

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 19, 2021
Meeting Time: 7:00 p.m.
Location of Meeting: Newport Center, Room 106, and Online Via Webex
Date of Notice: Friday, August 13, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 19, 2021. The meeting will begin at 7:00 p.m. in Newport Center, Room 106; the meeting will also be broadcast remotely via Webex videoconferencing software.

All citizens are invited to participate in the meeting either in person or remotely via phone, computer, or a video conferencing system. An overflow room will be available if in-person attendance exceeds recommendations for social distancing.

Join by phone:

+1-415-655-0003

Meeting number (access code): 161 151 4442#

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

Join from a video system or application:

Copy the following address into a web browser: <http://1611514442@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 161 151 4442

Meeting password: 5U7BvTtEMR3

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, August 19, 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 Minutes of the June 17, 2021, Regular Board Meeting Closed Session and the Proposed Minutes of the July 30, 2021, Special 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
 - 2.812 Bids for Childbirth Simulator2
 - 2.813 Trustee Exemption for Adjunct Instruction3
 - 2.814 Proposed Changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy6
- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: September 16, 2021, 7:00 p.m. The meeting is tentatively scheduled to be held in person in the Newport Center, Room 106, but this may change to remote delivery due to pandemic restrictions
- 17) Adjournment

2.812 Bids for Childbirth Simulator

One additional childbirth simulator is needed for the newly renovated Nursing lab in Van Lare Hall. The five-year, \$2,250,000 SIP Grant will fund the purchase of this advanced simulation technology.

A request for proposal (RFP) was drafted and sent to three different manufacturers (CAE Healthcare, Gaumard Scientific, and Laerdal Medical Corporation) on July 1, 2021. An optional bidders' conference call was held on July 20, 2021. No bidders called in.

Two bids were received; CAE Healthcare did not submit a bid due to the requirement that the simulator have the capacity to simulate a c-section. Final quotes from Gaumard Scientific and Laerdal Medical Corporation are shown below in USD (\$) and include shipping, installation, training, and warranty coverage.

Vendor	Vendor Location	Total Cost
Gaumard Scientific	Miami, FL	\$63,187.00
Laerdal Medical Corporation	Norway	\$68,273.14

The selection committee met on August 9, 2021. The selection committee's average scores out of 100 for each vendor are below.

Gaumard Scientific: 100
Laerdal Medical Corporation: 83

The chosen bidder was unanimously agreed upon.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of one childbirth simulator from Gaumard Scientific at a cost not to exceed \$63,187.00. This purchase shall be made utilizing SIP Grant funds.

2.813 Trustee Exemption for Adjunct Instruction

Due to a recent faculty retirement, the College is searching for instructors to teach Economics courses for Fall Semester 2021. While the College intends to fill the teaching position with a full-time faculty member, that process will not begin until after the start of Fall classes. Until a full-time faculty member is found, the College has decided to offer the classes with adjunct instructors.

ACC Trustee Joseph Gentry II previously taught Economics for the College prior to his appointment to the Board of Trustees in 2004. Since his appointment to the Board he has not taught for the College so as to avoid any potential conflicts of interest.

Michigan law MCL 15.321 et seq., outlines the general rule that a public servant (which clearly includes a College trustee) may not be a party, directly or indirectly, to any contract between himself or herself and the public entity served. In addition, the public servant is prohibited from soliciting, directly or indirectly, a contract between himself or herself and the public entity.

However, the statute contains a number of exceptions to the general rule. At least one of those exceptions would appear to be applicable to ACC's current situation. MCL 15.223 provides that the prohibition does not apply to either of the following:

- a) a public servant who is paid for working an average of 25 hours per week or less for a public entity
- b) a public servant who is an employee of a public community college, junior college or state college or university

Under the scenario mentioned above, Trustee Gentry could teach as an adjunct instructor with a work schedule of less than 25 hours per week; thus the arrangement would fall within exception (a) above.

In order for a public servant, covered by an exception, to properly contract with the public entity, there are also certain additional requirements which are summarized below:

1. There must be written disclosure of the financial interest by the trustee to the President of the Board at least 7 days prior to the Board voting on the question of whether to approve the arrangement.
2. The above disclosure must be made public in the same manner as the public notice of the meeting. If the public servant will receive a benefit of more than \$5,000.00 the disclosure must also be made at a public meeting held at least 7 days prior to the meeting at which the vote is taken under #3 below.
3. The contract must be approved by 2/3 of the full membership of the Board without the vote of interested trustee.

4. A summary must be contained in the minutes and must include (a) the names of the parties (b) the terms of the contract, including length, financial consideration and the nature of the assignment.

Based on the above statute, a trustee could be paid to perform instructional services for up to 25 hours per week so long as the terms of the arrangement were properly disclosed in writing to the Board and to the public and the contract receive approval by vote of at least 2/3 of the Board, with the interested trustee abstaining.

