

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, February 16, 2023
Meeting Time: 5:30 p.m. Closed Session; 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, February 10, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 19, 2023, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The meeting will start at 5:30 p.m. and **immediately go into closed session to discuss ongoing litigation**. At approximately 7:00 p.m. the audience will be admitted and the regular meeting will start. The regular 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): 2434 041 7134#

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://24340417134@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2434 041 7134

Meeting password: 3hJw2bV7Pfs

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, February 16, 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 January 19, 2023, 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
 - None.
- 12) Information Items

4.079	Financial Report.....	2
4.080	Personnel Report.....	6
4.081	Gifts and Grants Report	7
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: March 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

4.079 Financial Report

Monthly General Fund Revenue and Expense through January 2023 (Year to Year Actual Comparison)

- The property tax receipts of \$1,713,643 are \$24,558 less than those for January 2022 due to timing of receipts.
- Tuition/fee receipts of \$5,826,408 are \$361,931 more than last year at this time because of higher than expected enrollments.
- State aid for the current year is \$2,343,662 because of the normal start month of October, regular appropriations are \$158,268 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.
- 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 expenses 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.
- Net income through the first seven months of this fiscal year shows as a gain of \$1,100,975.

Monthly General Fund Revenue and Expense through January 2023 (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 January 2023

- Tuition waivers and dues is higher due to the Spring scholarship awards.
- Utilities are much lower due to timing and whether we pay via credit card.
- 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 Seven Months Ending January 31, 2023

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	1,713,643	1,738,201	(24,558)
Tuition/Fees	5,826,408	5,464,477	361,931
Sales, Service, and Rent	26,320	18,714	7,606
State Aid	2,343,662	2,501,930	(158,268)
Local	0	0	0
State	0	0	0
Federal	24,424	28,740	(4,316)
Federal - HEERF	0	323,123	(323,123)
Cost Recovery	0	0	0
Interest	0	0	0
Other	4,870	4,599	271
Revenue	9,939,327	10,079,784	(140,457)
Expense			
Instruction	4,009,165	4,156,740	(147,575)
OIT	713,597	668,099	45,498
Public Service	0	0	0
Instruction Support	1,009,930	880,091	129,839
Student Services	859,878	880,719	(20,841)
Institutional Administration	1,346,447	1,258,234	88,213
Physical Plant	899,335	896,519	2,816
Expense	8,838,352	8,740,402	97,950
Income	1,100,975	1,339,382	(238,407)
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	3,354,530	3,343,635	10,895

Alpena Community College
Comparative Income Statement
General Fund
For the Seven Months Ending January 31, 2023

Description	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Variance	FY 2023 Complete	FY 2022 Complete
Revenue					
Property Tax	2,981,212	1,713,643	(1,267,569)	57.48%	61.55%
Tuition/Fees	5,712,193	5,826,408	114,215	102.00%	88.93%
Sales, Services, and Rent	22,000	26,320	4,320	119.64%	85.06%
State Aid	6,728,571	2,343,662	(4,384,909)	34.83%	40.77%
Federal	35,000	24,424	(10,576)	69.78%	47.11%
Federal - HEERF	0	0	0	0.00%	0.55%
Cost Recovery	75,000	0	(75,000)	0.00%	0.55%
Interest	5,000	2	(4,998)	0.04%	0.00%
Other	7,920	4,870	(3,050)	61.49%	58.07%
Revenue	15,566,896	9,939,329	(5,627,567)	63.85%	66.00%
Expense					
Salaries	8,810,786	5,162,439	3,648,347	58.59%	60.53%
Fringe Benefits	4,256,695	2,311,714	1,944,981	54.31%	56.44%
Outside Services	787,516	530,259	257,257	67.33%	59.01%
Advertising	241,500	110,175	131,325	45.62%	52.42%
Supplies	171,250	69,569	101,681	40.62%	42.73%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	179,663	279,727	39.11%	38.30%
Telephone	18,000	3,907	14,093	21.71%	43.85%
Postage	35,000	14,147	20,853	40.42%	37.46%
Insurance	135,000	133,223	1,777	98.68%	87.06%
Travel & Mileage	65,396	19,150	46,246	29.28%	14.86%
Tuition Waivers and Dues	235,000	205,050	29,950	87.26%	93.12%
Library Books & Equipment	102,090	64,512	37,578	63.19%	46.25%
Other	77,000	34,544	42,456	44.86%	39.92%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	15,594,020	8,838,352	6,755,668	56.68%	57.23%

