

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 18, 2021  
**Meeting Time:** 7:00 p.m. regular meeting  
**Location of Meeting:** Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, and Online Via Webex  
**Date of Notice:** Friday, November 12, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 18, 2021, at 7:00 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street; 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. Participants should be aware that the meeting may be recorded.

**Join by phone:**

+1-415-655-0003

Meeting number (access code): 2421 879 0582#

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://24218790582@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2421 879 0582

Meeting password: x9W3pD2WZen

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, November 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 Minutes of the October 21, 2021, Regular Board Meeting
- 5) Introduction of Guests and Public Comment
  - Reminder: Public Comment time limit has changed to three minutes
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Student Report
- 9) Faculty Report
- 10) President’s Report
- 11) Action Items
  - 2.825 Bids: Classroom Chairs.....2
  - 2.826 Bids: Snow Plowing and Removal .....3
- 12) Information Items
  - 4.037 Financial Report.....4
  - 4.038 Personnel Report.....8
  - 4.039 Gifts and Grants Report .....9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: December 16, 2021, 7:00 p.m. The meeting is tentatively scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center, but this may change due to pandemic conditions.
- 17) Adjournment

**2.825 Bids: Classroom Chairs**

Alpena Community College solicited bids for 581 replacement classroom chairs. The current classroom chairs in the Besser Technical Center, Natural Resources Center, and World Center for Concrete Technology were purchased in the late 1990s and have reached the end of their usable life.

The chair style was chosen to be easier to clean and disinfect. These features will save work time and also enable the College to utilize HERFF money to pay for the purchase.

Vendors were selected through a public advertisement and bidding process during the Van Lare Hall renovation project. In order to provide the greatest flexibility for the placement of furniture, and to ensure consistency between buildings, these additional chairs will match those that were purchased for the Van Lare Hall project as well as the chairs that are currently in the Newport Center.

Two bids were received for the 581 replacement chairs:

<b>Vendor</b>	<b>City</b>	<b>Total Cost</b>
Custer Inc.	Traverse City, MI	\$82,504
Interphase Interiors	Traverse City, MI	\$127,356

College officials have evaluated the bids and determined the low bid from Custer, Inc., meets the specifications.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the bid from Custer Inc., of Traverse City, Michigan, for \$82,504 for the purchase of 581 replacement classroom chairs for use in Besser Technical Center, the Natural Resources Center, and the World Center for Concrete Technology.

## **2.826 Bids: Snow Plowing and Removal**

The College periodically requires snow plowing and removal throughout the winter season to ensure that students, employees, and visitors can move around the campuses safely. Pinning down a specific cost for the service is impossible due to the unpredictable nature of snowfall in Northeast Lower Michigan.

The College solicited bids for 2021-22 snow removal for the Alpena Campus by placing an ad in *The Alpena News*. No responses were received.

College officials then contacted last year's vendor, Morgan Forest Products, to solicit their interest in providing snow plowing and removal services. The vendor proposed a contract which specified an hourly snow plowing rate of \$65 and an hourly snow removal rate of \$100 with a minimum fee of \$20,000 for the year.

College officials have evaluated the proposal and recommend it for approval.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves a contract with Morgan Forest Products of Alpena, Michigan, for snow plowing and removal for the 2021-22 year. The hourly rate for snow plowing will be \$65; the hourly rate for snow removal will be \$100. The minimum fee for the year will be \$20,000.

#### 4.037 Financial Report

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

- The property tax receipts of \$585,123 are \$32,367 more than those for October 2020, due to both unexpected and expected increases.
- Tuition/fee receipts of \$3,448,694 are \$19,689 higher primarily due to faster early college enrollments.
- State aid for the current year is \$846,231. This includes a regular monthly payment of \$530,070, plus \$225,700 as a one-time appropriation payment and a semiannual personal property tax payment of \$90,461. This is the first payment of the year.
- The difference in Federal is due to \$2,435,600 in Paycheck Protection Program funding recorded through September of 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.
- The General Fund received \$323,123 for lost tuition and fee revenue through Federal HEERF funds.
- There were three payrolls processed in July for both FY 21 and FY 22.
- There is an overall increase in wage and fringe benefits of about 3% this year
- Physical Plant is as expected for this time of year.
- Net income through the fourth month of the year shows a gain of \$158,291.

##### Monthly General Fund Revenue and Expense through October 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 October 2021

- Contract services in July includes the annual maintenance contract with Ellucian for about \$173,000.
- Salaries and fringe benefits were higher due to full-time faculty overload pay and department chair stipends.
- Outside services jumped due to annual elevator maintenance of \$14,988 and \$16,105 of audit fees charged.
- Insurance payments are paid irregularly.
- Other includes bank fees as part of the use of credit cards for tuition and fee charges.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

**Alpena Community College**  
**General Fund**  
**Year-to-Year Actual Comparison**  
**For the Four Months Ending October 31, 2021**

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
<b>Revenue</b>			
Property Tax	585,123	552,756	32,367
Tuition/Fees	3,448,694	3,429,005	19,689
Sales,Service,and Rent	10,908	8,526	2,382
State Aid	846,231	475,359	370,872
Local	0	0	0
State	0	0	0
Federal	17,383	2,454,099	(2,436,716)
Federal - HEERF	323,123	0	323,123
Cost Recovery	0	0	0
Interest	0	0	0
Other	1,179	945	234
<b>Revenue</b>	<b>5,232,641</b>	<b>6,920,690</b>	<b>(1,688,049)</b>
<b>Expense</b>			
Instruction	2,368,681	2,284,135	84,546
OIT	462,097	452,613	9,484
Public Service	0	0	0
Instruction Support	512,594	488,057	24,537
Student Services	510,876	467,305	43,571
Institutional Administration	755,177	741,150	14,027
Physical Plant	464,925	456,901	8,024
<b>Expense</b>	<b>5,074,350</b>	<b>4,890,161</b>	<b>184,189</b>
Income	158,291	2,030,529	(1,872,238)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	2,162,544	3,530,249	(372,518)

