

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, May 19, 2022
Meeting Time: 5:30 p.m. budget workshop; 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, May 13, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, May 19, 2022, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The meeting will start with a FY 2023 budget workshop at 5:30 p.m. and the regular meeting will begin at 7:00 p.m. The meeting will 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): 2424 567 3185#

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://24245673185@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2424 567 3185

Meeting password: URgGxJR5u32

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, May 19, 2022, 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 April 21, 2022, 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
 - 2.838 Labor Contract with the Alpena Community College Educational Support Professional MEA/NEA2
- 12) Information Items
 - 4.055 Financial Report.....4
 - 4.056 Personnel Report.....8
 - 4.057 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: June 16, 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

2.838 Labor Contract with the Alpena Community College Educational Support Professional MEA/NEA

The current four-year contract between Alpena Community College and the Alpena Community College Educational Support Professional MEA/NEA expires on June 30, 2022. Negotiations for a successor four-year contract concluded with tentative agreement, and since then members of the union have ratified the agreement.

The ACC Trustees have received a summary of provisions on which tentative agreement was reached. Trustees have been periodically updated on the bargaining process and at this time there appear to be no unaddressed concerns.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the labor contract with the Alpena Community College Educational Support Professional MEA/NEA on which tentative agreement has been reached and ratification by the union has been accomplished.

**ESP Labor Contract Tentative Agreement
Summary of Changes
Tentative Agreement April 2022**

- 4-year contract 7/1/2022 – 6/30/2026
- Updated sick leave under Article 1, C., 6., e.: Employees regularly scheduled to work less than 975 annual hours will be eligible for sick leave...
- Changed the probationary period from 3 months to 60 calendar days
- Removed the 10% decrease in pay while on probation
- Removed the entire section on Provisional Employee (ESP II)
- Evaluations will be conducted annually instead of bi-annually
- Added verbiage to Article 4, B., 2. “If there are no jobs in the same classification that the employee can perform, the employee shall be moved in the same manner in the next lower classification. **If this occurs, the employee will retain the higher classification wage while they are in this position.”**
- Added verbiage under Article 4, C., 1. “Employee(s) to be laid off shall be given a thirty (30) calendar day advanced notice and copies of such notice shall be provided to the Union.”
- Added verbiage regarding vacation calculation
- Wage increases:
 - 2022: 4% + steps
 - 2023: 3% + steps
 - 2024: 2% + steps
 - 2025: 1.5% + steps
- Increases to ESP II Longevity:
 - Beyond 5 years of service: \$750
 - Beyond 10 years of service: \$1,250
 - Beyond 15 years of service: \$1,750
 - Beyond 20 years of service: \$2,250
- Added verbiage regarding the payment of the \$500 Educational stipend: The stipend will be paid over sixteen (16) pay periods beginning with the first pay date in September.

4.055 Financial Report

Monthly General Fund Revenue and Expense through April 2022 (Year to Year Actual Comparison)

- The property tax receipts of \$2,811,460 are \$77,353 more than those for April 2021, as expected.
- Tuition/fee receipts of \$5,564,403 are \$360,887 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$4,139,859. This includes seven regular monthly payments of \$530,053, plus \$225,700 as a one-time appropriation payment, receipt of an offset payment, higher MPERS offset contribution, and a semiannual personal property tax payment of \$90,461. This is the first personal property tax 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 \$763,887 for lost tuition and fee revenue and recovered bad debt generated during the pandemic through Federal HEERF funds.
- Student Services is higher due to increasing ACC's digital footprint by more than \$30,000.
- Institutional Administration difference is lower than anticipated due to professional fees coming in \$25,000 less than last year.
- Physical Plant is higher than expected due to increases in natural gas prices.
- Net income through the tenth month of the year shows a gain of \$848,463.

Monthly General Fund Revenue and Expense through April 2022 (Budget to Actual Comparison)

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

General Fund Month to Month Comparison through April 2022

- No property tax collected in April.
- 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 Ten Months Ending April 30, 2022

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
Revenue			
Property Tax	2,811,460	2,734,107	77,353
Tuition/Fees	5,564,403	5,925,290	(360,887)
Sales,Service,and Rent	26,589	18,296	8,293
State Aid	4,139,859	3,871,583	268,276
Local	0	0	0
State	0	0	0
Federal	39,972	2,479,387	(2,439,415)
Federal - HEERF	763,887	0	763,887
Cost Recovery	397	0	397
Interest	0	981	(981)
Other	7,034	0	7,034
Revenue	13,353,601	15,029,644	(1,676,043)
Expense			
Instruction	6,245,477	6,153,623	91,854
OIT	837,058	835,766	1,292
Public Service	0	0	0
Instruction Support	1,240,996	1,215,736	25,260
Student Services	1,173,830	1,102,322	71,508
Institutional Administration	1,702,358	1,673,546	28,812
Physical Plant	1,305,419	1,251,093	54,326
Expense	12,505,138	12,232,086	273,052
Income	848,463	2,797,558	(1,949,095)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	2,852,716	4,297,278	(449,375)

Alpena Community College
Comparative Income Statement
General Fund
For the Ten Months Ending April 30, 2022

