

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, January 19, 2023
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, January 13, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 19, 2023, 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 250 6501#

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://24342506501@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2434 250 6501

Meeting password: zBahMMwJ572

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.



Denis "Jay" Walterreit
Secretary of the Board of Trustees

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, January 19, 2023, 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 December 15, 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
 - 2.863 Election of Board Officers2
 - 2.864 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy
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- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: February 16, 2023, 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

2.863 Election of Board Officers

The election of officers of the Alpena Community College Board of Trustees usually occurs biennially in the month of January following a general election in which trustee seats are up for election. Board officers thereby serve two-year terms of office as specified by the official by-laws of the Board.

The last officer election was held at the January 21, 2021, Board of Trustees meeting. A general election was held on November 8, 2022; three trustee seats were up for election.

Therefore, the following resolution is proposed:

- a) The Board of Trustees approves the election of _____
as Chairperson of the Board of Trustees;
- b) The Board of Trustees approves the election of _____
as Vice Chairperson of the Board of Trustees;
- c) The Board of Trustees approves the election of _____
as Treasurer of the Board of Trustees;
- d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary
of the Board of Trustees.

The term of office for all officers will extend through December 31, 2024, unless changed by official resolution of the Board of Trustees.

**2.864 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy —
Second Reading**

Alpena Community College traditionally incentivizes student-athletes with tuition waivers. The current Board Policy 5011, Tuition Waiver for Campus Activity Program Policy, sets the total amount of tuition waivers at 660 contact hours per year. With the addition of the new men’s baseball team, there is now more demand for athletic tuition waivers.

In recognition of the additional need, ACC officials proposed at the December 15, 2022, ACC Board of Trustees meeting to increase the total number of tuition waiver contact hours to 780 per fiscal year. Following is a proposed breakdown of how the contact hours would be allocated by sport:

<u>Sport</u>	<u>Contact Hours</u>
Baseball.....	120
Men’s Basketball	180
Women’s Basketball	180
Cross Country	90
Softball.....	120
Volleyball.....	<u>90</u>
 Total contact hours	 780

Following is the text of Policy 5011 modified to show the proposed change:

The Board of Trustees authorizes College officials to initiate procedures which will implement a program of tuition waivers in selected activity areas that will make available to designated key participants a waiver of tuition in an amount not to exceed 30 contact hours per year per student with a grand total of such waivers not to exceed ~~660~~ 780 contact hours per fiscal period. In addition, this policy allows students a book and fee waiver only when the student’s contact hours are covered by another source; the approval of these waivers will come from the Dean of Students and be based on established procedures. The book and fee waiver amounts will not exceed the equivalent amount allowed for contact hours. Annual progress reports will be provided.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves upon second reading changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy.

4.076 Financial Report

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

- The property tax receipts of \$841,415 are \$57,117 more than those for December 2021, as expected.
- Tuition/fee receipts of \$5,535,435 are \$299,555 more than last year at this time because of higher than expected enrollments thus far.
- State aid for the current year is \$1,794,527 because of the normal start month of October, regular appropriations are \$177,350 less 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 \$196,400 offset by the expected increase on the regular state appropriations.
- There are no HEERF funds available this year.
- There are three payrolls processed in December that will impact all areas.
- 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 the addition of two nursing administrative positions, vacation payout, scheduled payroll increases, and timing of an expense compared to last year.
- Student services is lower due to timing of advertising and promotion purchases.
- Institutional Administration is higher than expected by \$45,000 due to increased legal proceedings and OIT expenses.
- Net income through the first six months of this fiscal year shows as a gain of \$448,985.

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

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

General Fund Month to Month Comparison through December 2022

- Outside services was higher due to various expenses including OIT, electrical instruction, legal, and maintenance.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the second quarter of FY 2023

- The deficit in restricted funds is due to timing of draw-downs of federal aid.
- The gain in plant funds is due to timing of receipts for the Van Lare Lecture Hall project.
- Other balances are reasonable for this time of year.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Six Months Ending December 31, 2022

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	841,415	784,298	57,117
Tuition/Fees	5,535,435	5,235,880	299,555
Sales, Service, and Rent	18,281	18,308	(27)
State Aid	1,794,527	1,971,877	(177,350)
Local	0	0	0
State	0	0	0
Federal	21,486	26,204	(4,718)
Federal - HEERF	0	323,123	(323,123)
Cost Recovery	0	0	0
Interest	0	0	0
Other	4,825	3,479	1,346
Revenue	8,215,969	8,363,169	(147,200)
Expense			
Instruction	3,569,968	3,647,467	(77,499)
OIT	655,841	610,252	45,589
Public Service	0	0	0
Instruction Support	884,747	784,249	100,498
Student Services	703,771	720,510	(16,739)
Institutional Administration	1,181,641	1,115,585	66,056
Physical Plant	771,016	763,502	7,514
Expense	7,766,984	7,641,565	125,419
Income	448,985	721,604	(272,619)
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	2,702,540	2,725,857	(23,317)

