

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 18, 2022
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, August 12, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 18, 2022, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The regular meeting will begin at 7:00 p.m. and 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): 2433 255 7779#

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://24332557779@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2433 255 7779

Meeting password: fHnZAwuV737

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

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, August 18, 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 June 16, 2022, Closed Session and the Proposed Minutes of the 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
 - 2.847 Proposed Changes to Policy 7010 Alcohol and Drug Prevention Policy2
 - 2.849 Bids for Replacement of the Concrete Sidewalk to Van Lare Hall14
- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: September 15, 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

2.847 Proposed Changes to Policy 7010 Alcohol and Drug Prevention Policy

Alpena Community College employs legal counsel to periodically review and update the institution's policies and procedures. Recent changes to the State of Michigan's laws pertaining to the use and possession of marijuana necessitated a review of ACC's Alcohol and Drug Prevention Policy 7010.

After a thorough review and consultation with ACC administrators and bargaining unit representatives, legal counsel is recommending changes to ACC's Policy 7010, Alcohol and Drug Prevention.

The proposed changes include:

- Introduction of a new formatting style for ACC policies and procedures.
- Definitions of key terms.
- Integration of procedures into the policy.
- Introduction of reasonable suspicion testing.
- Listing of documents associated with the policy including a Drug and Alcohol Reasonable Suspicion Report and an Alcohol and Drug Testing Consent Authorization form.
- Inclusion of language for employee disciplinary action.

Following is the text of the current Policy 7010 and the text of the proposed changes.

Karen Bennett is in attendance this evening to discuss the proposed policy changes.

CURRENT VERSION

Policy 7010, Alcohol and Drug Prevention Policy

Adopted by the Alpena Community College Board of Trustees on April 16, 2014. Amended with correction of Administrative Procedure 7510 on August 21, 2014; December 19, 2019.

It is the policy of Alpena Community College to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse.

Federal and state laws regarding the possession, use and distribution of alcohol and drugs are enforced by local and state law enforcement authorities. Alpena Community College supports such enforcement. Violators are subject to criminal prosecution and criminal sanctions. A description of applicable legal sanctions under local, state and federal laws is available on the College website.

Alpena Community College prohibits the possession, use, or sale of alcohol in any public or private area of campus, unless approval has been obtained in advance in accordance with the College's Administrative Procedure 7510.

Michigan law prohibits the possession or consumption of alcohol by anyone under the age of 21. In addition, it is illegal under Michigan law to sell, furnish, or provide alcohol to a person under the age of 21. These laws are enforced by local and state police authorities and the College supports such enforcement. Violators are subject to criminal sanctions.

Any violations of law or policy regarding alcohol or illicit drugs will also be treated as a separate disciplinary matter by the College and may result in disciplinary action, up to and including dismissal or discharge under the College's Student Code of Conduct and/or Employment policies.

The College provides informational materials regarding drug and alcohol abuse to students and employees, including information regarding the health risks associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment, rehabilitation services available in the community and employee assistance programs. Such information is contained in the College's Alcohol and Drug Prevention Annual Disclosure which is sent to every student and employee annually and may be obtained through the Office of Human Resources or the Office of Academic and Student Affairs and on the college website at www.alpenacc.edu.

In accordance with applicable laws, including the Drug-Free Schools and Communities Act, this Policy is subject to biennial review by the Safety Policies and Procedures Compliance Committee.

Please see Administrative Procedure 7510 pertaining to this policy.

PROPOSED NEW VERSION

I. Policy Subsection:

7010 Drug and Alcohol Policy

II. Policy Statement

It is the policy of Alpena Community College to prevent the possession, use, or distribution of illicit drugs, including marijuana, and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse. This policy is in compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g).

This Policy covers the use, possession, distribution, purchase, sale, dispensation and/or manufacturing of alcohol, marijuana and controlled substances, as defined by state and federal law, (collectively referred to as “Covered Substances” as defined in this Policy) on College property, in College buildings or vehicles and/or in connection with any College activity, all of which is prohibited, unless an Exception is expressly provided in this Policy or other Policies or Procedure approved by the Board of Trustees.

