

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, December 19, 2024
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, December 13, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, December 19, 2024. The regular meeting is scheduled to begin at 7:00 p.m. The meeting will be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The 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): 2432 707 9942 #

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Dial 24327079942@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2432 707 9942

Meeting password: Kw69HUAKip7

Webex attendees are asked to mute their microphones except when speaking 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, December 19, 2024, 7:00 p.m.
 400 Donnelly Natural Resources Center, 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 November 21, 2024, Regular 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
 - 2.925 Bids: Installation of Six-Acre Solar Array.....2
- 12) Information Items
 - 4.136 Financial Report.....5
 - 4.137 Personnel Report.....9
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: January 16, 2025, 7:00 p.m. The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 17) Adjournment

2.925 Bids: Installation of Six-Acre Solar Array

In September 2024, Alpena Community College received a \$4.617 million grant from the Michigan Public Service Commission to develop a six-acre solar array on College property. The grant officially commenced on November 15, 2024, and provides funds for a project director and assistant. A key milestone in the project is the selection of a solar contractor.

A request for proposals (RFP) was distributed to nine contractors, resulting in four complete bid submissions.

After careful review of all proposals and evaluating adherence to the scoring matrix, results are as follows:

COMPETITOR NAME	TECHNICAL/QUALIFICATION CRITERIA (30 POINTS)	DEMONSTRATED EXPERIENCE AND KNOWLEDGE (10 POINTS)	TIME LINE FEASIBILITY (5 POINTS)	COST COMPETITIVENESS AND TRANSPARENCY (30 POINTS)	QUALITY AND DETAIL OF DRAFT SCHEMATIC (5 POINTS)	ROBUSTNESS OF PROPOSED MONITORING SOLUTION (5 POINTS)	QUALITY OF EQUIPMENT AND IN-HOUSE PERSONNEL CREDENTIALS (5 POINTS)	COMMITMENT TO SAFETY AND QUALITY CONTROL (5 POINTS)	ALIGNMENT WITH TRAINING AND CURRICULUM SUPPORT NEEDS (5 POINTS)	TOTALS
Harvest Solar Jackson, MI	29	10	5	19	4	5	5	5	5	87
Consolidated Electric Contractors Lansing, MI	28	10	5	23	4	5	5	4	1	85
Peninsula Solar Marquette, MI	30	10	1	26	4	4	5	1	3	84
Solscient Energy East Lansing, MI	19	8	5	25	4	5	5	5	5	81
AVERAGES	26.5	9.5	4.0	23.3	4.0	4.8	5.0	3.8	3.5	84.3
Harvest Solar Jackson, MI	System size is 1.878MW instead of 1.863MW (Exceeds)	+5 pts exp in MI +5 pts knowledge	+5 pts will meet deadline with extension	+10 pts for avg transparency +9 pts for ok competitiveness	+4 pts meets expectations, but not highly detailed	+5 pts exceeds requirements with public facing kiosk	+5 pts all criteria met	+5 pts extensive plans	+5 pts extensive plans, president educated in teaching	
Consolidated Electric Contractors	System size is 1.827MW instead of 1.863MW (Deficient)	+5 pts exp in MI +5 pts knowledge	+5 pts will meet deadline with extension	+10 pts for avg transparency +13 pts for good competitiveness	+4 pts meets expectations, but not highly detailed	+5 pts exceeds requirements with public facing kiosk	+5 pts all criteria met	+4 pts extensive plans, concerns w/ reporting/communication	+1 pt minimal/unclear	
Peninsula Solar	Met requirements fully	+5 pts exp in MI +5 pts knowledge	+1 pt unclear commitment to proj deadline	+15 pts for transparency competitiveness	+4 pts meets expectations, but not highly detailed	+4 pts meets requirements, not clear if public facing kiosk is available	+5 pts all criteria met	+1 pt insufficient information	+3 pts meets requirements but not detailed	
Solscient Energy	System size is 1.836MW instead of 1.863MW (Deficient) Design uses 600V inverter instead of 480V (partially non-compliant)	+3 pts exp in MI +5 pts knowledge	+5 pts will meet deadline with extension	+10 pts for avg transparency +15 pts for best competitiveness	+4 pts meets expectations, but not highly detailed	+5 pts exceeds requirements with public facing kiosk	+5 pts all criteria met	+5 pts extensive plans	+5 pts extensive plans	

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves Harvest Solar of Jackson, Michigan, as solar contractor at a cost not to exceed \$3,381,345.

