

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, November 19, 2020
Meeting Time: 7:00 p.m.
Location of Meeting: Newport Center, Room 106 & 104
665 Johnson Street, Alpena, Michigan, 49707
Date of Notice: Friday, November 13, 2020

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 19, 2020, at 7:00 p.m. The meeting will be held in Newport Center 106, 665 Johnson Street. Due to social distancing requirements, audience members will be required to gather in Newport Center 104 and participate in the meeting via videoconferencing.

The meeting will also be **available remotely via Webex videoconferencing**. All citizens are invited to participate in the virtual meeting. Citizens can join via phone, computer, or a video conferencing system.

Join by phone:

+1-415-655-0003

Meeting number (access code): 178 349 7618#

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Copy the following address into a web browser: 1783497618@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 178 349 7618

Meeting password: BBi6F5G3

Audience members are asked to mute their microphones except during the public comment portion of the meeting.

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, November 19, 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 October 15, 2020, Regular 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
 - 2.791 Bids for Wireless Infrastructure Purchase2
- 12) Information Items
 - 4.007 Financial Report.....3
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 - 4.009 Gifts and Grants Report8
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: December 17, 2020, 7:00 p.m., Granum Theatre
- 17) Adjournment

2.791 Bids for Wireless Infrastructure Purchase

The Office of Information Technology (OIT) maintains the campus wireless network infrastructure purchased in September 2012. ACC's current wireless coverage is only 60% of our indoor learning space. Over the years, students, faculty and community members have requested greater wireless coverage on campus. The average person carries 1-3 wireless devices; the increase in wireless devices has created a greater demand for campus wireless coverage. Also, there is a need to increase the wireless coverage because of the CDC's social distance requirements for mitigating COVID-19. Due to the age of the existing wireless infrastructure, a complete replacement will be required.

The Office of Information Technology solicited bids for 125 Wireless Access Points with the following minimum configurations:

<u>Qty.</u>	<u>Description</u>
125	Cisco Meraki advanced device license
100	Cisco MR46 HW
100	Cisco Meraki 802.11XA WAP
25	Cisco MR56 HW
25	Cisco Meraki 802.11AX WAP

The following bids were received.

CDWG

MR46-HW	Meraki MR46 Wi-Fi 6 Indoor AP	\$53,801.00
MR56-HW	Meraki MR56 Wi-Fi 6 Indoor AP	\$17,163.00
LIC-ENT-5YR	Meraki MR Enterprise License, 5YR	<u>\$20,885.00</u>
	Total Price:	\$105,636.35

Connection

MR46-HW	Meraki MR46 Wi-Fi 6 Indoor AP	\$88,257.00
MR56-HW	Meraki MR56 Wi-Fi 6 Indoor AP	\$28,155.00
LIC-ENT-5YR	Meraki MR Enterprise License, 5YR	<u>\$68,187.50</u>
	Total Price:	\$184,599.50

Precision Data Products

Precision Data declined to bid.

The bids were reviewed by appropriate College officials and the bid for CDWG equipment was selected. The total cost of the project is \$105,636.35 to be paid for by the maintenance and replacement fund and COVID-19 funds.

Therefore, the following resolution is proposed:

The Board of Trustees authorize appropriate College officials to purchase 125 Meraki Access Points for a cost of \$105,636.35.

4.007 Financial Report

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

- The property tax receipts of \$552,756 are \$21,639 more than those for October 2019, as expected.
- Tuition/fee receipts of \$3,429,005 are \$946,261 less primarily due to lower than expected enrollments for the first week of Spring registrations.
- State aid for the October payment was reduced by \$120,020 to complete the reversal of appropriations enacted in July, 2020.
- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through August. The College is in the process of applying for the forgiveness portion of the program.
- Instructional support is as expected for this time of year.
- Student services was lower due to change over in staffing last year.
- Institutional Administration is higher due to significant legal fees related to the adjustments made to the Title IX policies and procedures over the past four months
- Physical plant is higher due to the annual elevator maintenance contract recorded earlier this year.
- All other expense areas are as expected for this time of year.
- Net income through the fourth month of the year shows as a gain of \$2,030,869, due to PPP funds recorded.

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

- Travel is down compared to last year due to COVID 19 travel restrictions.
- Library Books & Equipment is down based on timing of acquisitions.
- All categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through October 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 Four Months Ending October 31, 2020

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	552,756	531,117	21,639
Tuition/Fees	3,429,005	4,375,266	(946,261)
Sales, Service, and Rent	8,526	9,420	(894)
State Aid	475,359	613,495	(138,136)
Local	0	0	0
State	0	0	0
Federal	2,454,099	23,525	2,430,574
Cost Recovery	0	0	0
Interest	319	5,584	(5,265)
Other	945	1,861	(916)
Revenue	6,921,009	5,560,268	1,360,741
Expense			
Instruction	2,284,135	2,277,616	6,519
OIT	452,613	445,382	7,231
Public Service	0	0	0
Instruction Support	488,057	479,151	8,906
Student Services	467,305	494,938	(27,633)
Institutional Administration	741,150	701,611	39,539
Physical Plant	456,880	433,240	23,640
Expense	4,890,140	4,831,938	58,202
Income	2,030,869	728,330	1,302,539
Net Assets - Beginning of Year	1,499,720	1,484,515	1,499,720
Net Assets - End of Year	3,530,589	2,212,845	2,802,259

