

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, December 16, 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, December 12, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, December 16, 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 214 2848#

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://24212142848@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2421 214 2848

Meeting password: Z7AwZP6RB98

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, December 16, 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 November 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
  - 2.827 Bids: Video Wall Equipment for Fitzpatrick Family Lecture Hall.....2
  - 2.828 Resolution of Support for Change in Early Middle College Student Athletic Eligibility.....3
- 12) Information Items
  - 4.040 Financial Report.....4
  - 4.041 Personnel Report.....8
  - 4.042 Gifts and Grants Report .....9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: January 20, 2022, 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

## **2.827 Bids: Video Wall Equipment for Fitzpatrick Family Lecture Hall**

Thanks to the generosity of Tim and Sue Fitzpatrick, ACC is moving forward with the design and construction of the Fitzpatrick Family Lecture Hall. The new facility will be a \$1.45 million addition to the Ruth C. Julian Hall of Health Sciences on the Johnson Street side of Van Lare Hall. Seating approximately 60, the lecture hall will be very beneficial to ACC and the community, offering flexibility and modern technology to support a wide range of instructional purposes.

Part of the new technology featured in the lecture hall will be a video wall; this equipment will be used to project a variety of lectures, presentations, and other content. As currently envisioned, the video wall system will integrate with the College's Cisco videoconferencing system by using Cisco equipment. In addition to the large video wall, the equipment list will include:

- Two confidence monitors for presenter support
- Several cameras for the presenter and audience
- Wireless microphones for presenters and audience
- Wired microphone suspended from the ceiling
- Pendant-style ceiling speakers
- A lectern which will hold a Cisco touch panel for controlling the system
- A Mersive Solstice pod for sharing wireless content
- A rolling, lockable storage rack for the AV room

College officials are working with Room Ready of Normal, Illinois, as a consultant on the project; final bids from vendors are pending.

The video wall project has not been finalized at the time this agenda was distributed. ACC officials will continue to refine the bid information with the intention of distributing a final action item to the Board of Trustees for consideration at the December 16 Board meeting.

## **2.828 Resolution of Support for Change in Early Middle College Student Athletic Eligibility**

As previously reported to the Board of Trustees, ACC President Dr. Don MacMaster has worked with a group of community college representatives to promote a change in the National Junior College Athletic Association (NJCAA) rules to allow 13<sup>th</sup> year early middle college students to participate in college sports.

In a letter dated November 15, 2021, Dr. Trevor Kubatske, president of Lake Michigan College, makes the following request to Dr. Betty Young, president of Hocking College and a member of the NJCAA board:

“Dr. Young, I ask that you take to the NJCAA Board our request to allow students in the 13th year of Michigan’s formal Early Middle College be eligible for inter-collegiate athletics. The only difference in a student a year after high school and an EMC student is one has accepted the challenge of rigorous academics; let’s not penalize them for such a right decision.”

The Alpena Community College Board of Trustees supports changing NJCAA rules to allow 13<sup>th</sup> year early middle college students to play college athletics.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees supports allowing 13<sup>th</sup> year early middle college students to play college athletics and endorses any and all rule changes which will enable these student athletes to achieve their highest potential in academics and athletics.

#### 4.040 Financial Report

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

- The property tax receipts of \$588,945 are \$29,616 more than those for November 2020, due to both unexpected and expected increases.
- Tuition/fee receipts of \$4,882,524 are \$273,687 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$1,441,824. This includes two regular monthly payments of \$530,000, plus \$225,700 as a one-time appropriation payment, early receipt of an offset payment, higher MPERS offset contribution, 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
- Institutional Administration is higher due to the timing of the workers compensation insurance payment, annual payment instead of semi-annual, but at a 25% lower cost per year.
- Physical Plant is as expected for this time of year.
- Net income through the fifth month of the year shows a gain of \$1,110,445.

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

- Contract services in July includes the annual maintenance contract with Ellucian for about \$173,000.
- Salaries and fringe benefits were as expected.
- Outside services is as expected.
- Insurance payments are paid irregularly.
- 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 Five Months Ending November 30, 2021**

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
<b>Revenue</b>			
Property Tax	588,945	559,329	29,616
Tuition/Fees	4,882,524	5,156,211	(273,687)
Sales,Service,and Rent	11,408	8,526	2,882
State Aid	1,441,824	1,155,303	286,521
Local	0	0	0
State	0	0	0
Federal	21,499	2,458,011	(2,436,512)
Federal - HEERF	323,123	0	323,123
Cost Recovery	0	0	0
Interest	0	371	(371)
Other	2,169	0	2,169
<b>Revenue</b>	<b>7,271,492</b>	<b>9,337,751</b>	<b>(2,066,259)</b>
<b>Expense</b>			
Instruction	2,911,839	2,838,040	73,799
OIT	519,652	511,202	8,450
Public Service	0	0	0
Instruction Support	623,032	596,452	26,580
Student Services	601,692	574,519	27,173
Institutional Administration	927,405	880,345	47,060
Physical Plant	577,427	568,924	8,503
<b>Expense</b>	<b>6,161,047</b>	<b>5,969,482</b>	<b>191,565</b>
Income	1,110,445	3,368,269	(2,257,824)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	3,114,698	4,867,989	(758,104)

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Five Months Ending November 30, 2021**