Due to the unusual circumstances regarding finding an adjunct instructor on short notice, College officials have asked Trustee Gentry if he would be interested in teaching two Economics classes for Fall Semester 2021. Trustee Gentry has expressed interest with the stipulation that the College follow the aforementioned exemption steps.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves a contract with Trustee Joseph Gentry II as an adjunct instructor to teach two Economics courses for Fall Semester 2021.

Joseph Gentry II
118 Kensington Ct.
Alpena, MI 49707

August 12, 2021

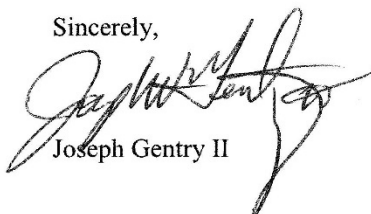
TO: John Briggs, Chair, Alpena Community College Board of Trustees
RE: Written Disclosure of Financial Interest

Chairman Briggs:

I wish to enter into a contract with Alpena Community College to be an adjunct instructor to teach two sections of Economics 232, Macro Economics. The contract will be for Fall Semester 2021, August 30 to December 16, 2021.

My compensation for teaching those courses would be \$1,800 per course, for a total compensation of \$3,600.

Sincerely,



Joseph Gentry II

2.814 Proposed Changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy

College officials have recently reviewed Policy 5011, Tuition Waiver for Campus Activity Program Policy. Based on that review and recent situations related to student athletes, College officials are proposing changes to the policy, including:

- Increasing the total number of contact hours waived by the College per fiscal period.
- Eliminating the in-district stipulation on tuition waivers.
- Adding a book and fee waiver which will allow students to receive money beyond their tuition expenses not covered by federal financial aid (TIP and Pell).

ACC Athletic Director Cindy DeRocher said of the proposed changes, “Currently we have situations that impact some of our best student athletes who qualify for state and federal aid. In some cases these athletes do not need the athletic contact hours we offer. However, they do need help with books and fees. Coaches believe if we can offer a book stipend to play the sport it will tip the student’s decision in our direction over another college or university.”

Proposed changes to the policy are indicated in red below:

The Board of Trustees authorizes College officials to initiate procedures which will implement a program of tuition waivers in selected activity areas that will make available to designated key participants a waiver of ~~in-district~~ tuition in an amount not to exceed 30 contact hours per year per student with a grand total of such waivers not to exceed ~~600~~ 660 contact hours per fiscal period. ~~and that annual progress reports be provided during a three-year trial period.~~ In addition, this policy allows students a book and fee waiver only when the student’s contact hours are covered by another source; the approval of these waivers will come from the Dean of Students and be based on established procedures. The book and fee waiver amounts will not exceed the equivalent amount allowed for contact hours. Annual progress reports will be provided.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves upon first reading changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy.

4.028 Financial Report

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

- The property tax receipts of \$149,712 are \$24,374 more than those for July 2020, due to timing of receipts.
- Tuition/fee receipts of \$2,744,157 are \$83,365 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 of 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.
- There were three payrolls processed in July for both FY21 and FY22.
- Institutional Administration is high due to timing of workers compensation and professional dues payments.
- Net income through the first month of the new fiscal year shows as a gain of \$1,252,302, which is typical for this time of year, when fall tuition receipts have built up and considering last year's PPP funds recorded.

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

- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through July 2021

- The Month-to-Month comparisons are tracking as expected except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Month Ending July 31, 2021

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
Revenue			
Property Tax	149,712	125,338	24,374
Tuition/Fees	2,744,157	2,827,522	(83,365)
Sales, Service, and Rent	3,875	3,875	0
State Aid	0	0	0
Local	0	0	0
State	0	0	0
Federal	(4,030)	1,082,117	(1,086,147)
Cost Recovery	0	0	0
Interest	0	0	0
Other	(21)	0	(21)
Revenue	2,893,693	4,038,852	(1,145,159)
Expense			
Instruction	675,276	651,154	24,122
OIT	276,523	260,817	15,706
Public Service	0	0	0
Instruction Support	168,574	150,836	17,738
Student Services	116,143	115,811	332
Institutional Administration	264,373	232,451	31,922
Physical Plant	140,502	144,742	(4,240)
Expense	1,641,391	1,555,811	85,580
Income	1,252,302	2,483,041	(1,230,739)
Net Assets - Beginning of Year	1,499,720	1,499,720	1,499,720
Net Assets - End of Year	2,752,022	3,982,761	268,981

Alpena Community College
Comparative Income Statement
General Fund
For the Month Ending July 31, 2021

