Anatomage:

“The Anatomage Table is the most technologically advanced 3D anatomy visualization system on the market. It is both a virtual library of human and animal cadavers, as well as a clinical diagnostic tool by visualization of any Medical CT, CBCT or MRI scan. The operating table form factor combined with Anatomage’s renowned radiology software and clinical content separates the Anatomage Table from any other imaging system on the market.”

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of one Anatomage Table from Anatomage at a cost not to exceed \$89,809.00. All purchases shall be made from SIP grant funds.

2.783 Bids for Career Exploration Software

Another track in the 2019 Strengthening Institutions Program (SIP) grant from the U.S. Department of Education relates to enhancing ACC's Student Services and associated activities. As part of those activities the grant proposed to purchase career exploration software for students to use, either in conjunction with a Student Support Services technician or by themselves. Specifically, the software allows for the following tasks:

- Career Exploration
- Career Assessment
- Strengths Summary and Career Match
- Career Job Descriptions
- Resume Building
- Careers to Programs
- Local Labor Market Data
- Analytics
- Employer Portal or Work Opportunities

Additionally, the software will assist students in not only which career best suits them, but also which program at ACC best suits them, as the software will link directly to ACC's programs.

ACC officials created a request for proposals (RFP) seeking vendors to submit bids for career exploration software to be used by both the Student Success Center and students. The software should be web-based and embedded into ACC's webpage in order to facilitate a seamless, user-friendly integration for Student Support Services staff and students to learn and utilize. The purchase is to be funded 100% by the SIP grant.

The RFP was sent to three comparable software vendors: Emsi, Focus 2 Career, and Starfish. The vendors were all invited to an Optional Bidders' Conference Call, which provided for consistency and clarity of answers to questions. None of the three vendors called in during the Optional Bidders' Conference Call. A representative from Starfish sent an email declining their participation in the bid process, due to their software programs encompassing more than just career exploration. On September 4, one proposal was received from Emsi. There were no other proposals received.

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Emsi – Career Coach	Moscow, ID	\$9,500
Focus 2 Career	Franklin Lakes, NJ	No bid
Starfish	Arlington, VA	No bid

During the review process, Emsi's Career Coach software was determined to meet all specifications from the RFP and would meet the needs of ACC's Student Support Services. Additionally, Career Coach was recognized as a well-known software, with unlimited individual and group training for the Student Support Services staff.

Based on the evaluation process, ACC officials are recommending ACC enter into a three-year subscription for Emsi's Career Coach software. The first year of the subscription would cost \$9,500.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a three-year subscription of Emsi's Career Coach, a career exploration software solution at a cost not to exceed \$9,500 per year for three years. All purchases shall be made from SIP grant funds.

4.003 Financial Report

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

- The property tax receipts of \$531,146 are \$24,402 more than those for August 2019, as expected.
- Tuition/fee receipts of \$3,268,465 are \$46,908 less primarily due to lower than expected enrollments.
- State aid for the current year is only \$5,355 because of the normal start of payments in the month of October.
- The entire \$2,435,600 in Paycheck Protection Program funding is recorded through August. The College is in the process of applying for the forgiveness portion of the program.
- A number of cost centers are lower because of delays in receiving invoices.
- Net income through the second month of the year shows as a gain of \$3,704,857, 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 August 2020 (Budget to Actual Comparison)

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

General Fund Month to Month Comparison through August 2020

- There were three payrolls in July of this year and three payrolls in August of last year.
- The Month-to-Month comparisons are tracking as expected.

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

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	531,146	506,744	24,402
Tuition/Fees	3,268,465	3,315,373	(46,908)
Sales, Service, and Rent	3,401	4,570	(1,169)
State Aid	5,355	4,099	1,256
Local	0	0	0
State	0	0	0
Federal	2,440,962	8,023	2,432,939
Cost Recovery	0	0	0
Interest	173	1,779	(1,606)
Other	205	145	60
Revenue	6,249,707	3,840,733	2,408,974

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Expense			
Instruction	1,127,412	1,084,271	43,141
OIT	319,215	326,359	(7,144)
Public Service	0	0	0
Instruction Support	238,664	236,000	2,664
Student Services	271,084	289,217	(18,133)
Institutional Administration	365,547	397,414	(31,867)
Physical Plant	222,928	218,315	4,613
Expense	2,544,850	2,551,576	(6,726)

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Income	3,704,857	1,289,157	2,415,700
Net Assets - Beginning of Year	1,484,515	1,484,515	1,499,720
Net Assets - End of Year	<u>5,189,372</u>	<u>2,773,672</u>	<u>3,915,420</u>

Alpena Community College
Comparative Income Statement
General Fund
For the Two Months Ending August 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	531,146	(2,216,745)	19.33%	18.96%
Tuition/Fees	6,171,780	3,268,465	(2,903,315)	52.96%	54.95%
Sales, Services, and Rent	22,000	3,401	(18,599)	15.46%	20.77%
State Aid	5,956,080	5,355	(5,950,725)	0.09%	0.07%
Federal	61,000	2,440,962	2,379,962	4001.58%	13.89%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	173	(4,827)	3.46%	71.16%
Other	7,920	205	(7,715)	2.59%	2.01%
Revenue	15,043,495	6,249,707	(8,793,788)	41.54%	25.98%

