

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: April 12, 2019

Meeting Date: Wednesday, April 17, 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, April 17, 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, April 17, 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 March 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
 - 2.737 ERP-SIS Servers Bids.....2
- 12) Information Items
 - 3.958 Financial Report.....4
 - 3.959 Personnel Report.....8
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, May 15, 2019, 7:00 p.m.
- 17) Adjournment

2.737 ERP-SIS Servers Bids

As part of Alpena Community College's commitment to providing high-quality computing capabilities to students and employees, the Office of Information Technology maintains a hosted enterprise resource planning student information system (ERP-SIS) server environment. The hosted server environment is owned and supported by Merit at their Southfield Data Center. Merit will be discontinuing the hosted services on June 30, 2021; however, the annual cost for the service will double beginning on July 1, 2019.

During the past year, Office of Information Technology Administrators evaluated several scenarios for the replacement of the Merit-hosted ERP-SIS servers. Some of the solutions included moving to a new ERP-SIS platform and moving our ERP-SIS platform to a cloud managed service. After a thorough evaluation of the options, the most cost effective solution was determined to be purchasing the server infrastructure, bringing the ERP-SIS platform back on site, and staying with Ellucian as an ERP-SIS solution provider.

The Office of Information Technology solicited bids for two physical servers with the following minimum configurations:

Server specifications:

Processor

- Clock Speed : 2.6 GHz
- Installed Qty : 2
- Manufacturer : Intel
- Max Supported Qty : 2
- Max Turbo Speed : 3.7 GHz
- Number of Cores : 14-core
- Processor Main Features : Hyper-Threading Technology, Intel Turbo Boost Technology 2
- Processor Number : 6132
- Server Scalability : 2-way
- Type : Xeon Gold
- Upgradability : Upgradable

Cabinet

- Chassis Built-in Devices : Battery

Cache Memory

- Installed Size : 38.5 MB
- Per Processor Size : 19.25 MB
- Type : L3 cache

Interface Provided

- Connector Type : RJ-45
- Qty : 4
- Type : LAN (Gigabit Ethernet)
- Connector Type : Type A
- Qty : 8

Mainboard

- Chipset Type : Intel C621
- Processor Socket : Socket P

Networking

- Ethernet Ports : 6 x Gigabit Ethernet
- Features : PXE support, Wake on LAN (WoL)

Service & Support Details

- Response Time : Next business day

Storage Controller

- Buffer Size : 2 GB
- Channel Qty : 8
- Installed Qty : 1
- Interface Type : Serial ATA-600 / SAS 3.0

- RAID Level : RAID 0, RAID 1, RAID 1 ADM, RAID 10, RAID 10 ADM, RAID 5, RAID 50, RAID 6, RAID 60
- Type : None

RAM

- 64 GB
- Registered or Buffered: Load-Reduced
- Max Size: 768 GB

Hard Drives

- Hard drive: 6 - 1.2 TB - SAS 12Gb/s

Video Memory

Installed Size: 16 MB

Video Output

- Video Interfaces: VGA

System Service & Support

- On-Site Warranty: On-site
- Type: 3 years warranty

Three bids were solicited through CDWG, which supplied the bids based on the procurement process from the State of Michigan (MiDeal). The results are as follows:

| | |
|--|-------------|
| HPE ProLiant DL380 Gen10 - rack-mountable - Xeon Gold, 6132 2.6 GHz - 64 GB | \$21,980.00 |
| Lenovo ThinkSystem SR650 - rack-mountable - Xeon Gold, 5120 2.2 GHz - 16 GB | \$31,064.50 |
| Cisco UCSC-C220-M5L- rack-mountable - Xeon Gold, 5120 2.2 GHz - 16 GB | \$25,301.92 |

The bids were reviewed by appropriate College officials and the bid for HPE ProLiant DL380 was selected. The total cost of the project is \$21,980.00 to be paid for by the Maintenance and Replacement Fund.

Therefore, the following resolution is proposed:

The Board of Trustees authorize appropriate College officials to purchase HPE ProLiant DL380 Servers for a cost of \$21,980.00.