4.136 Financial Report

Monthly General Fund Revenue and Expense through November 2024 (Year-to-Year Actual Comparison)

- The property tax receipts of \$697,275 are \$32,159 more than those for November 2023.
- Tuition/fee receipts of \$6,183,421 are \$830,160 more than last year primarily due to an increase in the number of billable contact hours.
- State aid for the current year is \$1,412,580 and is \$35,275 more than November 2023.
- Interest is higher this year compared to last year because of the way the College invests its funds. We are now taking full advantage of the higher rates available through certificates and interest-bearing savings accounts.
- Instructional expenses are up due to contractual wage rate adjustments, the timing of hire for new faculty, and because there have been nine payrolls paid to date in the current fiscal year compared to eight for this time last year.
- Student Services is up primarily due to contractual wage rate adjustments, an additional payroll period, and athletic waivers.
- Institutional Administration is up primarily due to an additional payroll period this year compared to last year. Likewise, there is an increase in year-over-year insurance costs.
- Physical plant is up slightly compared to this time last year due to the timing of campus security contract payments and upgrades to building automation systems.
- Net income through the first five months of the year shows as a gain of \$1,290,678 which is typical for this time of year as spring tuition revenue is built up.

Monthly General Fund Revenue and Expense through November 2024 (Budget-to-Actual Comparison)

- Spending for supplies is on track for the current year. The current year budget for supplies expenses includes the cost of nursing supply packages, which was an unbudgeted expense last 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 November 2024

- Salaries and fringe benefits are higher due to having three payroll pay dates in November.
- Outside services reflects the Ellucian contract payment in the month of November.
- All 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 Four Months Ending November 30, 2024

Description	YTD Actual FY 2025	YTD Actual FY 2024	YTD Actual Variance
Revenue			
Property Tax	697,275	665,116	32,159
Tuition/Fees	6,183,421	5,353,261	830,160
Sales, Service, and Rent	15,890	16,235	(345)
State Aid	1,412,580	1,377,323	35,257
State	0	0	0
Federal	14,812	11,974	2,838
Cost Recovery	0	0	0
Interest	81,354	52,201	29,153
Other	32,397	2,968	29,429
Revenue	8,437,729	7,479,078	958,651
Expense			
Instruction	3,216,613	2,832,408	384,205
OIT	848,303	844,908	3,395
Public Service	0	0	0
Instruction Support	673,640	610,841	62,799
Student Services	638,878	562,450	76,428
Institutional Administration	1,091,639	1,034,088	57,551
Physical Plant	677,978	597,117	80,861
Expense	7,147,051	6,481,812	665,239
Income	1,290,678	997,266	293,412
Net Assets - Beginning of Year	2,779,800	2,555,318	224,482
Net Assets - End of Year	4,070,478	3,552,584	517,894

Alpena Community College
Comparative Income Statement
General Fund
For the Four Months Ending November 30, 2024

Description	FY 2025 Budget	FY 2025 YTD Actual	FY 2025 Variance	FY 2025 Complete	FY 2024 Complete
Revenue					
Property Tax	3,372,500	697,275	(2,675,225)	20.68%	21.06%
Tuition/Fees	6,643,144	6,183,421	(459,723)	93.08%	85.92%
Sales, Services, and Rent	29,200	15,890	(13,310)	54.42%	55.60%
State Aid	6,825,794	1,412,580	(5,413,214)	20.69%	20.68%
Federal	29,000	14,812	(14,188)	51.08%	41.29%
Cost Recovery	81,754	0	(81,754)	0.00%	0.00%
Interest	40,000	81,354	41,354	203.39%	1044.02%
Other	276,826	32,397	(244,429)	11.70%	0.80%
Revenue	17,298,218	8,437,729	(8,860,489)	48.78%	45.16%
Expense					
Salaries	9,214,989	3,895,261	5,319,728	42.27%	38.16%
Fringe Benefits	4,603,588	1,786,188	2,817,400	38.80%	35.46%
Outside Services	1,214,353	764,460	449,893	62.95%	73.42%
Advertising	243,000	85,888	157,112	35.34%	32.37%
Supplies	279,750	135,881	143,869	48.57%	80.51%
Utilities	511,900	102,425	409,475	20.01%	19.59%
Telephone	25,300	7,590	17,710	30.00%	82.24%
Postage	30,000	9,222	20,778	30.74%	31.22%
Insurance	161,752	116,783	44,969	72.20%	80.91%
Travel & Mileage	50,954	18,798	32,156	36.89%	32.12%
Tuition Waivers and Dues	255,000	149,884	105,116	58.78%	52.97%
Library Books & Equipment	77,700	46,587	31,113	59.96%	73.15%
Other	77,000	28,084	48,916	36.47%	38.53%
Transfers	552,932	0	552,932	0.00%	0.00%
Expense	17,298,218	7,147,051	10,151,167	41.32%	39.14%

