

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, March 16, 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, March 10, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, March 16, 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): 2429 831 3433#

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://24298313433@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2429 831 3433

Meeting password: ZmmAwvMg737

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, March 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 February 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
  - 2.865 Resolution of Congratulations for 2023 PTK All-Michigan Academic Team Members Alyssa DeLisle, Kristina Teeples, and Meagan Wright .....2
  - 2.866 Bids: Welding Ventilation System and Welding Booth Components .....4
- 12) Information Items
  - 4.079 Financial Report.....5
  - 4.080 Personnel Report.....9
  - 4.081 Gifts and Grants Report .....10
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: April 19, 2023, 7:00 p.m. **Please note the date change.** The meeting is tentatively scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.  
  
Please note: The Board of Trustees will conduct a **retreat session on April 25, 2023**, at the Oscoda Campus, 5800 Skeel Avenue, Oscoda. The retreat begins at 10:00 a.m.
- 17) Adjournment

## **2.865 Resolution of Congratulations for 2023 PTK All-Michigan Academic Team Members Alyssa DeLisle, Kristina Teeples, and Meagan Wright**

Three Alpena Community College students — Alyssa DeLisle, Kristina Teeples, and Meagan Wright — were recognized as Alpena Community College’s representative on the 2023 Phi Theta Kappa All-Michigan Academic Team during a ceremony held on March 13, 2023, at the Kellogg Center in East Lansing, Michigan.

Alyssa DeLisle will graduate from ACC in May 2023 with an Associate in Applied Science degree in accounting. She has demonstrated excellence, leadership, and success as a full-time student as well as a working part-time as a certified nursing assistant on weekends. She has volunteered to coach children’s soccer and has also raised money to donate to the Dork Brothers Racing Team by running three 5K races. In the fall Alyssa will enroll in a 3+1 bachelor’s degree program through Northwood University to earn a Bachelor’s of Science in accounting.

Kristina Teeples is currently in the second semester of the Licensed Practical Nursing program at ACC. She is a non-traditional student who has always had a passion for learning and going to school. She began working with mentally ill and developmentally disabled adults in January 2008. Her experience working with those people helped her realize that she wanted to work in a healthcare field. She obtained a certified nursing assistant degree and continues to work part-time at an adult foster care home in Oscoda as well as working at MyMichigan Health in Alpena. Upon completion of her LPN program and passing the NCLEX-PN test Kristina will continue her nursing education at ACC in the RN program.

Meagan Wright was home-schooled until she began college at age 16. She completed ACC’s Early College program and after graduating in May 2023 she plans to transfer to Grand Valley State University to major in biomedical science before entering dental school. Meagan ultimately plans to serve in the U.S. Air Force as a dentist and to eventually work with an international humanitarian medical corps. Involved in her community, Meagan volunteers with the local K-9 search and rescue team and volunteers at a local greenhouse to help grow food for a local soup kitchen. She has volunteered with Science Olympiad by coaching students in local parochial schools and homeschooling groups. Meagan is also a math and science tutor for ACC and serves as president of The Language Society and the Sigma Zeta honor society. In an effort to give back to her community and college, Meagan is the founding member of a scholarship fund to help homeschooled students attend ACC.

Phi Theta Kappa International Honor Society, headquartered in Jackson, Mississippi, is the largest honor society in American higher education with 1,250 chapters on two-year and community college campuses in all 50 of the United States and throughout the world. More than two million students have been inducted since its founding in 1918, with approximately 100,000 students inducted annually. Phi Theta Kappa, community college presidents, and community college state associations sponsor All-State Community College Academic Team ceremonies in 38 participating states. Students from the participating states nominated to the All-USA Community College Academic Team are automatically named to the All-State Community College Academic Teams. Ranking on the All-State Community College Academic Teams is generally determined by the student’s score in the national competition.

All-State Community College Academic Team recognition ceremonies vary by state, but are most often held in the state capital with legislators, education leaders and corporate leaders attending. All-State Community College Academic Team members receive special recognition at these ceremonies including medallions and certificates and may include scholarships. If applicable, Coca-Cola Gold, Silver and Bronze Scholars are also recognized.

Therefore, the following resolution is proposed:

RESOLUTION OF CONGRATULATIONS FOR  
ALYSSA DELISLE, KRISTINA TEEPLES, AND MEAGAN WRIGHT

WHEREAS, the encouragement of scholarly achievement is a major purpose of Alpena Community College;

WHEREAS, scholarly achievement manifests itself in a person who excels in the classroom, who has the intellectual curiosity to pursue academic, career, and cultural enrichment outside the traditional classroom, who shows evidence of substantial development of talents in academic and/or technical education, and who has demonstrated an ability to share this development with others;

WHEREAS, Alyssa DeLisle, Kristina Teeple, and Meagan Wright have aptly demonstrated such notable scholarly achievements throughout their academic careers at Alpena Community College and were appropriately recognized as members of the Phi Theta Kappa 2023 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Alyssa DeLisle, Kristina Teeple, and Meagan Wright for their numerous contributions to improving the quality of life at the College and for their outstanding scholarly accomplishments.