3.958 Financial Report

Monthly General Fund Revenue and Expense through March 2019 (Year to Year Actual Comparison)

- Property tax receipts of \$2,493,161 are \$57,873 less than those for March 2018. This is due mainly to timing and has resulted in lower than expected collection of taxes.
- Tuition/Fees of \$5,896,907 are \$145,950 greater primarily due to the College having better than expected enrollment throughout the fall and spring semesters and increased Direct Credit revenue generated through various local school districts.
- Sales, Service, and Rent is up by \$1,896 mainly due to an increase in quarterly rent charged to the Alternative Educational Academy of Iosco County.
- State Aid for the current year is \$3,268,664 due to normal State Aid payments of \$3,113,245, Renaissance zone payment of \$2,306, MPERS cost offsets of \$71,266, and personal property tax appropriation of \$81,847.
- Federal revenue is down by \$24,965 primarily due to the indirect cost that is no longer captured by the Department of Labor-TAACCCT grant that expired in October 2018.
- Interest is up by \$4,915 due to Chemical Bank increasing the College's interest rate starting with the December 2018 bank statements.
- Other revenue is down by \$3,835 mainly because of a decrease in cash-back rewards on 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 up mainly due to an increase in legal expenses and the requirement to purchase accessibility auditing services related to a civil rights complaint and federal regulations.
- Physical Plant is up primarily due to an agreement with the Alpena City Police and increased utility and snow removal costs due to extreme winter conditions.
- Net income through the ninth month of the fiscal year represents a gain of \$1,116,998, typical for this time of the year.

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

- Outside Services are up due to an agreement with the City of Alpena police, additional legal expenses, and an increase in off-campus UTT advanced certificate courses offered.
- 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 March 2019

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

**Alpena Community College
General Fund
Year-to-Year Actual Comparison
9 Months Ending March 31, 2019**

| Category | FY 2019 | FY 2018 | Variance |
|--------------------------------|-------------------|-------------------|-----------------|
| <u>Revenue</u> | | | |
| Property Tax | 2,493,161 | 2,551,034 | (57,873) |
| Tuition/Fees | 5,896,907 | 5,750,957 | 145,950 |
| Sales, Service, and Rent | 15,166 | 13,270 | 1,896 |
| State Aid | 3,268,664 | 3,235,631 | 33,033 |
| Local | 0 | 0 | 0 |
| State | 0 | 0 | 0 |
| Federal | 48,213 | 73,178 | (24,965) |
| Donations | 0 | 0 | 0 |
| Interest | 5,756 | 841 | 4,915 |
| Other | 4,672 | 8,507 | (3,835) |
| Revenue | 11,732,539 | 11,633,418 | 99,121 |
| <u>Expense</u> | | | |
| Instruction | 5,339,949 | 5,298,891 | 41,058 |
| MIS | 703,534 | 646,004 | 57,530 |
| Public Service | 0 | 0 | 0 |
| Instruction Support | 968,589 | 949,494 | 19,095 |
| Student Services | 998,934 | 996,090 | 2,844 |
| Institutional Administration | 1,481,007 | 1,478,963 | 2,044 |
| Physical Plant | 1,123,528 | 1,119,554 | 3,974 |
| Expense | 10,615,541 | 10,488,996 | 126,545 |
| Income | 1,116,998 | 1,144,422 | (27,424) |
| Net Assets - Beginning of Year | 1,276,404 | 1,148,771 | 127,633 |
| Net Assets - End of Year | 2,393,402 | 2,293,193 | 100,209 |