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
Expense					
Salaries	8,294,944	1,447,512	6,847,432	17.45%	17.19%
Fringe Benefits	4,026,815	641,214	3,385,601	15.92%	15.66%
Outside Services	764,406	247,561	516,845	32.39%	33.01%
Advertising	181,500	23,010	158,490	12.68%	18.26%
Supplies	199,550	15,335	184,215	7.68%	12.39%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	775	458,615	0.17%	0.21%
Telephone	55,000	81	54,919	0.15%	0.66%
Postage	37,500	1,952	35,548	5.21%	4.36%
Insurance	146,000	62,198	83,802	42.60%	49.26%
Travel & Mileage	78,262	2,608	75,654	3.33%	8.42%
Tuition Waivers	207,000	75,010	131,990	36.24%	51.66%
Library Books & Equipment	101,220	23,138	78,082	22.86%	43.20%
Other	115,000	4,458	110,542	3.88%	2.47%
Transfers	376,908	0	376,908	0.00%	0.00%
Expense	15,043,495	2,544,852	12,498,643	16.92%	17.26%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	3,704,855
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	<u>1,499,721</u>	<u>5,204,576</u>

Alpena Community College General Fund Month to Month Tracking For the Two Month Ending August 31, 2020

Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD	Budget
Revenue														
Property Tax	125,338	405,809	0	0	0	0	0	0	0	0	0	0	531,147	2,747,890
Tuition/Fees	2,827,522	440,943	0	0	0	0	0	0	0	0	0	0	3,268,465	6,171,780
Sales, Services, and Rent	3,875	(474)	0	0	0	0	0	0	0	0	0	0	3,401	22,000
State Aid	0	5,355	0	0	0	0	0	0	0	0	0	0	5,355	5,956,080
Federal	1,082,117	1,358,846	0	0	0	0	0	0	0	0	0	0	2,440,963	61,000
Cost Recovery	0	173	0	0	0	0	0	0	0	0	0	0	173	71,824
Interest	0	205	0	0	0	0	0	0	0	0	0	0	205	5,000
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	7,920
Revenue	4,038,852	2,210,857	0	0	0	0	0	0	0	0	0	0	6,249,709	15,043,494
Expense														
Salaries	869,947	577,565	0	0	0	0	0	0	0	0	0	0	1,447,512	8,294,943
Fringe Benefits	367,859	273,355	0	0	0	0	0	0	0	0	0	0	641,214	4,026,815
Outside Services	221,427	26,134	0	0	0	0	0	0	0	0	0	0	247,561	764,406
Advertising	3,549	19,461	0	0	0	0	0	0	0	0	0	0	23,010	181,500
Supplies	4,578	10,758	0	0	0	0	0	0	0	0	0	0	15,336	199,550
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	129	646	0	0	0	0	0	0	0	0	0	0	775	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	2,298	0	0	0	0	0	0	0	0	0	0	2,609	78,262
Tuition Waivers	1,177	73,833	0	0	0	0	0	0	0	0	0	0	75,010	207,000
Library Books & Equipment	21,729	1,408	0	0	0	0	0	0	0	0	0	0	23,137	101,220
Other	876	3,582	0	0	0	0	0	0	0	0	0	0	4,458	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	376,908
Expense	1,555,813	989,040	0	0	0	0	0	0	0	0	0	0	2,544,853	15,043,494
Income	2,483,039	1,221,817	0	0	0	0	0	0	0	0	0	0	3,704,856	0

4.004 Personnel Report

New hires, terminations, and status changes from August 1 to September 10, 2020.

New Hires:

- Colleen Jacobs, ESP2 - Tutor Coordinator, effective August 18, 2020.
- Douglas Kowalski, Maintenance, effective August 31, 2020.
- Elise Gapczynski, Educational Talent Search Advising Assistant - North, effective September 14, 2020.
- Steven Fosgard, Vice President of Instruction, effective September 15, 2020.

Re-Hires:

- None.

Transfers:

- Michael Miltz, Sub-Custodian to Part-Time Custodian, effective August 10, 2020.
- Terry McKenzie, ADM – Simulation Lab Manager, effective August 31, 2020 (formerly Adjunct-Nursing).

Resignations:

- Jessica Sandahl, Health Fitness/Activities Technician and Assistant Coach for Women's Basketball, effective August 12, 2020.
- Catherine Abraham, Director of the Volunteer Center, effective August 19, 2020.

Retirements:

- None.

4.005 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between August 7, 2020 and September 9, 2020.

Total Donors: 97

New Gifts:	\$53,459.20
Pledge Payments:	\$58,028.00
New Pledges:	\$1,360.00