Michigan law also prohibits the possession or consumption of alcohol by anyone under the age of 21. In addition, it is illegal under Michigan law to sell, furnish, or provide alcohol to a person under the age of 21. These laws, together with laws regarding the possession, use and distribution of alcohol and drugs are enforced by local and state police authorities and the College supports such enforcement. Violators are subject to criminal sanctions.

Any violations of law or policy by a College employee regarding alcohol or illicit drugs will also be treated as a separate disciplinary matter by the College and may result in disciplinary action, up to and including termination of employment under this Policy and/or other College Employment Policies.

All College employees must report actual or suspected violations of this policy to their immediate supervisor. The Director of Human Resources (or Designee) shall have responsibility for administering the testing program and making decisions regarding pre-employment, reasonable suspicion, and post-accident testing in accordance with procedures approved in connection with this Policy.

For students, including residents of College Park Apartments, violations shall be referred to the Dean of Students (or Designee) for disciplinary action in accordance with the Student Code of Conduct together with other applicable Codes of Conduct (e.g., Athletic Code of Conduct, Nursing Code of Conduct).

The College provides informational materials regarding drug and alcohol abuse to students and employees, including information regarding the health risks associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment,

rehabilitation services available in the community and employee assistance programs. Such information is contained in the College's Alcohol and Drug Prevention Annual Disclosure which is sent to every student and employee annually and may be obtained through the Office of Human Resources or the Office of Academic and Student Affairs and on the college website at www.alpenacc.edu.

In accordance with applicable laws, including the Drug-Free Schools and Communities Act, this Policy is subject to biennial review by the Safety Policies and Procedures Compliance Committee.

III. Reason for Policy

Drug and alcohol use or abuse may pose a threat to the health and safety of Alpena Community College students, staff, and community members, and to the security of our equipment and facilities. The risks associated with the use or abuse of drugs or alcohol are numerous. These include physical and mental impairment as well as effects on professional and personal lives. Use or abuse of drugs, including marijuana in any form, or alcohol, can negatively impact job or academic performance and attendance and can jeopardize continued employment or status as a student or volunteer. This policy is designed to maintain a drug-free work and learning environment and to comply with the requirements of local, state and federal laws.

IV. Entities Affected by this Policy

Persons covered by this policy include employees, students, applicants for employment, persons engaged on the premises of the college as independent contractors, volunteers, vendors, and persons participating in or attending college-sponsored programs.

V. Who Should Read This Policy?

- Students
- Employees
- Applicants for employment
- Board of Trustees members
- Volunteers

VI. Related Documents

- Drug-Free Workplace Act
- Drug Free Schools and Communities Act
- Drug and Alcohol Abuse Prevention Program (DAAPP) Drug and Alcohol Biennial Review Document Employee Agreement to Submit to Medical Review Student Code of Conduct
- Other Codes of Conduct or Handbooks (Resident, Athlete, Scholarship etc)
- Employee Handbook
- Administrative Procedure 7510

VII. Contacts

Policy Owners:

- Director of Human Resources
- Dean of Students
- Director of Student Life and Campus Housing

VIII. Definitions

A. Covered substances: This policy covers the following substances:

1. Alcohol in any form.
2. Controlled or illegal drugs or substances (including hallucinogens, barbiturates, depressants, stimulants, cannabinoids, opioids, club drugs, dissociative drugs and any other compounds or drugs whose use, possession, or transfer is restricted or prohibited by law).
3. Marijuana in any form.
4. Any substance that influences a person in a way that jeopardizes the safety of the person or other persons or hinders the person's ability or any other person's ability to perform work responsibilities. This includes synthetic drugs.

B. Employee: Includes any person who receives employment compensation from the College including administrators, faculty, staff, adjunct employees, temporary employees, and student employees.

