

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, March 18, 2021
Meeting Time: 7:00 p.m.
Location of Meeting: Newport Center Room 106, Alpena Campus
Date of Notice: Friday, March 12, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, March 18, 2021, at 7:00 p.m. The meeting will be held in person though some restrictions on physical attendance in the room may apply. The meeting will also be available via Webex videoconferencing software and an overflow room will be available adjacent to the Board meeting.

All citizens are invited to participate in the remote meeting and can join via phone, computer, or a video conferencing system.

Join by phone:

+1-415-655-0003

Meeting number (access code): 185 325 1888#

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

Join from a video system or application:

Copy the following address into a web browser: 1853251888@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 185 325 1888

Meeting password: PmktQJjk

Webex attendees are asked to mute their microphones except during public comment.

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, March 18, 2021, 7:00 p.m.
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 the February 18, 2021, 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
 - 2.798 HLC Distance Delivery Substantive Change Application Approval.....2
 - 2.799 Tuition Rate for Fiscal Year 20223
- 12) Information Items
 - 4.019 Financial Report.....4
 - 4.020 Personnel Report8
 - 4.021 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: April 15, 2021, 7:00 p.m. The meeting is tentatively scheduled to be held in person in Newport Center 106, but this may change to remote delivery due to pandemic restrictions
- 17) Adjournment

2.798 HLC Distance Delivery Substantive Change Application Approval

The Higher Learning Commission (HLC) recognizes that change at institutions of higher learning is constant, and it supports institutional efforts to improve educational quality. Depending on the type of change an institution plans to make — expanding its academic offerings, opening a new location, changing its mission, etc. — it may be required to apply for prior HLC approval or notify HLC of the change.

When prior approval is required, the institution must submit an application describing the change. The application will be reviewed by HLC staff or peer reviewers (depending on the complexity of the change), and an HLC decision-making body will take final action to approve or deny the request. This process ensures that institutions continue to meet HLC's standards as they evolve and grow.

As enrollment increases in the area for online classes, Alpena Community College would like to obtain approval from the Higher Learning Commission to provide distance learning in all associates degrees, programs, and certificates.

In order to complete the substantive change application, the Higher Learning Commission requires internal approval by the board of trustees.

Therefore, the following resolution is proposed:

That the Alpena Community College Board of Trustees supports the submission of a Distance Delivery Substantive Change Application to the Higher Learning Commission for approval to provide distance education in all associate degrees, programs and certificates.

2.799 Tuition Rate for Fiscal Year 2022

Alpena Community College receives revenue from three main sources: appropriations from the State of Michigan, a 2.5 mills assessment on properties in the Alpena Public Schools district, and tuition and fees. In recent years, revenue from state appropriations and property taxes have been limited due to downward economic influences in Michigan. In order to maintain a balanced budget, Alpena Community College looks first to managing expenses wherever feasible. Secondly, the College looks to bring in additional revenue to maintain high standards of service to students and community members.

The College is always mindful of the cost of education and its impact on students. There are a number of scholarship and grant opportunities available to students to help defray the cost of education, including a number of scholarships given annually by the ACC Foundation.

For Fiscal Year 2022, College officials are proposing to increase tuition approximately 3%; with no tuition increase for FY 2021, this modest increase is expected to partially offset a 7.7% decline in enrollment for FY 2021.

ACC continues to be highly affordable to students especially compared to four-year institutions, and continues to provide great value to all in Northeast Lower Michigan. ACC's costs are also competitive with similar community colleges who enjoy better property tax revenues.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the following tuition rate for the 2022 fiscal year effective with Fall Semester 2021.