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 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	841,415	(2,139,797)	28.22%	27.77%
Tuition/Fees	5,712,193	5,535,435	(176,758)	96.91%	85.21%
Sales, Services, and Rent	22,000	18,281	(3,719)	83.10%	83.22%
State Aid	6,728,571	1,794,527	(4,934,044)	26.67%	32.13%
Federal	35,000	21,486	(13,514)	61.39%	42.96%
Federal - HEERF	0	0	0	0.00%	0.00%
Cost Recovery	75,000	0	(75,000)	0.00%	0.00%
Interest	5,000	1	(4,999)	0.02%	0.00%
Other	7,920	4,825	(3,095)	60.92%	43.93%
Revenue	15,566,896	8,215,970	(7,350,926)	52.78%	54.76%
Expense					
Salaries	8,810,786	4,544,500	4,266,286	51.58%	53.21%
Fringe Benefits	4,256,695	2,025,439	2,231,256	47.58%	49.30%
Outside Services	787,516	515,173	272,343	65.42%	55.99%
Advertising	241,500	96,982	144,518	40.16%	41.60%
Supplies	171,250	60,578	110,672	35.37%	37.04%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	131,630	327,760	28.65%	28.27%
Telephone	18,000	3,198	14,802	17.77%	38.14%
Postage	35,000	13,869	21,131	39.63%	24.13%
Insurance	135,000	134,144	856	99.37%	87.45%
Travel & Mileage	65,396	18,166	47,230	27.78%	9.25%
Tuition Waivers and Dues	235,000	133,925	101,075	56.99%	62.62%
Library Books & Equipment	102,090	63,716	38,374	62.41%	45.47%
Other	77,000	25,664	51,336	33.33%	37.15%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	15,594,020	7,766,984	7,827,036	49.81%	50.03%

Description	FY 2023 Budget	FY 2023 YTD Actual
Income	(27,124)	448,986
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,226,431	2,702,541

Alpena Community College
General Fund Month to Month Tracking
For the Six Months Ending December 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	3,780	231,380	0	0	0	0	0	0	841,415	2,981,212
Tuition/Fees	2,796,651	289,806	(48,523)	120,577	1,622,699	754,226	0	0	0	0	0	0	5,535,436	5,712,193
Sales, Services, and Rent	6,528	665	1,898	6,158	2,468	566	0	0	0	0	0	0	18,283	22,000
State Aid	0	0	0	630,514	614,877	549,135	0	0	0	0	0	0	1,794,526	6,728,571
Federal	2,711	800	8,246	2,461	2,918	4,350	0	0	0	0	0	0	21,486	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	430	1,585	0	0	0	0	0	0	4,825	7,920
Revenue	2,994,181	695,940	(25,291)	762,727	2,247,172	1,541,242	0	0	0	0	0	0	8,215,971	15,566,896
Expense														
Salaries	887,814	587,043	621,423	801,802	644,185	1,002,234	0	0	0	0	0	0	4,544,501	8,810,786
Fringe Benefits	377,519	283,798	292,416	351,516	306,738	413,453	0	0	0	0	0	0	2,025,440	4,256,695
Outside Services	219,803	72,908	51,614	44,498	114,376	11,974	0	0	0	0	0	0	515,173	787,516
Advertising	1,010	12,207	33,118	12,467	24,510	13,670	0	0	0	0	0	0	96,982	241,500
Supplies	5,702	12,123	6,847	11,509	16,931	7,466	0	0	0	0	0	0	60,578	171,250
Utilities	205	14,839	13,198	25,663	34,347	43,378	0	0	0	0	0	0	131,630	459,390
Telephone	730	313	0	1,332	415	408	0	0	0	0	0	0	3,198	18,000
Postage	76	109	6,223	126	228	7,106	0	0	0	0	0	0	13,868	35,000
Insurance	74,933	3,511	2,068	25,098	0	28,534	0	0	0	0	0	0	134,144	135,000
Travel & Mileage	238	1,614	6,834	1,686	2,465	5,330	0	0	0	0	0	0	18,167	65,396
Tuition Waivers and Dues	846	111,067	1,250	20,592	1,150	(980)	0	0	0	0	0	0	133,925	235,000
Library Books & Equipment	50,309	7,240	3,273	139	1,808	946	0	0	0	0	0	0	63,715	102,090
Other	1,058	4,716	14,061	945	282	4,601	0	0	0	0	0	0	25,663	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	1,147,435	1,538,120	0	0	0	0	0	0	7,766,984	15,594,020
Income	1,373,938	(415,548)	(1,077,616)	(534,646)	1,099,737	3,122	0	0	0	0	0	0	448,987	(27,124)