C. Student: The term "student" includes persons who have been issued a student number at Alpena Community College and are currently enrolled, or admitted and show intent to enroll, or withdrawn from a specific course or the College after allegedly violating the Student Code.

D. On Duty/Off Duty:

As used in this policy, the term "on duty" refers to:

- Any time period or circumstance when the employee is performing college business as required or assigned, regardless of the location of performing the work.

As used in this policy, the term "off duty" includes the following:

- Scheduled vacation time, sick time, personal time

- Any time period or circumstance when the employee is not scheduled to work, and is not actually performing work as required or assigned

An off-duty employee who is required to be available to perform work or undertake college duties, as needed, or in the event of an emergency, shall be considered off-duty unless or until such employee undertakes such duties. Such employees shall assure that an authorized designee is readily available to undertake such responsibilities if the employee is unable to do so.

IX. Exceptions

1. The legal use of prescribed drugs (other than medical marijuana which is prohibited by Federal law) is permitted, provided the medication is used in accordance with the prescribed instructions and the use does not endanger any individual or impair an employee's ability to perform their responsibilities in a proper and safe manner. If the side effects of prescription medication may jeopardize an employee's ability to perform responsibilities safely, the employee shall consult with their supervisor. The supervisor shall consult with Human Resources to determine appropriate action.
2. Possession and use of any marijuana on college property or in any college vehicle is expressly prohibited. Use of marijuana by an employee on duty, whether on college property or not, is expressly prohibited. Legal marijuana use off campus, during non-work time and unrelated to any college event or activity is not prohibited unless it causes drowsiness or other side effects that impairs the ability of the student, employee, or volunteer to perform responsibilities or participate in the educational programs of the College properly and safely.
3. If approval has been obtained in accordance with College Administrative Procedure 7510 to serve alcohol at an event held at the College, the legal use or consumption of alcohol at such event by any student, employee or volunteer is permitted, unless the employee is directed by their supervisor that, due to the nature of their duties during the event, they may not consume alcohol. In all cases, alcohol consumption shall be limited to such use which does not impair the ability of the student, employee, or volunteer to perform responsibilities or participate in the educational programs of the College properly and safely. In all cases, students, employees and volunteers shall not operate a motor vehicle during or following an event at the College if they have a blood alcohol concentration (BAC) above the legal limit in the jurisdiction.
4. Legal use of alcohol off-campus is permitted for employees and volunteers while attending work-related conferences and social events (i.e., College sponsored events) unless the employee has been directed otherwise by their supervisor, provided that it does not impair the ability of the employee, or volunteer to perform responsibilities or participate in the educational programs of the College properly and safely, provided that employees and volunteers shall not operate a

motor vehicle during such conferences and events if they have a blood alcohol concentration (BAC) which is above the legal limit in the jurisdiction.

X. Procedures

A. Recognition of symptoms of drug or alcohol use or abuse:

It is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. Reports regarding prohibited use or abuse of drugs or alcohol by a student (or the reasonable suspicion of such prohibited use or abuse) can be made to the Dean of Students (or Designee), Police, Director of Student Life and Housing, or to any Campus Safety Authority. College officials who receive reports of prohibited use or abuse of drugs or alcohol by a student shall immediately provide a copy of such report to the Dean of Students and to the Clery Coordinator.

Reports regarding prohibited use or abuse of drugs or alcohol by an employee (or the reasonable suspicion of such prohibited use or abuse) should be made to the supervisor for such employee if such supervisor is available. When the employee's supervisor is not available, the report should be made to the Director of Human Resources (or Designee.)

When a supervisor observes or is made aware of signs or symptoms of prohibited use or abuse of alcohol or drugs or observes or is made aware of work performance or behavior signs that could affect the safety of the individual or others, Human Resources must be contacted to determine the appropriate course of action.

All Supervisors, the Dean of Students, Director of Student Life and Housing and the Director of Human Resources (and all designees) shall receive annual training on the signs and symptoms of alcohol and drug use and abuse.