Description	FY 2023 Budget	FY 2023 YTD Actual
Income	(27,124)	1,100,977
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,226,431	3,354,532

Alpena Community College General Fund Month to Month Tracking For the Seven Months Ending January 31, 2023

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	872,228	0	0	0	0	0	1,713,643	2,981,212
Tuition/Fees	2,796,651	289,806	(48,523)	120,577	1,622,699	754,226	290,973	0	0	0	0	0	5,826,409	5,712,193
Sales, Services, and Rent	6,528	665	1,898	6,158	2,468	1,316	7,290	0	0	0	0	0	26,323	22,000
State Aid	0	0	0	630,514	614,877	549,135	549,135	0	0	0	0	0	2,343,661	6,728,571
Federal	2,711	800	8,246	2,461	2,918	4,350	2,938	0	0	0	0	0	24,424	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	45	0	0	0	0	0	4,870	7,920
Revenue	2,994,181	695,940	(25,291)	762,727	2,247,172	1,541,992	1,722,609	0	0	0	0	0	9,939,330	15,566,896
Expense														
Salaries	887,814	587,043	621,423	801,802	644,185	998,668	621,505	0	0	0	0	0	5,162,440	8,810,786
Fringe Benefits	377,519	283,798	292,416	351,516	306,738	411,781	287,947	0	0	0	0	0	2,311,715	4,256,695
Outside Services	219,803	72,908	51,614	44,498	114,376	11,974	15,086	0	0	0	0	0	530,259	787,516
Advertising	1,010	12,207	33,118	12,467	24,510	13,670	13,193	0	0	0	0	0	110,175	241,500
Supplies	5,702	12,123	6,847	11,509	16,931	7,466	8,991	0	0	0	0	0	69,569	171,250
Utilities	205	14,839	13,198	25,663	34,347	43,378	48,033	0	0	0	0	0	179,663	459,390
Telephone	730	313	0	1,332	415	408	709	0	0	0	0	0	3,907	18,000
Postage	76	109	6,223	126	228	7,106	278	0	0	0	0	0	14,146	35,000
Insurance	74,933	3,511	2,068	25,098	0	28,534	(921)	0	0	0	0	0	133,223	135,000
Travel & Mileage	238	1,614	6,834	1,686	2,465	5,330	983	0	0	0	0	0	19,150	65,396
Tuition Waivers and Dues	846	111,067	1,250	20,592	1,150	175	69,971	0	0	0	0	0	205,051	235,000
Library Books & Equipment	50,309	7,240	3,273	139	1,808	946	796	0	0	0	0	0	64,511	102,090
Other	1,058	4,716	14,061	945	282	4,601	8,881	0	0	0	0	0	34,544	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	1,534,037	1,075,452	0	0	0	0	0	8,838,353	15,594,020
Income	1,373,938	(415,548)	(1,077,616)	(534,646)	1,099,737	7,955	647,157	0	0	0	0	0	1,100,977	(27,124)

4.080 Personnel Report

New hires, terminations, and status changes from January 11 to February 9, 2023.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- Carolyn Daoust, Director of Human Resources/Title IX Coordinator, effective 01/01/2023.

Name Changes:

- None.

Position Name Changes:

- Kelli Leask, Interim Director of Nursing to Director of Nursing – Alpena Campus, effective immediately.

4.081 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between January 11 and February 8, 2023.

Total Donors:	31
New Gifts:	\$19,115.00
Pledge Payments:	\$10,000.00
New Pledges:	\$0.00