**Alpena Community College
General Fund Budget-to-Actual Comparison
For the 9 Months Ending March 31, 2019**

| Category | FY 2019 | | | | FY 2018 | | | |
|--------------------------------|-------------------|-------------------------|--------------------|---------------|-------------------|-------------------------|--------------------|---------------|
| | Budget | YTD Actual | Variance | % Complete | Budget | YTD Actual | Variance | % Complete |
| Revenue | | | | | | | | |
| Property Tax | 2,610,574 | 2,493,161 | (117,413) | 95.50% | 2,568,496 | 2,551,034 | (17,462) | 99.32% |
| Tuition/Fees | 5,912,971 | 5,896,907 | (16,064) | 99.73% | 5,814,970 | 5,750,957 | (64,013) | 98.90% |
| Sales, Service, and Rent | 19,000 | 15,166 | (3,834) | 79.82% | 30,000 | 13,270 | (16,730) | 44.23% |
| State Aid | 5,830,365 | 3,268,664 | (2,561,701) | 56.06% | 5,660,243 | 3,235,631 | (2,424,612) | 57.16% |
| Federal | 63,120 | 48,213 | (14,907) | 76.38% | 103,361 | 73,178 | (30,183) | 70.80% |
| Donations | 69,415 | 0 | (69,415) | 0.00% | 55,519 | 0 | (55,519) | 0.00% |
| Interest | 2,500 | 5,756 | 3,256 | 230.24% | 2,500 | 841 | (1,659) | 33.64% |
| Other | 7,200 | 4,672 | (2,528) | 64.89% | 1,200 | 8,507 | 7,307 | 708.92% |
| Revenue | <u>14,515,145</u> | <u>11,732,539</u> | <u>(2,782,606)</u> | <u>80.83%</u> | <u>14,236,289</u> | <u>11,633,418</u> | <u>(2,602,871)</u> | <u>81.72%</u> |
| Expense | | | | | | | | |
| Salaries | 7,808,809 | 6,146,985 | 1,661,824 | 78.72% | 7,681,949 | 6,068,820 | 1,613,129 | 79.00% |
| Fringe Benefits | 3,873,507 | 2,803,296 | 1,070,211 | 72.37% | 3,780,924 | 2,780,436 | 1,000,488 | 73.54% |
| Outside Services | 766,172 | 599,855 | 166,317 | 78.29% | 722,671 | 535,255 | 187,416 | 74.07% |
| Advertising | 197,500 | 137,420 | 60,080 | 69.58% | 187,500 | 135,516 | 51,984 | 72.28% |
| Supplies | 263,270 | 125,679 | 137,591 | 47.74% | 265,136 | 139,491 | 125,645 | 52.61% |
| Rental | 5,500 | 0 | 5,500 | 0.00% | 5,500 | 0 | 5,500 | 0.00% |
| Utilities | 499,662 | 265,817 | 233,845 | 53.20% | 457,214 | 290,654 | 166,560 | 63.57% |
| Telephone | 60,000 | 31,810 | 28,190 | 53.02% | 60,000 | 32,962 | 27,038 | 54.94% |
| Postage | 40,000 | 26,641 | 13,359 | 66.60% | 40,000 | 25,608 | 14,392 | 64.02% |
| Insurance | 139,000 | 141,151 | (2,151) | 101.55% | 168,400 | 128,197 | 40,203 | 76.13% |
| Travel & Mileage | 94,162 | 59,784 | 34,378 | 63.49% | 99,862 | 62,019 | 37,843 | 62.10% |
| Tuition Waivers | 242,000 | 194,209 | 47,791 | 80.25% | 238,000 | 223,948 | 14,052 | 94.10% |
| Library Books & Equipment | 80,590 | 42,823 | 37,767 | 53.14% | 71,440 | 28,925 | 42,515 | 40.49% |
| Other | 113,000 | 40,072 | 72,928 | 35.46% | 121,000 | 37,164 | 83,836 | 30.71% |
| Transfers | 331,973 | 0 | 331,973 | 0.00% | 336,693 | 0 | 336,693 | 0.00% |
| Expense | <u>14,515,145</u> | <u>10,615,542</u> | <u>3,899,603</u> | <u>73.13%</u> | <u>14,236,289</u> | <u>10,488,995</u> | <u>3,747,294</u> | <u>73.68%</u> |
| Income | | 1,116,997 | | | | 1,144,423 | | |
| Net Assets - Beginning of Year | | <u>1,276,404</u> | | | | <u>1,148,771</u> | | |
| Net Assets - End of Year | | <u><u>2,393,401</u></u> | | | | <u><u>2,293,194</u></u> | | |