Tuition	From	To
In-District Tuition (per contact hour)	\$137.00	\$141.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$217.00	\$224.00

4.019 Financial Report

Monthly General Fund Revenue and Expense through February 2021 (Year to Year Actual Comparison)

- The property tax receipts of \$2,463,457 are \$473,464 more than those for February 2020, higher due to timing of receipts.
- Tuition/fee receipts of \$5,772,689 are \$306,153 less primarily due to lower than expected enrollments for Spring registrations.
- State aid is as expected.
- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through February. The College has applied for the forgiveness portion of the program and awaiting determination.
- Instruction and Instructional Support are as expected for this time of year.
- Student services is as expected for this time of year due to the changeover in registrar from last year.
- Institutional Administration is higher as expected due to the addition of the Alumni Relations position, and changes in healthcare coverage.
- Physical plant is lower due to timing of payment to Alpena Police Department, lower overtime, and energy costs.
- All other expense areas are as expected for this time of year.
- Net income through the eighth month of the year shows as a gain of \$3,514,874, due to PPP funds recorded, reduced by lower than anticipated tuition and fee revenue.

Monthly General Fund Revenue and Expense through February 2021 (Budget to Actual Comparison)

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

General Fund Month to Month Comparison through February 2021

- February property taxes were higher due to the timing of winter tax receipts.
- Faculty overload and other extra pays occur in February.
- Outside services was substantially up for the month because of \$78,250 of charges from Consumers Energy training.
- All other Month-to-Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Eight Months Ending February 28, 2021

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	2,463,457	1,989,993	473,464
Tuition/Fees	5,772,689	6,078,842	(306,153)
Sales, Service, and Rent	13,546	16,608	(3,062)
State Aid	2,794,257	2,799,755	(5,498)
Local	0	0	0
State	0	0	0
Federal	2,472,192	36,276	2,435,916
Cost Recovery	0	0	0
Interest	664	11,539	(10,875)
Other	2,977	3,571	(594)
Revenue	13,519,782	10,936,584	2,583,198
Expense			
Instruction	5,012,846	4,892,665	120,181
OIT	715,777	705,934	9,843
Public Service	0	0	0
Instruction Support	981,318	952,121	29,197
Student Services	942,433	1,023,710	(81,277)
Institutional Administration	1,396,190	1,357,893	38,297
Physical Plant	956,344	1,016,712	(60,368)
Expense	10,004,908	9,949,035	55,873
Income	3,514,874	987,549	2,527,325
Net Assets - Beginning of Year	1,499,720	1,484,515	1,499,720
Net Assets - End of Year	5,014,594	2,472,064	4,027,045

Alpena Community College
Comparative Income Statement
General Fund
For the Eight Months Ending February 28, 2021

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
Revenue					
Property Tax	2,747,891	2,463,457	(284,434)	89.65%	74.44%
Tuition/Fees	6,171,780	5,772,689	(399,091)	93.53%	100.76%
Sales, Services, and Rent	22,000	13,546	(8,454)	61.57%	75.49%
State Aid	5,956,080	2,794,257	(3,161,823)	46.91%	47.32%
Federal	61,000	2,472,192	2,411,192	4052.77%	62.78%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	664	(4,336)	13.28%	461.56%
Other	7,920	2,977	(4,943)	37.59%	49.60%
Revenue	15,043,495	13,519,782	(1,523,713)	89.87%	73.99%
Expense					
Salaries	8,294,944	5,943,827	2,351,117	71.66%	71.42%
Fringe Benefits	4,026,815	2,598,446	1,428,369	64.53%	64.90%
Outside Services	764,787	599,613	165,174	78.40%	83.12%
Advertising	181,500	129,349	52,151	71.27%	74.80%
Supplies	200,040	89,842	110,198	44.91%	52.68%
Rental	0	0	0	#DIV/0!	0.00%
Utilities	459,390	192,677	266,713	41.94%	43.00%
Telephone	55,000	22,193	32,807	40.35%	47.91%
Postage	37,500	20,878	16,622	55.67%	54.85%
Insurance	146,000	127,813	18,187	87.54%	96.13%
Travel & Mileage	78,262	8,409	69,853	10.74%	45.53%
Tuition Waivers	207,000	177,472	29,528	85.74%	94.58%
Library Books & Equipment	100,349	44,205	56,144	44.05%	64.83%
Other	115,000	50,186	64,814	43.64%	31.08%
Transfers	376,908	0	376,908	0.00%	3.84%
Expense	15,043,495	10,004,910	5,038,585	66.51%	67.31%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	3,514,872
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	5,014,593