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
Revenue					
Property Tax	2,824,143	149,712	(2,674,431)	5.30%	4.56%
Tuition/Fees	6,142,728	2,744,157	(3,398,571)	44.67%	45.81%
Sales, Services, and Rent	22,000	3,875	(18,125)	17.61%	17.61%
State Aid	6,136,901	0	(6,136,901)	0.00%	0.00%
Federal	61,000	(4,030)	(65,030)	-6.61%	1773.96%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	0.00%
Other	7,920	(21)	(7,941)	-0.27%	0.00%
Revenue	15,271,516	2,893,693	(12,377,823)	18.95%	26.85%
Expense					
Salaries	8,425,297	882,885	7,542,412	10.48%	10.49%
Fringe Benefits	4,125,285	383,286	3,741,999	9.29%	9.14%
Outside Services	808,213	254,581	553,632	31.50%	28.95%
Advertising	241,500	600	240,900	0.25%	1.96%
Supplies	197,400	6,314	191,086	3.20%	2.30%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	133	470,257	0.03%	0.03%
Telephone	55,000	2	54,998	0.00%	0.15%
Postage	37,500	400	37,100	1.07%	5.21%
Insurance	142,000	53,564	88,436	37.72%	42.60%
Travel & Mileage	80,062	726	79,336	0.91%	0.39%
Tuition Waivers and Dues	205,000	33,853	171,147	16.51%	0.57%
Library Books & Equipment	95,880	24,415	71,465	25.46%	21.65%
Other	74,000	631	73,369	0.85%	0.76%
Transfers	313,989	0	313,989	0.00%	0.00%
Expense	15,271,516	1,641,390	13,630,126	10.75%	10.34%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	1,252,303
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	2,752,024

**Alpena Community College
General Fund Month to Month Tracking
For the Month Ending July 31, 2021**

Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD	Budget
Revenue														
Property Tax	149,712	0	0	0	0	0	0	0	0	0	0	0	149,712	2,824,142
Tuition/Fees	2,744,157	0	0	0	0	0	0	0	0	0	0	0	2,744,157	6,142,728
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	6,136,901
Federal	(4,030)	0	0	0	0	0	0	0	0	0	0	0	(4,030)	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	(21)	0	0	0	0	0	0	0	0	0	0	0	(21)	7,920
Revenue	2,893,693	0	0	0	0	0	0	0	0	0	0	0	2,893,693	15,271,515
Expense														
Salaries	882,885	0	0	0	0	0	0	0	0	0	0	0	882,885	8,425,296
Fringe Benefits	383,286	0	0	0	0	0	0	0	0	0	0	0	383,286	4,125,285
Outside Services	254,581	0	0	0	0	0	0	0	0	0	0	0	254,581	808,213
Advertising	600	0	0	0	0	0	0	0	0	0	0	0	600	241,500
Supplies	6,314	0	0	0	0	0	0	0	0	0	0	0	6,314	197,400
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	133	0	0	0	0	0	0	0	0	0	0	0	133	470,390
Telephone	2	0	0	0	0	0	0	0	0	0	0	0	2	55,000
Postage	400	0	0	0	0	0	0	0	0	0	0	0	400	37,500
Insurance	53,564	0	0	0	0	0	0	0	0	0	0	0	53,564	142,000
Travel & Mileage	726	0	0	0	0	0	0	0	0	0	0	0	726	80,062
Tuition Waivers and Dues	33,853	0	0	0	0	0	0	0	0	0	0	0	33,853	205,000
Library Books & Equipment	24,415	0	0	0	0	0	0	0	0	0	0	0	24,415	95,880
Other	631	0	0	0	0	0	0	0	0	0	0	0	631	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	313,989
Expense	1,641,390	0	0	0	0	0	0	0	0	0	0	0	1,641,390	15,271,515
Income	1,252,303	0	0	0	0	0	0	0	0	0	0	0	1,252,303	0

4.029 Personnel Report

New hires, terminations, and status changes from June 9 to August 12, 2021.

New Hires:

- Brian Schorn, Full-Time Faculty – Fine Arts Instructor, effective 07/26/2021.
- Todd Crandall, Part Time Custodian, effective 08/24/2021.

Re-Hires:

- Robert Mills, Faculty – Program Director Criminal Justice/Lead Instructor Criminal Justice, effective 08/02/2021.

Transfers:

- Bonnie Schopfer, Adjunct – Nursing to Faculty – Nursing, effective 08/02/2021.
- Susan Cook, Transferred from Adjunct – Computer Science to FT Faculty – Business Information Systems/Computer Information Systems Instructor, effective 08/09/2021.
- William Shatrau, Transfer from Sub-Custodian to Full Time Custodian, effective 08/23/2021.

Resignations:

- John Nowlin, FT Faculty – Utility Technology Technician Instructor, effective 08/02/2021.

Retirements:

- Margaret Ricker, FT Faculty – Economics/Political Science Instructor, effective 08/01/2021.
- Garth Gapske, Full Time Custodian, effective 09/01/2021.

Name Changes:

- April Barres to April Jett, Learning Resource Center Technician, effective 06/24/2021.

4.030 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between June 9, 2021 and August 10, 2021.

Total Donors: 142

New Gifts:	\$80,220.21
Pledge Payments:	\$18,636.00
New Pledges:	\$0