

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 17, 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, November 11, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 17, 2022, 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 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): 2434 945 5837#

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://24349455837@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2434 945 5837

Meeting password: viAGrAyc353

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, November 17, 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 October 20, 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
 - 2.859 Appointment of John Briggs to Serve as a Trustee on the Oscoda-Wurtsmith Airport Local Development Finance Authority2
 - 2.860 Purchase of Anatomage Virtual Dissection Table for the Oscoda Campus3
- 12) Information Items
 - 4.070 Financial Report.....4
 - 4.071 Personnel Report.....8
 - 4.072 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: December 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.
- 17) Adjournment

2.859 Appointment of John Briggs to Serve as a Trustee on the Oscoda-Wurtsmith Airport Local Development Finance Authority

WHEREAS, the Charter Township of Oscoda has established a Certified Alternative Energy Park and Local Development Finance Authority, pursuant to PA 281 of 1986 as amended by PA 290 of 2012, involving all properties located within the boundaries of Oscoda-Wurtsmith Airport; and

WHEREAS, PA 281 of 1986 states that the Local Development Finance Authority shall be under the supervision and control of a Board of Trustees that includes one (1) member representing a Community College with its service area including the Certified Alternative Energy Park district;

Therefore, the following resolution is proposed:

NOW, THEREFORE BE IT RESOLVED THAT Alpena Community College does hereby appoint Mr. John Briggs to serve as Trustee on the Oscoda-Wurtsmith Airport – Local Development Finance Authority until December 31, 2024.

2.860 Purchase of Anatomage Virtual Dissection Table for the Oscoda Campus

In 2020 Alpena Community College purchased an Anatomage table to upgrade the instructional technology in the Nursing Program. The funds for that purchase came from the \$2.25 million Strengthening Institutions Program (SIP) grant from the U.S. Department of Education. That table currently resides at the Alpena Campus.

As healthcare programs continue to expand at the Oscoda Campus, College officials determined it desirable to purchase another Anatomage table to be placed in Oscoda.

Following is a description of the Anatomage Table Clinical virtual dissection table:

The Anatomage Table Clinical (the Table Clinical) is a system that has been created with clinical applications in mind. Users can load in medical image data from their PACS and see it reconstructed in 3D. Clinicians, residents, and medical students can visualize internal and surface anatomy in 3D space dynamically, with high resolution and great accuracy. The Table Clinical is the premier solution for looking at real patient anatomy, medical education, clinical planning, and is FDA cleared for use in medical diagnosis.

The Anatomage Table Clinical, made by Anatomage Inc., is the only piece of equipment that exists with the specifications desired by ACC. College officials have determined that:

- Anatomage Inc. is the sole manufacturer and distributor of Anatomage tables;
- The Anatomage Table Application installed on the Anatomage table is proprietary software designed and distributed exclusively by Anatomage Inc.
- Anatomage tables are serviced and supported exclusively by Anatomage, Inc.

ACC proposes to use federal earmark money to pay for the purchase.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of one Anatomage Table Clinical from Anatomage Inc. at a cost not to exceed \$62,200.00.

4.070 Financial Report

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

- The property tax receipts of \$606,255 are \$21,132 more than those for October 2021, as expected.
- Tuition/fee receipts of \$3,158,511 are \$290,183 less than last year at this time because Spring registration began October 25 last year, four workdays earlier. Registration typically starts the last Monday in October.
- State aid for the current year is \$549,150 because of the normal start month of October, \$19,000 more than last year. Additionally, \$81,364 was received for personal property tax, approximately \$9,000 less than last year. The College also received a one-time payment of \$225,700 last year. These differences total to around a negative \$215,700.
- There are no HEERF funds available this year.
- Instruction is lower due to a couple of faculty retirements.
- OIT's increase is due to planned wage increases and timing of software purchases.
- Instruction support is elevated because of a vacation payout and timing of an expense compared to last year.
- Student services is lower due to timing of advertising and promotion purchases.
- Net income through the first four months of this fiscal year shows as a loss of \$653,873.

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

- Library Books and equipment is up due to timing of purchases.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through October 2022

- Salaries and fringe benefits are higher due to overload and other additional contract payments.
- Insurance is much higher in October due to insurance billing sequences.
- Tuition waivers and dues increased billing for faculty and staff tuition waivers.
- The 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 Three Months Ending October 31, 2022

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	606,255	585,123	21,132
Tuition/Fees	3,158,511	3,448,694	(290,183)
Sales, Service, and Rent	15,248	10,908	4,340
State Aid	630,514	846,231	(215,717)
Local	0	0	0
State	0	0	0
Federal	14,218	17,383	(3,165)
Federal - HEERF	0	323,123	(323,123)
Cost Recovery	0	0	0
Interest	0	0	0
Other	2,810	1,179	1,631
Revenue	4,427,556	5,232,641	(805,085)
Expense			
Instruction	2,275,409	2,363,977	(88,568)
OIT	511,051	461,858	49,193
Public Service	0	0	0
Instruction Support	558,999	512,108	46,891
Student Services	493,876	509,459	(15,583)
Institutional Administration	766,594	754,386	12,208
Physical Plant	475,500	462,270	13,230
Expense	5,081,429	5,064,058	17,371
Income	(653,873)	168,583	(822,456)
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	1,599,682	2,172,836	(573,154)