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
Revenue					
Property Tax	2,824,142	2,811,460	(12,682)	99.55%	99.50%
Tuition/Fees	6,144,628	5,564,403	(580,225)	90.56%	96.01%
Sales, Services, and Rent	22,000	26,589	4,589	120.86%	83.16%
State Aid	6,136,901	4,139,859	(1,997,042)	67.46%	65.00%
Federal	61,000	39,972	(21,028)	65.53%	4064.57%
Federal - HEERF	0	763,887	763,887	0.00%	0.00%
Cost Recovery	71,824	397	(71,427)	0.55%	0.00%
Interest	5,000	0	(5,000)	0.00%	19.62%
Other	7,920	7,034	(886)	88.81%	51.57%
Revenue	15,273,415	13,353,601	(1,919,814)	87.43%	0.00%
Expense					
Salaries	8,425,296	7,335,812	1,089,484	87.07%	87.83%
Fringe Benefits	4,125,285	3,334,921	790,364	80.84%	79.99%
Outside Services	809,613	686,536	123,077	84.80%	88.52%
Advertising	252,000	178,953	73,047	71.01%	75.52%
Supplies	197,400	131,289	66,111	66.51%	59.20%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	340,557	129,833	72.40%	65.96%
Telephone	55,000	29,248	25,752	53.18%	53.20%
Postage	37,500	20,628	16,872	55.01%	73.66%
Insurance	142,000	123,733	18,267	87.14%	87.54%
Travel & Mileage	79,062	22,328	56,734	28.24%	11.61%
Tuition Waivers and Dues	205,000	201,177	3,823	98.14%	89.01%
Library Books & Equipment	95,880	48,837	47,043	50.94%	52.64%
Other	74,000	51,118	22,882	69.08%	52.10%
Transfers	304,989	0	304,989	0.00%	0.00%
Expense	15,273,415	12,505,137	2,768,278	81.88%	81.31%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	848,464
Net Assets - Beginning of Year	2,004,253	2,004,253
Net Assets - End of Year	2,004,253	2,852,717

Alpena Community College General Fund Month to Month Tracking For the Ten Months Ending April 30, 2022

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	195,352	953,903	640,165	433,094	0	0	0	2,811,459	2,824,142
Tuition/Fees	2,744,157	261,721	(43,723)	486,539	1,433,830	353,356	228,597	5,344	54,080	40,502	0	0	5,564,403	6,144,628
Sales, Services, and Rent	3,875	88	2,480	4,465	500	6,900	406	400	1,830	5,645	0	0	26,589	22,000
State Aid	0	0	0	846,231	595,593	530,053	530,053	586,175	521,701	530,053	0	0	4,139,859	6,136,901
Federal	4,030	1,694	8,490	3,169	4,117	4,705	2,536	5,048	3,679	2,505	0	0	39,973	61,000
Federal - HEERF	0	0	0	323,123	0	0	397	0	440,764	0	0	0	764,284	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	1,310	1,120	925	780	730	0	0	4,865	7,920
Other	(21)	50	430	720	990	0	0	0	0	0	0	0	2,169	0
Revenue	2,901,753	682,671	(19,743)	1,667,960	2,038,852	1,091,676	1,717,012	1,238,057	1,455,928	579,435	0	0	13,353,601	15,273,415
Expense														
Salaries	882,885	594,919	629,295	793,769	641,050	940,764	616,835	916,345	673,883	646,066	0	0	7,335,811	8,425,296
Fringe Benefits	383,286	284,605	316,012	345,796	300,768	403,197	294,604	396,889	304,481	305,281	0	0	3,334,919	4,125,285
Outside Services	254,581	20,309	25,832	62,346	34,761	55,511	24,378	26,418	135,402	47,000	0	0	686,538	809,613
Advertising	600	15,325	49,650	13,035	14,166	12,059	27,257	21,997	15,977	8,887	0	0	178,953	252,000
Supplies	6,314	8,975	16,314	14,749	20,687	6,070	11,237	12,658	16,520	17,764	0	0	131,288	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	48,743	47,166	43,047	90,624	26,750	0	0	340,558	470,390
Telephone	2	1,394	3,377	3,414	9,092	3,699	3,142	858	3,252	1,018	0	0	29,248	55,000
Postage	400	98	6,285	65	633	1,569	5,000	104	6,370	104	0	0	20,628	37,500
Insurance	53,564	15,922	26,782	625	27,282	0	(555)	114	0	0	0	0	123,734	142,000
Travel & Mileage	726	105	427	1,280	1,626	3,153	4,432	2,476	3,015	5,088	0	0	22,328	79,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	6,380	0	62,542	2,994	7,111	169	0	0	201,178	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	1,323	9,115	745	809	3,073	615	0	0	48,836	95,880
Other	631	4,652	3,713	13,652	2,238	2,603	2,055	13,040	5,861	2,673	0	0	51,118	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	304,989
Expense	1,641,390	1,041,196	1,097,844	1,283,633	1,091,020	1,486,483	1,098,838	1,437,749	1,265,569	1,061,415	0	0	12,505,137	15,273,415
Income	1,260,363	(358,525)	(1,117,587)	384,327	947,832	(394,807)	618,174	(199,692)	190,359	(481,980)	0	0	848,464	0

4.056 Personnel Report

New hires, terminations, and status changes from April 14 to May 11, 2022.

New Hires:

- Jake Gallagher, Full-Time Custodian, effective April 25, 2022.

Re-Hires:

- None.

Transfers:

- Brandi Markey, Transfer from ESP1Accounts Payable Secretary/Cashier to ESP2 Financial Aid Advisor, effective 05/02/2022 and fully transition into the position 07/01/2022.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

4.057 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between April 13 and May 10, 2022.

Total Donors: 44

New Gifts:	\$22,804.00
Pledge Payments:	\$278.00
New Pledges:	\$0.00