**Alpena Community College
General Fund Month-to-Month Tracking
For the 9 Months Ending March 31, 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 | 518,539 | 0 | 0 | 0 | 2,493,161 | 2,610,574 |
| Tuition/Fees | 2,863,461 | 231,803 | (43,389) | 723,484 | 1,246,012 | 480,613 | 316,629 | 23,523 | 54,771 | 0 | 0 | 0 | 5,896,907 | 5,912,971 |
| Sales, Service, and Rent | 2,775 | 125 | 1,445 | 4,580 | 170 | 1,246 | 3,983 | 168 | 675 | 0 | 0 | 0 | 15,167 | 19,000 |
| State Aid | 0 | 0 | 2,306 | 600,737 | 557,318 | 526,026 | 526,026 | 530,225 | 526,026 | 0 | 0 | 0 | 3,268,664 | 5,830,365 |
| Federal | 5,526 | 2,201 | 12,708 | 6,301 | 3,324 | 3,024 | 2,949 | 6,482 | 5,696 | 0 | 0 | 0 | 48,211 | 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 | 2,169 | 0 | 0 | 0 | 5,756 | 2,500 |
| Other | 20 | 610 | 110 | 1,180 | 541 | 461 | 205 | 1,155 | 390 | 0 | 0 | 0 | 4,672 | 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 | 1,108,266 | 0 | 0 | 0 | 11,732,538 | 14,515,145 |
| Expense | | | | | | | | | | | | | | |
| Salaries | 570,593 | 791,185 | 616,638 | 704,308 | 615,083 | 624,979 | 545,547 | 568,196 | 1,110,457 | 0 | 0 | 0 | 6,146,986 | 7,808,809 |
| Fringe Benefits | 270,746 | 343,812 | 303,369 | 304,710 | 289,807 | 291,536 | 264,102 | 289,084 | 446,130 | 0 | 0 | 0 | 2,803,296 | 3,873,507 |
| Outside Services | 188,085 | 40,928 | 40,933 | 64,849 | 40,437 | 79,156 | 57,877 | 41,310 | 46,280 | 0 | 0 | 0 | 599,855 | 766,172 |
| Advertising | 13,793 | 19,123 | 30,586 | 6,244 | 3,960 | 15,781 | 26,032 | 17,619 | 4,281 | 0 | 0 | 0 | 137,419 | 197,500 |
| Supplies | 5,814 | 10,904 | 22,594 | 19,753 | 13,464 | 13,624 | 16,636 | 8,296 | 14,594 | 0 | 0 | 0 | 125,679 | 263,270 |
| 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 | 47,587 | 0 | 0 | 0 | 265,817 | 499,662 |
| Telephone | 1,683 | 97 | 4,225 | 4,266 | 4,514 | 4,057 | 4,636 | 4,062 | 4,269 | 0 | 0 | 0 | 31,809 | 60,000 |
| Postage | 5,000 | 114 | 1,431 | 5,086 | 450 | 1,431 | 5,000 | 124 | 8,006 | 0 | 0 | 0 | 26,642 | 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 | 4,145 | 0 | 0 | 0 | 59,783 | 94,162 |
| Tuition Waivers | 865 | 69,728 | 57,494 | 1,310 | 1,798 | 0 | 55,990 | 5,691 | 1,334 | 0 | 0 | 0 | 194,210 | 242,000 |
| Library Books & Equipment | 18,848 | 4,910 | 144 | 4,201 | 1,632 | 1,625 | 7,595 | 877 | 2,991 | 0 | 0 | 0 | 42,823 | 80,590 |
| Other | 0 | 4,708 | 2,522 | 13,467 | 1,848 | 1,669 | 3,135 | 7,993 | 4,730 | 0 | 0 | 0 | 40,072 | 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 | 1,694,804 | 0 | 0 | 0 | 10,615,542 | 14,515,145 |
| Income | 1,811,606 | (632,766) | (1,155,616) | 176,221 | 774,272 | 140,079 | 493,045 | 96,693 | (586,538) | 0 | 0 | 0 | 1,116,996 | 0 |

3.959 Personnel Report

New hires, terminations, and status changes from March 12 to April 8, 2019.

New Hires

- None.

Transfers

- None.

Layoffs

- None.

Resignations

- Pete Eastwood, Full-time Faculty - Automotive Service and Repair, effective 07/19/19.

Retirements

- Carol Putkamer, Full-time Faculty - BIS/Med Info Systems, effective 06/01/19.
- Laurie Wade, Full-time Faculty - Fine Arts, effective 06/01/19.
- Marlene Vanderwyst, ESP, Financial Aid Office Coordinator, effective 07/01/19.
- Barbara Szczesniak, ESP, Assistant to the Director of ACC Foundation and Secretary to the President, effective 07/01/19.

3.960 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between March 12, 2019 and April 9, 2019.

| | |
|-------------------------|-------------|
| Total Donors: | 61 |
| New Gifts: | \$64,906.00 |
| Pledge Payments: | \$19,450.00 |
| New Pledges: | \$5,000.00 |