Signs and symptoms of drug or alcohol use or abuse may include:

1. Changes in temperament, speech pattern or coherence
2. Changes in physical condition, coordination, appearance, gait, balance
3. Increased absences
4. Increased errors in judgment or mistakes

Any report of suspected use or abuse of drugs or alcohol shall include specific objective information. Reports regarding employees shall be made using an approved form referred to as "Drug and Alcohol Reasonable Suspicion Report" in the manner described below.

B. Reasonable Suspicion Testing

If an employee is suspected of violating this policy or any other related policies, a "Drug and Alcohol Reasonable Suspicion Report" should be submitted to the

Director of Human Resources (or Designee) by the employee's supervisor, or by the reporting party, if the supervisor is unavailable. The College will initiate an investigation through Human Resources to determine the appropriate course of action.

If the Director of Human Resources (or Designee) has a reasonable suspicion based on a report or direct observation, and reasonable inferences drawn from such report and/or observation, that the employee is using or has used drugs or alcohol in violation of College Policy, the Director may authorize a reasonable suspicion test, which will be conducted by a designated clinic or hospital. Such testing may also include a preliminary breath test administered by a law enforcement officer. If the employee has not already signed an Agreement to Submit to Medical Review, the employee will be asked to sign such an Agreement. If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

While awaiting the results of the test, the employee will be placed on administrative leave. Employees will continue to receive pay until results are determined. If the results of the test are negative, the employee will be reinstated without loss of pay or benefits. If the results are positive for an employee, a meeting with the employee, a union representative (if applicable), supervisor, and Human Resources will take place to discuss the consequences.

C. Post-Accident Testing

Where there is any evidence or indication that that an employee may have caused or contributed to a work accident which resulted in bodily injury or significant property damage, a post-accident drug and/or alcohol test may be required by the Director of Human Resources (or Designee.) Such testing may also include a preliminary breath test administered by a law enforcement officer. If the employee has not already signed an Agreement to Submit to Medical Review, the employee will be asked to sign such an Agreement. If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

D. Employee Disciplinary Action

Employees whose work performance is determined to be impaired as a result of use or abuse of drugs or alcohol (either on or off campus); or who use drugs or alcohol in violation of this Policy; or who have been convicted of violating any criminal drug or alcohol statute while on College property or while participating in College-sponsored programs off campus; or who otherwise violate this Policy are subject to disciplinary action.

The Director of Human Resources (or Designee) handles matters that require employee disciplinary action at Alpena Community College. The concept of

progressive discipline will be utilized where appropriate, in the discretion of the Director of Human Resources, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the College for a reported violation of our Drug and Alcohol Policy, provided that, corrective action shall in all cases be subject to the Zero Tolerance Policy stated below:

- **Verbal Notice:** The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting.
- **Written Warning:** A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee and placed in the Human Resource's employee file.
- **Suspension Without Pay:** A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee and placed in the Human Resource's employee file.
- **Final Written Warning:** The College may, at its discretion, choose to impose a final written warning in lieu of suspension.
- **Termination:** When it has been determined that an employee is unable or unwilling to meet the conditions of employment at ACC, termination results.
- **Zero Tolerance:** Being intoxicated or impaired by alcohol or drugs while on duty or while operating employer-owned vehicles or equipment is considered Zero Tolerance Misconduct. This form of verified intentional misconduct constitutes grounds for immediate termination of employment at ACC.

E. Action to be taken for suspected use or abuse by students:

If a student is suspected of violating the drug and alcohol policy or the Student Code of Conduct (Illegal or Unauthorized Possession/Use of Alcohol and Drugs), the Dean of Students (or Designee) will perform a Code of Conduct investigation to determine the appropriate course of action. For progressive discipline, see Student Code of Conduct.

F. Action to be taken for suspected use or abuse by volunteer:

If a volunteer is found to be in violation of this policy, the volunteer may be prohibited from holding future volunteer responsibilities for the College and/or may be referred to law enforcement authorities.