Alpena Community College
General Fund Month to Month Tracking
For the Eight Months Ending February 28, 2021

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	125,338	405,809	16,764	4,846	6,573	312,328	742,673	849,127	0	0	0	0	2,463,458	2,747,890
Tuition/Fees	2,827,522	440,943	(128,110)	288,649	1,727,207	353,189	242,419	20,869	0	0	0	0	5,772,688	6,171,780
Sales, Services, and Rent	3,875	(474)	1,250	3,875	0	1,020	125	3,875	0	0	0	0	13,546	22,000
State Aid	0	5,355	(5,355)	475,359	679,944	555,057	538,663	545,234	0	0	0	0	2,794,257	5,956,080
Federal	1,082,117	1,358,851	3,009	10,122	3,912	4,285	3,995	5,900	0	0	0	0	2,472,191	61,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	71,824
Interest	0	173	108	39	51	0	0	294	0	0	0	0	665	5,000
Other	0	205	395	345	360	720	462	490	0	0	0	0	2,977	7,920
Revenue	4,038,852	2,210,862	(111,939)	783,235	2,418,047	1,226,599	1,528,337	1,425,789	0	0	0	0	13,519,782	15,043,494
Expense														
Salaries	869,947	577,565	637,073	781,188	635,130	921,431	647,922	873,571	0	0	0	0	5,943,827	8,294,943
Fringe Benefits	367,859	273,355	287,305	283,077	309,985	388,938	298,440	389,486	0	0	0	0	2,598,445	4,026,815
Outside Services	221,427	26,134	79,705	41,337	64,223	41,334	25,790	99,662	0	0	0	0	599,612	764,787
Advertising	3,549	19,461	28,224	11,876	7,346	10,950	31,673	16,270	0	0	0	0	129,349	181,500
Supplies	4,578	10,758	10,983	12,966	24,053	10,620	6,756	9,128	0	0	0	0	89,842	200,040
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	129	646	28,809	24,243	28,586	40,548	33,840	35,875	0	0	0	0	192,676	459,390
Telephone	81	0	3,712	3,702	3,752	3,729	6,808	409	0	0	0	0	22,193	55,000
Postage	1,952	0	6,223	174	5,681	1,355	5,000	493	0	0	0	0	20,878	37,500
Insurance	62,198	0	25,693	5,574	(2,156)	36,504	0	0	0	0	0	0	127,813	146,000
Travel & Mileage	311	2,298	1,475	713	396	2,075	968	173	0	0	0	0	8,409	78,262
Tuition Waivers	1,177	73,833	43,715	598	0	(150)	57,299	1,000	0	0	0	0	177,472	207,000
Library Books & Equipment	21,729	1,408	5,739	30	101	749	13,770	678	0	0	0	0	44,204	100,349
Other	876	3,582	4,061	17,112	2,225	1,635	3,285	17,409	0	0	0	0	50,185	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	1,182,590	1,079,322	1,459,718	1,131,551	1,444,154	0	0	0	0	10,004,905	15,043,494
Income	2,483,039	1,221,822	(1,274,656)	(399,355)	1,338,725	(233,119)	396,786	(18,365)	0	0	0	0	3,514,877	0

4.020 Personnel Report

New hires, terminations, and status changes from February 11 to March 9, 2021.

New Hires:

- Bryan Shellenbarger, Part-Time Custodian – Oscoda Campus, effective 02/23/2021.
- Michael Blewett, ESP2 TRiO Advisor - North, effective 03/08/2021.
- Bridget Hollinshead, ESP2 Switchboard Operator, effective 03/08/2021.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Transfers:

- None.

Retirements:

- None.

4.021 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between February 11 and March 8, 2021.

Total Donors:	38
New Gifts:	\$246,771.50
Pledge Payments:	\$7,278.00
New Pledges:	\$0