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
<b>Revenue</b>					
Property Tax	2,824,142	588,945	(2,235,197)	20.85%	20.35%
Tuition/Fees	6,142,728	4,882,524	(1,260,204)	79.48%	83.54%
Sales, Services, and Rent	22,000	11,408	(10,592)	51.85%	38.75%
State Aid	6,136,901	1,441,824	(4,695,077)	23.49%	19.40%
					4029.53
Federal	61,000	21,499	(39,501)	35.24%	%
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%	7.42%
Other	7,920	2,169	(5,751)	27.39%	16.48%
Revenue	<u>15,271,515</u>	<u>7,271,492</u>	<u>(8,000,023)</u>	<u>47.61%</u>	<u>62.08%</u>
<b>Expense</b>					
Salaries	8,425,296	3,541,919	4,883,377	42.04%	42.21%
Fringe Benefits	4,125,285	1,636,434	2,488,851	39.67%	37.79%
Outside Services	808,213	397,828	410,385	49.22%	56.59%
Advertising	241,500	92,776	148,724	38.42%	38.82%
Supplies	197,400	67,039	130,361	33.96%	31.82%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	84,227	386,163	17.91%	17.94%
Telephone	55,000	17,279	37,721	31.42%	20.45%
Postage	37,500	7,480	30,020	19.95%	37.41%
Insurance	142,000	124,175	17,825	87.45%	62.54%
Travel & Mileage	80,062	4,163	75,899	5.20%	6.55%
Tuition Waivers and Dues	205,000	128,362	76,638	62.62%	57.64%
Library Books & Equipment	95,880	34,480	61,400	35.96%	28.91%
Other	74,000	24,886	49,114	33.63%	24.22%
Transfers	313,989	0	313,989	0.00%	0.00%
Expense	<u>15,271,515</u>	<u>6,161,048</u>	<u>9,110,467</u>	<u>40.34%</u>	<u>39.68%</u>

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	1,110,444
Net Assets - Beginning of Year	<u>2,004,253</u>	<u>2,004,253</u>
Net Assets - End of Year	<u><u>2,004,253</u></u>	<u><u>3,114,697</u></u>

**Alpena Community College**  
**General Fund Month to Month Tracking**  
**For the Five Months Ending November 30, 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	3,822	0	0	0	0	0	0	0	588,945	2,824,142
Tuition/Fees	2,744,157	261,721	(43,723)	486,539	1,433,830	0	0	0	0	0	0	0	4,882,524	6,142,728
Sales, Services, and Rent	3,875	88	2,480	4,465	500	0	0	0	0	0	0	0	11,408	22,000
State Aid	0	0	0	846,231	595,593	0	0	0	0	0	0	0	1,441,824	6,136,901
Federal	4,030	1,694	8,490	3,169	4,117	0	0	0	0	0	0	0	21,500	61,000
Federal - HEERF	0	0	0	323,123	0	0	0	0	0	0	0	0	323,123	71,824
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	7,920
Other	(21)	50	430	720	990	0	0	0	0	0	0	0	2,169	0
<b>Revenue</b>	<b>2,901,753</b>	<b>682,671</b>	<b>(19,743)</b>	<b>1,667,960</b>	<b>2,038,852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,271,493</b>	<b>15,271,515</b>
Expense														
Salaries	882,885	594,919	629,295	793,769	641,050	0	0	0	0	0	0	0	3,541,918	8,425,296
Fringe Benefits	383,286	284,605	316,012	351,763	300,768	0	0	0	0	0	0	0	1,636,434	4,125,285
Outside Services	254,581	20,309	25,832	62,346	34,761	0	0	0	0	0	0	0	397,829	808,213
Advertising	600	15,325	49,650	13,035	14,166	0	0	0	0	0	0	0	92,776	241,500
Supplies	6,314	8,975	16,314	14,749	20,687	0	0	0	0	0	0	0	67,039	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	31,014	0	0	0	0	0	0	0	84,228	470,390
Telephone	2	1,394	3,377	3,414	9,092	0	0	0	0	0	0	0	17,279	55,000
Postage	400	98	6,285	65	633	0	0	0	0	0	0	0	7,481	37,500
Insurance	53,564	15,922	26,782	625	27,282	0	0	0	0	0	0	0	124,175	142,000
Travel & Mileage	726	105	427	1,280	1,626	0	0	0	0	0	0	0	4,164	80,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	6,380	0	0	0	0	0	0	0	128,362	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	1,323	0	0	0	0	0	0	0	34,479	95,880
Other	631	4,652	3,713	13,652	2,238	0	0	0	0	0	0	0	24,886	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	313,989
<b>Expense</b>	<b>1,641,390</b>	<b>1,041,196</b>	<b>1,097,844</b>	<b>1,289,600</b>	<b>1,091,020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,161,050</b>	<b>15,271,515</b>
<b>Income</b>	<b>1,260,363</b>	<b>(358,525)</b>	<b>(1,117,587)</b>	<b>378,360</b>	<b>947,832</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,110,443</b>	<b>0</b>



#### **4.041 Personnel Report**

New hires, terminations, and status changes from November 10 to December 8, 2021.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

#### **4.042 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between November 9 and December 8, 2021.

#### **Total Donors: 113**

New Gifts:	\$40,480.00
Pledge Payments:	\$2,678.00
New Pledges:	\$0