G. Action to be taken for refusal of pre-employment drug-screening (if applicable):

Applicants who refuse to participate in drug screening will not be hired or be able to reapply. Applicants who test positive will not be hired or able to reapply, unless they provide documentation from a licensed physician indicating the medical necessity of the prohibited substance.

H. Actions to be taken for crimes involving drugs or alcohol:

The Director of Human Resources, in consultation with the President of the College, shall have the responsibility for determining the appropriate course of action for employees who are convicted of drug or alcohol offenses during their employment with ACC. An employee must notify Human Resources prior to the beginning of their next scheduled work shift of any misdemeanor or felony conviction involving drugs or alcohol. Conviction of a crime involving drugs or alcohol may not warrant disciplinary action if the crime does not involve on-duty conduct or constitute a violation of College Policy or affect the ability of the employee to perform their job duties in a safe manner. However, Human Resources shall take appropriate action and may require the employee to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

I. Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

J. Prevention and awareness:

In compliance with the Drug Free Schools and Communities Act, Alpena Community College publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Alpena Community College students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at:

https://discover.alpenacc.edu/safety/docs/acc_alcohol_and_drug_prevention_annual_disclosure.pdf.

K. Guests:

Guests who are found in violation of this policy will be asked to leave campus.

L. Biennial Review:

The Drug and Alcohol Subcommittee of the Clery/Title IX Task Force will conduct a Biennial Review and provide to the Clery/Title IX Task Force and to the President for review and approval.

XI. Forms:

- Drug and Alcohol Reasonable Suspicion Report
- Alcohol and Drug Testing Consent Authorization

XII. Effective Date:

XIII. Policy History

Amends Policy 7010 Alcohol and Drug Prevention Policy

This policy will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures, programs, and the campus safety plan.

Adopted April 16, 2014

Revised August 21, 2014

Revised December 19, 2019

Revised _____, 2022

Next Review/Revision Date: June 2024

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the first reading of proposed changes to Policy 7010, Alcohol and Drug Prevention Policy.

2.849 Bids for Replacement of the Concrete Sidewalk to Van Lare Hall

For several years the sidewalk between Johnson Street and the main entrance of Van Lare Hall has become flooded and iced over during winter and spring thaws because the surrounding grade is several inches higher than the sidewalk surface. Upon review of the condition of the existing walk, Alpena Community College officials have determined the best course of action to correct the flooding is to raise the elevation of the sidewalk to allow for proper drainage.

The specifications and design of the new walk would be six inches thick and 10 feet wide (instead of the current eight feet wide walk) in order to provide for easier plowing in the winter months. Likewise, the new design would include less exaggerated curves to provide for easier snow removal while maintaining some of the meandering aesthetic appeal of the current walk. The work is to be completed in the late fall so that the flowers that are currently planted along the walk can be enjoyed for the remainder of the growing season. The construction is to be completed within a two-week timeframe (weather permitting).

A request for proposals was developed and advertised in *The Alpena News* to replace the existing 237 feet of sidewalk. The following two responses to the RFP were received:

Company	Location	Price
Spence Brothers	Saginaw, MI	\$35,695
Northern Concrete Services	Alpena, MI	\$36,000

Upon review of related work experience and references, Alpena Community College officials are recommending that Spence Brothers be awarded the contract for this project.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the replacement of the Van Lare Hall to Johnson Street sidewalk by Spence Brothers for an amount not to exceed \$35,695.

4.061 Financial Report

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

- The property tax receipts of \$188,266 are \$38,554 more than those for July 2021, due to timing of receipts.
- Tuition/fee receipts of \$2,796,651 are \$52,494 more primarily due to higher than expected enrollments.
- State aid for the current year is zero because of the normal start month of October.
- There were three payrolls processed in July for both FY 22 and FY 23.
- Instruction is lower due to a couple of faculty retirements.
- Institutional Administration is low 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 \$1,373,941, which is typical for this time of year, when fall tuition receipts have built up.

