

# ALPENA

COMMUNITY COLLEGE

665 Johnson Street  
Alpena, MI 49707-1495

Office of the Board of Trustees

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## Alpena Community College Board of Trustees

125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707

(989) 358-7215

### Notice of Regular Meeting

Date of Notice: March 15, 2019

**Meeting Date:** Wednesday, March 20, 2019  
**Meeting Time:** 7:00 p.m.  
**Location of Meeting:** Room 400, Charles R. Donnelly Natural Resources Center,  
665 Johnson Street, Alpena, Michigan, 49707

The ACC Board of Trustees will convene their regular monthly meeting 7:00 p.m. on Wednesday, March 20, 2019.

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.

Alpena Community College provides access for individuals with disabilities to both the Roger C. Bauer Board Room and the Charles R. Donnelly Natural Resources Center. 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  
(989) 358-7215

REGULAR MEETING AGENDA  
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, March 20, 2019, 7:00 p.m.

Roger C. Bauer Board Room, Room 400, Charles R. 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 from the February 20, 2019, 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
  - 2.734 Resolution of Congratulations for 2019 PTK All-Michigan Academic Team Member Benjamin A. Gould .....2
  - 2.735 Resolution of Congratulations for 2019 PTK All-Michigan Academic Team Member Todd J. Graham .....3
  - 2.736 Revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients, 2<sup>nd</sup> Reading.....4
- 12) Information Items
  - 3.955 Financial Report.....5
  - 3.956 Personnel Report .....10
  - 3.957 Gifts and Grants Report .....11
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, April 17, 2019, 7:00 p.m.
- 17) Adjournment

## **2.734 Resolution of Congratulations for 2019 PTK All-Michigan Academic Team Member Benjamin A. Gould**

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.

This year two ACC students, Benjamin A. Gould and Todd J. Graham, were named to the 2019 Phi Theta Kappa All-Michigan Academic Team.

Following is a resolution of congratulations for Benjamin A. Gould:

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, Benjamin A. Gould has aptly demonstrated such notable scholarly achievements throughout his academic career at Alpena Community College and was appropriately recognized as a member of the Phi Theta Kappa 2019 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Benjamin A. Gould for his numerous contributions to increasing the quality of life at the College and for his outstanding scholarly accomplishments throughout his enrollment at the College.

**2.735 Resolution of Congratulations for 2019 PTK All-Michigan Academic Team Member Todd J. Graham**

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.

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This year two ACC students, Benjamin A. Gould and Todd J. Graham, were named to the 2019 Phi Theta Kappa All-Michigan Academic Team.

Following is a resolution of congratulations for Todd J. Graham.

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, Todd J. Graham has aptly demonstrated such notable scholarly achievements throughout his academic career at Alpena Community College and was appropriately recognized as a member of the Phi Theta Kappa 2019 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Todd J. Graham for his numerous contributions to increasing the quality of life at the College and for his outstanding scholarly accomplishments throughout his enrollment at the College.

## 2.736 Revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients, 2<sup>nd</sup> Reading

At the April 16, 2015, ACC Board of Trustees meeting the Board approved the second reading of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients. This new policy was required by the Michigan Veterans Affairs Agency as a requirement for ACC to continue administering financial aid to veterans under the federal Veterans Access, Choice, and Accountability Act of 2014 (commonly known as the Choice Act). The policy amounts to a Board-level commitment to charge eligible veterans no more than in-state tuition.

In effect, this practice has been in place at ACC since April 16, 2014, when the Trustees simplified tuition rates by eliminating the out-of-state category. Currently ACC only charges in-district and out-of-district rates and no one is being charged more for having legal residence outside of Michigan.

Recently a new letter from the Michigan State Approving Agency (MISAA) notified ACC of a requirement to list new veterans educational assistance programs in the policy. The department has mandated a quick response to its directive.

ACC places top priority on continued access to VA educational benefits by veterans who participate in our educational programs.

Following is the proposed revised policy wording. Changes are indicated in red type.