Alpena Community College
Comparative Income Statement
General Fund
For the Four Months Ending October 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	552,756	(2,195,135)	20.12%	19.87%
Tuition/Fees	6,171,780	3,429,005	(2,742,775)	55.56%	72.52%
Sales, Services, and Rent	22,000	8,526	(13,474)	38.75%	42.82%
State Aid	5,956,080	475,359	(5,480,721)	7.98%	10.37%
Federal	61,000	2,454,099	2,393,099	4023.11%	40.71%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	319	(4,681)	6.38%	223.36%
Other	7,920	945	(6,975)	11.93%	25.85%
Revenue	15,043,495	6,921,009	(8,122,486)	46.01%	37.62%
Expense					
Salaries	8,294,944	2,865,773	5,429,171	34.55%	34.26%
Fringe Benefits	4,026,815	1,211,597	2,815,218	30.09%	31.43%
Outside Services	764,406	368,583	395,823	48.22%	43.95%
Advertising	181,500	63,109	118,391	34.77%	37.61%
Supplies	199,550	39,284	160,266	19.69%	25.50%
Rental	0	0	0	0	0.00%
Utilities	459,390	53,827	405,563	11.72%	9.67%
Telephone	55,000	7,495	47,505	13.63%	16.24%
Postage	37,500	8,349	29,151	22.26%	21.40%
Insurance	146,000	93,465	52,535	64.02%	69.06%
Travel & Mileage	78,262	4,797	73,465	6.13%	18.06%
Tuition Waivers	207,000	119,323	87,677	57.64%	57.91%
Library Books & Equipment	101,220	28,907	72,313	28.56%	51.33%
Other	115,000	25,631	89,369	22.29%	16.87%
Transfers	376,908	0	376,908	0.00%	0.00%
Expense	15,043,495	4,890,140	10,153,355	32.51%	32.69%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	2,030,869
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	3,530,590

Alpena Community College
General Fund Month to Month Tracking
For the Four Months Ending October 31, 2020

Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD	Budget
Revenue														
Property Tax	125,338	405,809	16,764	4,846	0	0	0	0	0	0	0	0	552,757	2,747,890
Tuition/Fees	2,827,522	440,943	(128,110)	288,649	0	0	0	0	0	0	0	0	3,429,004	6,171,780
Sales, Services, and Rent	3,875	(474)	1,250	3,875	0	0	0	0	0	0	0	0	8,526	22,000
State Aid	0	5,355	(5,355)	475,359	0	0	0	0	0	0	0	0	475,359	5,956,080
Federal	1,082,117	1,358,851	3,009	10,122	0	0	0	0	0	0	0	0	2,454,099	61,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	71,824
Interest	0	173	108	39	0	0	0	0	0	0	0	0	320	5,000
Other	0	205	395	345	0	0	0	0	0	0	0	0	945	7,920
Revenue	4,038,852	2,210,862	(111,939)	783,235	0	0	0	0	0	0	0	0	6,921,010	15,043,494
Expense														
Salaries	869,947	577,565	637,073	781,188	0	0	0	0	0	0	0	0	2,865,773	8,294,943
Fringe Benefits	367,859	273,355	287,305	283,077	0	0	0	0	0	0	0	0	1,211,596	4,026,815
Outside Services	221,427	26,134	79,705	41,317	0	0	0	0	0	0	0	0	368,583	764,406
Advertising	3,549	19,461	28,224	11,876	0	0	0	0	0	0	0	0	63,110	181,500
Supplies	4,578	10,758	10,983	12,966	0	0	0	0	0	0	0	0	39,285	199,550
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	129	646	28,809	24,243	0	0	0	0	0	0	0	0	53,827	459,390
Telephone	81	0	3,712	3,702	0	0	0	0	0	0	0	0	7,495	55,000
Postage	1,952	0	6,223	174	0	0	0	0	0	0	0	0	8,349	37,500
Insurance	62,198	0	25,693	5,574	0	0	0	0	0	0	0	0	93,465	146,000
Travel & Mileage	311	2,298	1,475	713	0	0	0	0	0	0	0	0	4,797	78,262
Tuition Waivers	1,177	73,833	43,715	598	0	0	0	0	0	0	0	0	119,323	207,000
Library Books & Equipment	21,729	1,408	5,739	30	0	0	0	0	0	0	0	0	28,906	101,220
Other	876	3,582	4,061	17,112	0	0	0	0	0	0	0	0	25,631	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	376,908
Expense	1,555,813	989,040	1,162,717	1,182,570	0	0	0	0	0	0	0	0	4,890,140	15,043,494
Income	2,483,039	1,221,822	(1,274,656)	(399,335)	0	0	0	0	0	0	0	0	2,030,870	0

4.008 Personnel Report

New hires, terminations, and status changes from October 9 to November 12, 2020.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Jaime Kurowski, TRiO Talent Search Coordinator – North, effective November 6, 2020.

Retirements:

- None.

4.009 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between October 9, 2020 and November 12, 2020.

Total Donors:	101
New Gifts:	\$67,374.36
Pledge Payments:	\$11,478
New Pledges:	\$0