Monthly General Fund Revenue and Expense through July 2022 (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 2022

- 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, 2022

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	188,266	149,712	38,554
Tuition/Fees	2,796,651	2,744,157	52,494
Sales, Service, and Rent	6,528	3,875	2,653
State Aid	0	0	0
Local	0	0	0
State	0	0	0
Federal	2,711	4,030	(1,319)
Federal - HEERF	0	0	0
Cost Recovery	0	0	0
Interest	0	0	0
Other	25	(21)	46
Revenue	2,994,181	2,901,753	92,428
Expense			
Instruction	649,657	675,276	(25,619)
OIT	280,251	276,523	3,728
Public Service	0	0	0
Instruction Support	170,031	168,574	1,457
Student Services	116,989	116,143	846
Institutional Administration	253,052	264,373	(11,321)
Physical Plant	150,260	140,502	9,758
Expense	1,620,240	1,641,391	(21,151)
Income	1,373,941	1,260,362	113,579
Net Assets - Beginning of Year	2,895,404	2,004,253	891,151
Net Assets - End of Year	4,269,345	3,264,615	1,004,730

Alpena Community College
Comparative Income Statement
General Fund
For the Month Ending July 31, 2022

Description	FY 2023	FY 2022	FY 2023 Variance	FY 2023 Complete	FY 2022 Complete
	Budget	YTD Actual			
Revenue					
Property Tax	2,981,212	188,266	(2,792,946)	6.32%	5.30%
Tuition/Fees	5,712,193	2,796,651	(2,915,542)	48.96%	44.66%
Sales, Services, and Rent	22,000	6,528	(15,472)	29.67%	17.61%
State Aid	6,728,571	0	(6,728,571)	0.00%	0.00%
Federal	35,000	2,711	(32,289)	7.75%	6.61%
Federal - HEERF	0	0	0	0.00%	0.00%
Cost Recovery	75,000	0	(75,000)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	0.00%
Other	7,920	25	(7,895)	0.32%	-0.27%
Revenue	<u>15,566,896</u>	<u>2,994,181</u>	<u>(12,572,715)</u>	<u>19.23%</u>	<u>19.00%</u>
Expense					
Salaries	8,810,786	887,814	7,922,972	10.08%	10.48%
Fringe Benefits	4,256,695	377,519	3,879,176	8.87%	9.29%
Outside Services	787,516	219,803	567,713	27.91%	31.44%
Advertising	241,500	1,010	240,490	0.42%	0.24%
Supplies	162,250	5,699	156,551	3.51%	3.20%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	205	459,185	0.04%	0.03%
Telephone	18,000	730	17,270	4.06%	0.00%
Postage	35,000	76	34,924	0.22%	1.07%
Insurance	135,000	74,933	60,067	55.51%	37.72%
Travel & Mileage	65,396	238	65,158	0.36%	0.92%
Tuition Waivers and Dues	235,000	846	234,154	0.36%	16.51%
Library Books & Equipment	111,090	50,309	60,781	45.29%	25.46%
Other	77,000	1,058	75,942	1.37%	0.85%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	<u>15,594,020</u>	<u>1,620,240</u>	<u>13,973,780</u>	<u>10.39%</u>	<u>10.75%</u>

Description	FY 2023 Budget	FY 2022 YTD Actual
Income	(27,124)	1,373,941
Net Assets - Beginning of Year	2,885,404	2,004,253
Net Assets - End of Year	<u>2,858,280</u>	<u>3,378,194</u>