The Board of Trustees approved a first reading of the proposed revisions at the February 20, 2019, Board meeting.

### 5024 In-State Tuition for Veterans Educational Benefit Recipients

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® -- Active Duty Program), **Chapter 31 (Vocational Rehabilitation)**, Chapter 33 (Post-9/11 GI Bill®) of Title 38, United States Code, **Chapter 35 (Survivors' and Dependents' Educational Assistance Program)**, **Chapter 1606 of Title 10 U.S.C. (Montgomery GI Bill – Selected Reserve)**, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311(b)(9)) who lives in the State of Michigan while attending Alpena Community College (regardless of his/her formal state of residence) shall be charged no more than in-state tuition.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading the proposed revision of Policy 5024, In-State Tuition for Veterans Educational Benefit Recipients.

### 3.955 Financial Report

#### Monthly General Fund Revenue and Expense through February 2019 (Year-to-Year Actual Comparison)

- Property tax receipts of \$1,974,622 are \$(43,071) less than those for February 2018. This is due mainly to timing and has resulted in lower than expected collection of taxes.
- Tuition/Fees of \$5,842,136 are \$126,544 greater primarily due to the college having better than expected enrollment throughout the fall and spring semesters.
- Sales, Service, and Rent is up by \$1,426 mainly due to an increase in quarterly rent charged to the Alternative Educational Academy of Iosco County.
- State Aid for the current year is \$2,742,638 due to normal State Aid payments of \$2,594,374, Renaissance zone payment of \$2,306, MPSERS cost offsets of \$64,111, and personal property tax appropriation of \$81,847.
- Federal revenue is down by \$(16,758) primarily due to the indirect cost that is no longer captured by the Department of Labor-TAACCT grant that expired in October 2018.
- Interest is up by \$3,088 due to Chemical Bank increasing the college's interest rate starting with the December 2018 bank statements.
- Other revenue is down by \$(3,680) mainly because of a decrease in cash back rewards on college credit cards and an Unemployment Insurance refund that was corrected in June 2018.
- Most operational payroll expenses are up due to new contract agreements initiated for this year.
- Instruction is up due to an increase in off-campus UTT advanced certificate courses.
- OIT (MIS) is up due to a significant increase in software maintenance costs, additional programmer costs, and timing of expensing information processing costs.
- Instruction Support is up due to the addition of half of the expense of the Director of Institutional Research.
- Student Services is up related to the payment of a Severance Incentive Payout for a faculty position within the Educational Talent Search program.
- Institutional Administration is down mainly due to a change in the funding for a position in the Registrar's office, Business Office staff changes, and the hiring of a new Foundation Executive Director.
- Physical Plant is up primarily due to an agreement with the Alpena City Police and increased utility costs due to extreme cold temperatures.
- Net income through the eighth month of the fiscal year represents a gain of \$1,703,533, typical for this time of the year.

#### Monthly General Fund Revenue and Expense through February 2019 (Budget to Actual Comparison)

- Outside Services are up due to an agreement with the City of Alpena police and additional legal expenses.
- Advertising is higher due to the addition of accessibility auditing service expenses.
- Insurance is higher due to an early payment in June 2017 for fiscal year 2018.
- Library Books & Equipment is higher due to timing of purchases.

General Fund Month to Month Comparison through February 2019

- All funds are tracking as expected for this time of the year.