## 2.866 Bids: Welding Ventilation System and Welding Booth Components

In January 2020, Alpena Community College applied for a \$3 million Public Works grant from the United States Department of Commerce, Economic Development Agency (EDA) Public Works program to fund the Center for Manufacturing Excellence renovation project on the Alpena Campus. The project will upgrade the welding and manufacturing training labs, including moving the manufacturing program into the former Autobody lab space.

The College received official notification in March 2021 that a grant in the amount of \$2.4 million had been awarded to ACC. ACC's match amount is \$600,000.

Since that time ACC officials have engaged in a variety of planning activities in preparation for the start of the renovation. Most recently, ACC distributed a request for bids (RFB) asking vendors to provide pricing for a new welding ventilation system and welding booth components. The request for bids was published in *The Alpena News* beginning February 27, 2023.

Two vendors replied to the RFB.

<u>Vendor</u>	<u>Location</u>	<u>Bid</u>	<u>3% Local Vendor Incentive</u>	<u>Adjusted Bid</u>
Airgas USA, LLC	Alpena, MI	\$202,741.00	\$6,082.23	\$196,658.77
Purity Cylinder Gases	Gaylord, MI	\$201,571.27	\$0	201,571.27

ACC Policy 5009, Local Incentive for Providing Goods and Services Policy, allows for a 3% local incentive for qualified vendors seeking to provide goods and services through the competitive bidding/quotation process. Local vendors must have a valid and permanent business address within the College tax district. Airgas USA, LLC, qualifies as a local vendor. Applying the local incentive to Airgas's bid adjusted the figure to \$196,658.77, making Airgas the recommended vendor.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a welding ventilation system and welding booth components from Airgas USA, LLC., of Alpena, Michigan, for a cost not to exceed \$202,741.00.

#### 4.079 Financial Report

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

- The property tax receipts of \$2,349,293 are \$29,072 less than those for February 2022 due to timing of receipts.
- Tuition/fee receipts of \$5,878,886 are \$409,065 more than last year at this time because of higher than expected enrollments.
- State aid for the current year is \$2,944,764 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 because of the addition of nursing administrative expenses, increased legal proceedings, and retirement costs.
- Net income through the first eight months of this fiscal year shows as a gain of \$797,318.

##### Monthly General Fund Revenue and Expense through February 2023 (Budget to Actual Comparison)

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

##### General Fund Month to Month Comparison through February 2023

- Outside services was up from snow removal costs.
- Salaries and fringe benefits are higher due to payment of faculty overload and extra pays.
- 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 Eight Months Ending February 28, 2023**

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
<b>Revenue</b>			
Property Tax	2,349,293	2,378,365	(29,072)
Tuition/Fees	5,878,886	5,469,821	409,065
Sales,Service,and Rent	27,013	19,114	7,899
State Aid	2,944,764	3,088,105	(143,341)
Local	0	0	0
State	0	0	0
Federal	27,909	33,788	(5,879)
Federal - HEERF	0	323,123	(323,123)
Cost Recovery	0	0	0
Interest	0	0	0
Other	4,919	5,524	(605)
<b>Revenue</b>	<b>11,232,784</b>	<b>11,317,840</b>	<b>(85,056)</b>
<b>Expense</b>			
Instruction	4,950,840	5,011,203	(60,363)
OIT	771,447	724,333	47,114
Public Service	0	0	0
Instruction Support	1,186,617	1,020,541	166,076
Student Services	976,043	988,866	(12,823)
Institutional Administration	1,502,425	1,407,687	94,738
Physical Plant	1,048,094	1,025,522	22,572
<b>Expense</b>	<b>10,435,466</b>	<b>10,178,152</b>	<b>257,314</b>
Income	797,318	1,139,688	(342,370)
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	3,050,873	3,143,941	(93,068)

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Eight Months Ending February 28, 2023**