**Alpena Community College
General Fund Month to Month Tracking
For the Month Ending July 31, 2022**

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	188,266	0	0	0	0	0	0	0	0	0	0	0	188,266	2,981,212
Tuition/Fees	2,796,651	0	0	0	0	0	0	0	0	0	0	0	2,796,651	5,712,193
Sales, Services, and Rent	6,528	0	0	0	0	0	0	0	0	0	0	0	6,528	22,000
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	6,728,571
Federal	2,711	0	0	0	0	0	0	0	0	0	0	0	2,711	35,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	75,000
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Other	25	0	0	0	0	0	0	0	0	0	0	0	25	7,920
Revenue	2,994,181	0	0	0	0	0	0	0	0	0	0	0	2,994,181	15,566,896
Expense														
Salaries	887,814	0	0	0	0	0	0	0	0	0	0	0	887,814	8,810,786
Fringe Benefits	377,519	0	0	0	0	0	0	0	0	0	0	0	377,519	4,256,695
Outside Services	219,803	0	0	0	0	0	0	0	0	0	0	0	219,803	787,516
Advertising	1,010	0	0	0	0	0	0	0	0	0	0	0	1,010	241,500
Supplies	5,699	0	0	0	0	0	0	0	0	0	0	0	5,699	162,250
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	205	0	0	0	0	0	0	0	0	0	0	0	205	459,390
Telephone	730	0	0	0	0	0	0	0	0	0	0	0	730	18,000
Postage	76	0	0	0	0	0	0	0	0	0	0	0	76	35,000
Insurance	74,933	0	0	0	0	0	0	0	0	0	0	0	74,933	135,000
Travel & Mileage	238	0	0	0	0	0	0	0	0	0	0	0	238	65,396
Tuition Waivers and Dues	846	0	0	0	0	0	0	0	0	0	0	0	846	235,000
Library Books & Equipment	50,309	0	0	0	0	0	0	0	0	0	0	0	50,309	111,090
Other	1,058	0	0	0	0	0	0	0	0	0	0	0	1,058	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	199,397
Expense	1,620,240	0	0	0	0	0	0	0	0	0	0	0	1,620,240	15,594,020
Income	1,373,941	0	0	0	0	0	0	0	0	0	0	0	1,373,941	(27,124)

4.062 Personnel Report

New hires, terminations, and status changes from June 9 to August 9, 2022.

New Hires:

- Robert Enslin, Men's Baseball Head Coach, effective 07/01/2022.
- Lorie Cadieux-Lawrence, ESP1 Accounts Receivable Secretary/Cashier, effective 07/05/2022.
- Morgan Allen, Women's Assistant Basketball Coach, effective 07/13/2022.
- Nicholas Failla, Men's Basketball Assistant Coach, effective 08/27/2022.
- Daniel Sage, Men's Baseball Assistant Coach, effective 08/27/2022.
- Sarah Prevo, Women's Volleyball Assistant Coach, effective 08/27/2022.
- Bryan Shellenbarger, Part Time Maintenance – Oscoda Campus, effective 03/21/2022.

Re-Hires:

- None.

Transfers:

- Lauren Mantlo, ESP2 Learning Technology Technician transferred to ESP2 Learning Resource Center Library Technician, effective 06/14/2022.
- Morgan Hardies, Transferred from ESP2 Student Success Center Technician to ESP2 Learning Technology Technician, effective 07/25/2022.

Resignations:

- April Jett, ESP2 Learning Resources Center Technician, effective 05/21/2022.
- Dakota Prevo, Women's Assistant Basketball Coach, effective 07/01/2022.

Terminations:

- None.

Retirements:

- Robert Roose, Director of Financial Aid, effective 07/01/2022.
- William Matzke, Bookstore Manager, effective 07/01/2022.
- Robert Besaw, Maintenance, effective 07/01/2022.
- Matthew Dunckel, FT Faculty – History/Geography, effective 08/01/2022.

Name Changes:

- Jaimie LaBrecque to Jaimie Wilson, Assistant to the Director of Human Resources, effective 08/09/2022.

Position Name Changes:

- Jewel Lancaster, Faculty Technician for Student Services and Perkins Grant to Professional Staff Academic Counselor, effective 07/01/2022.

4.063 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between June 8 and August 7, 2022.

Total Donors:	212
New Gifts:	\$75,122.98
Pledge Payments:	\$1,556.00
New Pledges:	\$0.00