Alpena Community College
Comparative Income Statement
General Fund
For the Three Months Ending October 31, 2022

Description	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Variance	FY 2023 Complete	FY 2022 Complete
Revenue					
Property Tax	2,981,212	606,255	(2,374,957)	20.34%	20.72%
Tuition/Fees	5,712,193	3,158,511	(2,553,682)	55.29%	56.13%
Sales, Services, and Rent	22,000	15,248	(6,752)	69.31%	49.58%
State Aid	6,728,571	630,514	(6,098,057)	9.37%	13.79%
Federal	35,000	14,218	(20,782)	40.62%	28.50%
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	2,810	(5,110)	35.48%	14.89%
Revenue	15,566,896	4,427,556	(11,139,340)	28.44%	34.26%
Expense					
Salaries	8,810,786	2,898,082	5,912,704	32.89%	34.43%
Fringe Benefits	4,256,695	1,305,248	2,951,447	30.66%	32.23%
Outside Services	787,516	388,823	398,693	49.37%	44.84%
Advertising	241,500	58,802	182,698	24.35%	31.19%
Supplies	165,250	36,181	129,069	21.89%	23.48%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	53,905	405,485	11.73%	11.31%
Telephone	18,000	2,375	15,625	13.19%	14.89%
Postage	35,000	6,535	28,465	18.67%	18.26%
Insurance	135,000	105,610	29,390	78.23%	68.23%
Travel & Mileage	65,396	10,371	55,025	15.86%	3.21%
Tuition Waivers and Dues	235,000	133,755	101,245	56.92%	59.50%
Library Books & Equipment	108,090	60,962	47,128	56.40%	34.58%
Other	77,000	20,780	56,220	26.99%	30.61%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	15,594,020	5,081,429	10,512,591	32.59%	33.16%

Description	FY 2023 Budget	FY 2023 YTD Actual
Income	(27,124)	(653,873)
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,226,431	1,599,682

Alpena Community College
General Fund Month to Month Tracking
For the Three Months Ending October 31, 2022

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	188,266	403,589	12,233	2,167	0	0	0	0	0	0	0	0	606,255	2,981,212
Tuition/Fees	2,796,651	289,806	(48,523)	120,577	0	0	0	0	0	0	0	0	3,158,511	5,712,193
Sales, Services, and Rent	6,528	665	1,898	6,158	0	0	0	0	0	0	0	0	15,249	22,000
State Aid	0	0	0	630,514	0	0	0	0	0	0	0	0	630,514	6,728,571
Federal	2,711	800	8,246	2,461	0	0	0	0	0	0	0	0	14,218	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	1,080	855	850	0	0	0	0	0	0	0	0	2,810	7,920
Revenue	2,994,181	695,940	(25,291)	762,727	0	0	0	0	0	0	0	0	4,427,557	15,566,896
Expense														
Salaries	887,814	587,043	621,423	801,802	0	0	0	0	0	0	0	0	2,898,082	8,810,786
Fringe Benefits	377,519	283,798	292,416	351,516	0	0	0	0	0	0	0	0	1,305,249	4,256,695
Outside Services	219,803	72,908	51,614	44,498	0	0	0	0	0	0	0	0	388,823	787,516
Advertising	1,010	12,207	33,118	12,467	0	0	0	0	0	0	0	0	58,802	241,500
Supplies	5,702	12,123	6,847	11,509	0	0	0	0	0	0	0	0	36,181	165,250
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	205	14,839	13,198	25,663	0	0	0	0	0	0	0	0	53,905	459,390
Telephone	730	313	0	1,332	0	0	0	0	0	0	0	0	2,375	18,000
Postage	76	109	6,223	126	0	0	0	0	0	0	0	0	6,534	35,000
Insurance	74,933	3,511	2,068	25,098	0	0	0	0	0	0	0	0	105,610	135,000
Travel & Mileage	238	1,614	6,834	1,686	0	0	0	0	0	0	0	0	10,372	65,396
Tuition Waivers and Dues	846	111,067	1,250	20,592	0	0	0	0	0	0	0	0	133,755	235,000
Library Books & Equipment	50,309	7,240	3,273	139	0	0	0	0	0	0	0	0	60,961	108,090
Other	1,058	4,716	14,061	945	0	0	0	0	0	0	0	0	20,780	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	199,397
Expense	1,620,243	1,111,488	1,052,325	1,297,373	0	0	0	0	0	0	0	0	5,081,429	15,594,020
Income	1,373,938	(415,548)	(1,077,616)	(534,646)	0	0	0	0	0	0	0	0	(653,872)	(27,124)

4.071 Personnel Report

New hires, terminations, and status changes from October 10 to November 7, 2022.

New Hires:

- Kelli Leask, Interim Director of Nursing, effective 10/24/2022.

Re-Hires:

- None.

Transfers:

- Dr. Melissa Fournier-Thomas, transferred from Director of Nursing to Director of Special

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.072 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between October 10 and November 7, 2022.

Total Donors:	32
New Gifts:	\$121,215.00
Pledge Payments:	\$10,000.00
New Pledges:	\$0.00