Description	FY 2025 Budget	FY 2025 YTD Actual
Income	0	1,290,678
Net Assets - Beginning of Year	2,779,800	2,555,318
Net Assets - End of Year	2,779,800	3,845,996

Alpena Community College
Month-to-Month Tracking
General Fund
For the Four Months Ending November 30, 2024

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	131,358	542,269	14,926	5,037	3,685	0	0	0	0	0	0	0	697,275	3,372,500
Tuition/Fees	3,551,638	212,346	(71,992)	856,697	1,634,732	0	0	0	0	0	0	0	6,183,421	6,643,144
Sales, Services, and Rent	6,495	250	1,350	7,510	285	0	0	0	0	0	0	0	15,890	29,200
State Aid	0	8,521	0	666,999	737,060	0	0	0	0	0	0	0	1,412,580	6,825,794
Federal	0	1,215	1,590	5,854	6,153	0	0	0	0	0	0	0	14,812	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	81,754
Interest	0	20,308	19,989	21,124	19,933	0	0	0	0	0	0	0	81,354	40,000
Other	50	950	29,422	60	1,915	0	0	0	0	0	0	0	32,397	276,826
Revenue	3,689,541	785,859	(4,715)	1,563,281	2,403,763	0	0	0	0	0	0	0	8,437,729	17,298,218
Expense														
Salaries	642,139	621,963	673,741	929,347	1,028,071	0	0	0	0	0	0	0	3,895,261	9,214,992
Fringe Benefits	316,934	304,432	320,069	405,823	438,930	0	0	0	0	0	0	0	1,786,188	4,603,588
Outside Services	93,249	46,636	44,558	108,627	471,390	0	0	0	0	0	0	0	764,460	1,214,353
Advertising	1,225	26,868	23,140	27,772	6,883	0	0	0	0	0	0	0	85,888	243,000
Supplies	10,516	7,503	86,362	19,870	11,630	0	0	0	0	0	0	0	135,881	279,750
Utilities	458	17,294	6,152	34,808	43,713	0	0	0	0	0	0	0	102,425	511,900
Telephone	1,373	242	915	3,804	1,256	0	0	0	0	0	0	0	7,590	25,300
Postage	0	2,500	1,162	2,529	3,031	0	0	0	0	0	0	0	9,222	30,000
Insurance	73,201	0	34,460	2,840	6,282	0	0	0	0	0	0	0	116,783	161,752
Travel & Mileage	2,190	3,779	3,834	4,013	4,982	0	0	0	0	0	0	0	18,798	50,954
Tuition Waivers and Dues	33,071	91,390	3,256	22,067	100	0	0	0	0	0	0	0	149,884	255,000
Library Books & Equipment	26,054	3,131	1,105	15,680	617	0	0	0	0	0	0	0	46,587	77,700
Other	1,710	1,186	7,851	15,677	1,660	0	0	0	0	0	0	0	28,084	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	552,932
Expense	1,202,120	1,126,924	1,206,605	1,592,857	2,018,545	0	0	0	0	0	0	0	7,147,051	17,298,221
Income	2,487,421	(341,065)	(1,211,320)	(29,576)	385,218	0	0	0	0	0	0	0	1,290,678	(3)

4.137 Personnel Report

New hires, terminations, and status changes from November 5 to December 5, 2024.

New Hires:

- Michael Tulgestke, Women's Softball Assistant Coach, effective 11/06/2024.
- Thomas Sobeck, Director of RE-EIED Grant, effective 11/15/2024.
- Jeff Blumenthal, Assistant to the Director of RE-EIED Grant, effective 12/03/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.138 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation between November 15 and December 9, 2024.

Total Donors:	69
New Gifts:	\$53,147.87
Pledge Payments:	\$0.00
New Pledges:	\$0.00