**Alpena Community College  
General Fund  
Year-to-Year Actual Comparison  
8 Months Ending February 28, 2019**

<b>Category</b>	<b>FY 2019</b>	<b>FY 2018</b>	<b>Variance</b>
Revenue			
Property Tax	1,974,622	2,017,693	(43,071)
Tuition/Fees	5,842,136	5,715,592	126,544
Sales, Service, and Rent	14,491	13,065	1,426
State Aid	2,742,638	2,698,737	43,901
Local	0	0	0
State	0	0	0
Federal	42,516	59,274	(16,758)
Donations	0	0	0
Interest	3,587	499	3,088
Other	4,282	7,962	(3,680)
<b>Revenue</b>	<b>10,624,272</b>	<b>10,512,822</b>	<b>111,450</b>
Expense			
Instruction	4,360,833	4,291,478	69,355
MIS	625,478	570,543	54,935
Public Service	0	0	0
Instruction Support	805,345	787,924	17,421
Student Services	881,171	876,525	4,646
Institutional Administration	1,288,492	1,302,134	(13,642)
Physical Plant	959,420	937,726	21,694
<b>Expense</b>	<b>8,920,739</b>	<b>8,766,330</b>	<b>154,409</b>
Income	1,703,533	1,746,492	(42,959)
Net Assets - Beginning of Year	1,276,404	1,148,771	127,633
Net Assets - End of Year	2,979,937	2,895,263	84,674



**Alpena Community College  
General Fund Budget-to-Actual Comparison  
For the 8 Months Ending February 28, 2019**

Category	FY 2019				FY 2018			
	Budget	YTD Actual	Variance	% Complete	Budget	YTD Actual	Variance	% Complete
<b>Revenue</b>								
Property Tax	2,610,574	1,974,622	(635,952)	75.64%	2,568,496	2,017,693	(550,803)	78.56%
Tuition/Fees	5,912,971	5,842,136	(70,835)	98.80%	5,814,970	5,715,592	(99,378)	98.29%
Sales, Service, and Rent	19,000	14,491	(4,509)	76.27%	30,000	13,065	(16,935)	43.55%
State Aid	5,830,365	2,742,638	(3,087,727)	47.04%	5,660,243	2,698,737	(2,961,506)	47.68%
Federal	63,120	42,516	(20,604)	67.36%	103,361	59,274	(44,087)	57.35%
Donations	69,415	0	(69,415)	0.00%	55,519	0	(55,519)	0.00%
Interest	2,500	3,587	1,087	143.48%	2,500	499	(2,001)	19.96%
Other	7,200	4,282	(2,918)	59.47%	1,200	7,962	6,762	663.50%
Revenue	<u>14,515,145</u>	<u>10,624,272</u>	<u>(3,890,873)</u>	<u>73.19%</u>	<u>14,236,289</u>	<u>10,512,822</u>	<u>(3,723,467)</u>	<u>73.85%</u>
<b>Expense</b>								
Salaries	7,811,162	5,036,528	2,774,634	64.48%	7,681,949	4,954,689	2,727,260	64.50%
Fringe Benefits	3,873,507	2,357,166	1,516,341	60.85%	3,780,924	2,338,082	1,442,842	61.84%
Outside Services	773,819	553,575	220,244	71.54%	722,671	500,542	222,129	69.26%
Advertising	187,500	133,140	54,360	71.01%	187,500	119,546	67,954	63.76%
Supplies	263,770	111,085	152,685	42.11%	265,136	122,835	142,301	46.33%
Rental	5,500	0	5,500	0.00%	5,500	0	5,500	0.00%
Utilities	499,662	218,230	281,432	43.68%	457,214	213,205	244,009	46.63%
Telephone	60,000	27,541	32,459	45.90%	60,000	29,171	30,829	48.62%
Postage	40,000	18,635	21,365	46.59%	40,000	23,447	16,553	58.62%
Insurance	139,000	141,151	(2,151)	101.55%	168,400	128,197	40,203	76.13%
Travel & Mileage	93,662	55,638	38,024	59.40%	99,862	57,348	42,514	57.43%
Tuition Waivers	242,000	192,875	49,125	79.70%	238,000	223,948	14,052	94.10%
Library Books & Equipment	80,590	39,832	40,758	49.43%	71,440	28,528	42,912	39.93%
Other	113,000	35,342	77,658	31.28%	121,000	26,789	94,211	22.14%
Transfers	331,973	0	331,973	0.00%	336,693	0	336,693	0.00%
Expense	<u>14,515,145</u>	<u>8,920,738</u>	<u>5,594,407</u>	<u>61.46%</u>	<u>14,236,289</u>	<u>8,766,327</u>	<u>5,469,962</u>	<u>61.58%</u>
Income		1,703,534				1,746,495		
Net Assets - Beginning of Year		<u>1,276,404</u>				<u>1,148,771</u>		
Net Assets - End of Year		<u><u>2,979,938</u></u>				<u><u>2,895,266</u></u>		