Description	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Variance	FY 2023 Complete	FY 2022 Complete
<b>Revenue</b>					
Property Tax	2,981,212	2,349,293	(631,919)	78.80%	84.22%
Tuition/Fees	5,712,193	5,878,886	166,693	102.92%	89.02%
Sales, Services, and Rent	22,000	27,013	5,013	122.79%	86.88%
State Aid	6,728,571	2,944,764	(3,783,807)	43.77%	50.32%
Federal	35,000	27,909	(7,091)	79.74%	55.39%
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	4,919	(3,001)	62.11%	69.75%
Revenue	15,566,896	11,232,786	(4,334,110)	72.16%	74.10%
<b>Expense</b>					
Salaries	8,810,786	6,166,864	2,643,922	69.99%	71.40%
Fringe Benefits	4,256,695	2,734,412	1,522,283	64.24%	66.06%
Outside Services	787,516	579,703	207,813	73.61%	62.27%
Advertising	241,500	143,948	97,552	59.61%	61.15%
Supplies	171,250	90,387	80,863	52.78%	49.14%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	227,202	232,188	49.46%	47.45%
Telephone	18,000	4,306	13,694	23.92%	45.41%
Postage	35,000	19,147	15,853	54.71%	37.74%
Insurance	135,000	134,667	333	99.75%	87.14%
Travel & Mileage	65,396	20,223	45,173	30.92%	17.99%
Tuition Waivers and Dues	235,000	206,926	28,074	88.05%	94.58%
Library Books & Equipment	102,090	65,606	36,484	64.26%	47.09%
Other	77,000	42,075	34,925	54.64%	57.55%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	15,594,020	10,435,466	5,158,554	66.92%	66.64%

Description	FY 2023 Budget	FY 2023 YTD Actual
Income	(27,124)	797,320
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,226,431	3,050,875



**Alpena Community College**  
**General Fund Month to Month Tracking**  
**For the Eight Months Ending February 28, 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	635,650	0	0	0	0	2,349,293	2,981,212
Tuition/Fees	2,796,651	289,806	(48,523)	120,577	1,622,699	754,226	290,973	52,478	0	0	0	0	5,878,887	5,712,193
Sales, Services, and Rent	6,528	665	1,898	6,158	2,468	1,316	7,290	693	0	0	0	0	27,016	22,000
State Aid	0	0	0	630,514	614,877	549,135	549,135	601,102	0	0	0	0	2,944,763	6,728,571
Federal	2,711	800	8,246	2,461	2,918	4,350	2,938	3,485	0	0	0	0	27,909	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	49	0	0	0	0	4,919	7,920
Revenue	2,994,181	695,940	(25,291)	762,727	2,247,172	1,541,992	1,722,609	1,293,457	0	0	0	0	11,232,787	15,566,896
Expense														
Salaries	887,814	587,043	621,423	801,802	644,185	998,668	621,505	1,004,424	0	0	0	0	6,166,864	8,810,786
Fringe Benefits	377,519	283,798	292,416	351,516	306,738	411,781	287,947	422,698	0	0	0	0	2,734,413	4,256,695
Outside Services	219,803	72,908	51,614	44,498	114,376	11,974	15,086	49,444	0	0	0	0	579,703	787,516
Advertising	1,010	12,207	33,118	12,467	24,510	13,670	13,193	33,773	0	0	0	0	143,948	241,500
Supplies	5,702	12,123	6,847	11,509	16,931	7,466	8,991	20,818	0	0	0	0	90,387	171,250
Utilities	205	14,839	13,198	25,663	34,347	43,378	48,033	47,540	0	0	0	0	227,203	459,390
Telephone	730	313	0	1,332	415	408	709	399	0	0	0	0	4,306	18,000
Postage	76	109	6,223	126	228	7,106	278	5,000	0	0	0	0	19,146	35,000
Insurance	74,933	3,511	2,068	25,098	0	28,534	(921)	1,444	0	0	0	0	134,667	135,000
Travel & Mileage	238	1,614	6,834	1,686	2,465	5,330	983	1,073	0	0	0	0	20,223	65,396
Tuition Waivers and Dues	846	111,067	1,250	20,592	1,150	175	69,971	1,876	0	0	0	0	206,927	235,000
Library Books & Equipment	50,309	7,240	3,273	139	1,808	946	796	1,094	0	0	0	0	65,605	102,090
Other	1,058	4,716	14,061	945	282	4,601	8,881	7,531	0	0	0	0	42,075	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	1,597,114	0	0	0	0	10,435,467	15,594,020
Income	1,373,938	(415,548)	(1,077,616)	(534,646)	1,099,737	7,955	647,157	(303,657)	0	0	0	0	797,320	(27,124)

#### **4.080 Personnel Report**

New hires, terminations, and status changes from February 10 to March 9, 2023.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

#### **4.081 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between February 9 and March 8, 2023.

<b>Total Donors:</b>	<b>40</b>
New Gifts:	\$8,440.00
Pledge Payments:	\$2,600.00
New Pledges:	\$150,000.00