Alpena Community College
Consolidated Income Statement
For the Six Months Ending December 31, 2022

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	841,415	0	0	0	0	0	0	0	0	841,415
Tuition/Fees	5,535,435	361,386	41,000	0	(1,485)	0	0	156,037	0	6,092,373
Sales, Services, and Rent	18,281	158,913	287,920	0	(14,750)	0	0	0	0	450,364
State aid	1,794,527	0	0	0	0	0	0	0	0	1,794,527
Local	0	0	0	0	0	0	0	0	0	0
State	0	8,141	0	0	100,472	0	21,194	0	0	129,807
Federal	21,486	0	0	0	1,158,940	477,683	0	0	0	1,658,109
Gifts and Donations	0	920	3,730	0	942	0	151,410	1,450,070	1,120	1,608,192
Interest	1	0	0	0	0	0	0	7	0	8
Other	4,825	(500)	184	0	0	110,881	0	493	18,631	134,514
Total Revenue	8,215,970	528,860	332,834	0	1,244,119	588,564	172,604	1,606,607	19,751	12,709,309
Expenditures										
Salaries	4,544,500	144,432	50,617	0	284,074	0	0	0	0	5,023,623
Fringe Benefits	2,025,439	64,417	12,530	0	124,558	0	0	0	0	2,226,944
Outside Services	515,173	64,031	11,710	0	39,318	0	0	770,192	0	1,400,424
Advertising	96,982	0	0	0	0	0	0	0	0	96,982
Supplies	60,578	41,667	24,191	0	59,253	0	0	0	0	185,689
Rental	0	0	0	0	850	0	0	0	0	850
Utilities	131,630	1,252	8,861	0	0	0	0	0	0	141,743
Telephone	3,198	0	0	0	0	0	0	0	0	3,198
Postage	13,869	0	0	0	0	0	0	0	0	13,869
Insurance	134,144	20,259	0	0	0	0	0	0	0	154,403
Travel & Mileage	18,166	35,151	0	0	17,274	0	0	0	0	70,591
Tuition Waivers	133,925	9,074	0	0	745,388	578,564	102,367	0	0	1,569,318
Library Books & Equipment	63,716	133,171	1,275	0	6,969	0	0	182,879	0	388,010
Other	25,664	4,498	0	0	23,823	0	0	10,294	13,535	77,814
Transfers	0	0	0	0	0	0	0	0	0	0
Total Expenditures	7,766,984	517,952	109,184	0	1,301,507	578,564	102,367	963,365	13,535	11,353,458
Net Revenue (Expense)	448,986	10,908	223,650	0	(57,388)	10,000	70,237	643,242	6,216	1,355,851
Beginning Net Position	2,253,555	398,607	402,277	(26,979,654)	426,877	0	3,800	27,417,607	14,833	3,937,902
Period Ending Net Position	2,702,541	409,515	625,927	(26,979,654)	369,489	10,000	74,037	28,060,849	21,049	5,293,753

4.077 Personnel Report

New hires, terminations, and status changes from December 9, 2022, to January 10, 2023.

New Hires:

- Cora Dykes, ESP1 Campus Services Coordinator for the Oscoda Campus, effective 01/03/2023.
- Allen Telgenhof, Athletic Director, effective 01/03/2023.

Re-Hires:

- Melissa Guy, Director of Human Resources/Title IX Coordinator, effective 01/03/2023.

Transfers:

- Amanda Campbell, FT Faculty – History/Geography Instructor, effective 01/09/2023.

Resignations:

- None.

Terminations:

- None.

Retirements:

- Priscilla Homola #0012923, Faculty – English, effective 01/01/2023.

Name Changes:

- None.

Position Name Changes:

- None.

4.078 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 7, 2022, to January 10, 2023.

Total Donors:	105
New Gifts:	\$111,475.38
Pledge Payments:	\$24,600.00
New Pledges:	\$0.00