**Alpena Community College  
General Fund Month-to-Month Tracking  
For the 8 Months Ending February 28, 2019**

Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD	Budget
Revenue														
Property Tax	84,471	424,567	19,870	6,154	2,035	238,264	670,121	529,140	0	0	0	0	1,974,622	2,610,574
Tuition/Fees	2,863,461	231,803	(43,389)	723,484	1,246,012	480,613	316,629	23,523	0	0	0	0	5,842,136	5,912,971
Sales, Service, and Rent	2,775	125	1,445	4,580	170	1,246	3,983	168	0	0	0	0	14,492	19,000
State Aid	0	0	2,306	600,737	557,318	526,026	526,026	530,225	0	0	0	0	2,742,638	5,830,365
Federal	5,526	2,201	12,708	6,301	3,324	3,024	2,949	6,482	0	0	0	0	42,515	63,120
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	124	0	312	135	125	1,272	1,619	0	0	0	0	3,587	2,500
Other	20	610	110	1,180	541	461	205	1,155	0	0	0	0	4,282	7,200
Revenue	2,956,253	659,430	(6,950)	1,342,748	1,809,535	1,249,759	1,521,185	1,092,312	0	0	0	0	10,624,272	14,515,145
Expense														
Salaries	570,593	791,185	616,638	704,308	615,083	624,979	545,547	568,196	0	0	0	0	5,036,529	7,811,162
Fringe Benefits	270,746	343,812	303,369	304,710	289,807	291,536	264,102	289,084	0	0	0	0	2,357,166	3,873,507
Outside Services	188,085	40,928	40,933	64,849	40,437	79,156	57,877	41,310	0	0	0	0	553,575	773,819
Advertising	13,793	19,123	30,586	6,244	3,960	15,781	26,032	17,619	0	0	0	0	133,138	187,500
Supplies	5,814	10,904	22,594	19,753	13,464	13,624	16,636	8,296	0	0	0	0	111,085	263,770
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	5,500
Utilities	199	500	27,460	23,853	31,236	44,880	41,923	48,179	0	0	0	0	218,230	499,662
Telephone	1,683	97	4,225	4,266	4,514	4,057	4,636	4,062	0	0	0	0	27,540	60,000
Postage	5,000	114	1,431	5,086	450	1,431	5,000	124	0	0	0	0	18,636	40,000
Insurance	64,624	0	29,360	8,892	26,132	14,691	(2,548)	0	0	0	0	0	141,151	139,000
Travel & Mileage	4,397	6,187	11,910	5,588	4,902	16,251	2,215	4,188	0	0	0	0	55,638	93,662
Tuition Waivers	865	69,728	57,494	1,310	1,798	0	55,990	5,691	0	0	0	0	192,876	242,000
Library Books & Equip	18,848	4,910	144	4,201	1,632	1,625	7,595	877	0	0	0	0	39,832	80,590
Other	0	4,708	2,522	13,467	1,848	1,669	3,135	7,993	0	0	0	0	35,342	113,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	331,973
Expense	1,144,647	1,292,196	1,148,666	1,166,527	1,035,263	1,109,680	1,028,140	995,619	0	0	0	0	8,920,738	14,515,145
Income	1,811,606	(632,766)	(1,155,616)	176,221	774,272	140,079	493,045	96,693	0	0	0	0	1,703,534	0

### **3.956 Personnel Report**

New hires, terminations, and status changes from February 11 to March 11, 2019.

#### New Hires

- None.

#### Transfers

- None.

#### Layoffs

- None.

#### Resignations

- None.

#### Retirements

- None.

### **3.957 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the College and its Foundation between February 12 and March 11, 2019.

#### **Total Donors:**

New Gifts:	\$18,505.00
Pledge Payments:	\$14,630.00
New Pledges:	\$42,481.00