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Four Months Ending October 31, 2021**

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Comple e	FY 2021 Complete
<b>Revenue</b>					
Property Tax	2,824,143	585,123	(2,239,020)	20.72%	20.12%
Tuition/Fees	6,142,728	3,448,694	(2,694,034)	56.14%	55.56%
Sales, Services, and Rent	22,000	10,908	(11,092)	49.58%	38.75%
State Aid	6,136,901	846,231	(5,290,670)	13.79%	7.98%
Federal	61,000	17,383	(43,617)	28.50%	4023.11%
Federal - HEERF	0	323,123	323,123	0.00%	0.00%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	6.38%
Other	7,920	1,179	(6,741)	14.89%	11.93%
Revenue	15,271,516	5,232,641	(10,038,875)	34.26%	46.01%
<b>Expense</b>					
Salaries	8,425,297	2,900,869	5,524,428	34.43%	34.55%
Fringe Benefits	4,125,285	1,339,988	2,785,297	32.48%	30.09%
Outside Services	808,213	363,067	445,146	44.92%	48.20%
Advertising	241,500	78,610	162,890	32.55%	34.77%
Supplies	197,400	46,351	151,049	23.48%	19.74%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	53,213	417,177	11.31%	11.72%
Telephone	55,000	8,187	46,813	14.89%	13.63%
Postage	37,500	6,848	30,652	18.26%	22.26%
Insurance	142,000	96,893	45,107	68.23%	64.02%
Travel & Mileage	80,062	2,538	77,524	3.17%	6.05%
Tuition Waivers and Dues	205,000	121,982	83,018	59.50%	57.64%
Library Books & Equipment	95,880	33,156	62,724	34.58%	28.81%
Other	74,000	22,648	51,352	30.61%	22.29%
Transfers	313,989	0	313,989	0.00%	0.00%
Expense	15,271,516	5,074,350	10,197,166	33.23%	32.51%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	158,291
Net Assets - Beginning of Year	2,004,253	2,004,253
Net Assets - End of Year	2,004,253	2,162,544

**Alpena Community College**  
**General Fund Month to Month Tracking**  
**For the Four Months Ending October 31, 2021**

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	149,712	419,118	12,580	3,713	0	0	0	0	0	0	0	0	585,123	2,824,142
Tuition/Fees	2,744,157	261,721	(43,723)	486,539	0	0	0	0	0	0	0	0	3,448,694	6,142,728
Sales, Services, and Rent	3,875	88	2,480	4,465	0	0	0	0	0	0	0	0	10,908	22,000
State Aid	0	0	0	846,231	0	0	0	0	0	0	0	0	846,231	6,136,901
Federal	4,030	1,694	8,490	3,169	0	0	0	0	0	0	0	0	17,383	61,000
Federal	0	0	0	323,123	0	0	0	0	0	0	0	0	323,123	0
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)	50	430	720	0	0	0	0	0	0	0	0	1,179	7,920
Revenue	2,901,753	682,671	(19,743)	1,667,960	0	0	0	0	0	0	0	0	5,232,641	15,271,515
Expense														
Salaries	882,885	594,919	629,295	793,769	0	0	0	0	0	0	0	0	2,900,868	8,425,296
Fringe Benefits	383,286	284,605	316,012	356,086	0	0	0	0	0	0	0	0	1,339,989	4,125,285
Outside Services	254,581	20,309	25,832	62,346	0	0	0	0	0	0	0	0	363,068	808,213
Advertising	600	15,325	49,650	13,035	0	0	0	0	0	0	0	0	78,610	241,500
Supplies	6,314	8,975	16,314	14,749	0	0	0	0	0	0	0	0	46,352	197,400
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	133	10,922	13,948	28,211	0	0	0	0	0	0	0	0	53,214	470,390
Telephone	2	1,394	3,377	3,414	0	0	0	0	0	0	0	0	8,187	55,000
Postage	400	98	6,285	65	0	0	0	0	0	0	0	0	6,848	37,500
Insurance	53,564	15,922	26,782	625	0	0	0	0	0	0	0	0	96,893	142,000
Travel & Mileage	726	105	427	1,280	0	0	0	0	0	0	0	0	2,538	80,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	0	0	0	0	0	0	0	0	121,982	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	0	0	0	0	0	0	0	0	33,156	95,880
Other	631	4,652	3,713	13,652	0	0	0	0	0	0	0	0	22,648	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	313,989
Expense	1,641,390	1,041,196	1,097,844	1,293,923	0	0	0	0	0	0	0	0	5,074,353	15,271,515
Income	1,260,363	(358,525)	(1,117,587)	374,037	0	0	0	0	0	0	0	0	158,288	0



#### **4.038 Personnel Report**

New hires, terminations, and status changes from October 13 to November 9, 2021.

##### New Hires:

- None.

##### Re-Hires:

- None.

##### Transfers:

- None.

##### Resignations:

- None.

##### Terminations:

- None.

##### Retirements:

- None.

##### Name Changes:

- None.

#### **4.039 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between October 13, 2021 and November 8, 2021.

#### **Total Donors: 88**

New Gifts:	\$32,777.11
Pledge Payments:	\$5,278
New Pledges:	\$0