

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: May 10, 2019

Meeting Date: Wednesday, May 15, 2019
Meeting Time: 5:30 p.m. budget workshop; 7:00 p.m. regular meeting
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, May 15, 2019. At 5:30 p.m. that day the trustees will conduct a workshop session to hear the background details used to create the proposed 2019-20 budget.

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, May 15, 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 April 17, 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
 - 2.739 Newport Center Roof Replacement Bids.....2
 - 2.740 Proposed New Mission and Goals Statements (First Reading)5
- 12) Information Items
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 - 3.962 Personnel Report.....11
 - 3.963 Gifts and Grants Report12
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, June 19, 2019, 7:00 p.m.
- 17) Adjournment

2.739 Newport Center Roof Replacement Bids

Alpena Community College maintains attractive and functional facilities in an effort to create a comfortable, efficient learning environment for its students. One important part of this effort is periodic maintenance to prevent issues which may impede the College's operations or become expensive problems in the future.

Nick Brege, Director of Facilities, maintains a list of facility projects which need to be periodically addressed. Recently he identified the roof of the Newport Center building as a candidate for replacement. While some maintenance has been performed on the roof since the building was constructed in 1995, many areas are original and in need of attention.

Brege conducted a review of the roof and created a Request for Proposals which asked for bids for treating two areas on the Newport Center roof. The RFP also asked vendors to supply prices for 10-, 15, and 20-year warranties. The RFP was published in *The Alpena News* and communicated to local roofing vendors. A pre-bid meeting to respond to vendor questions was held. Three vendors chose to submit bids: C&I Building Maintenance, Inc., IRT Commercial Services, and Thomas Brown & Son.

Company	Scope	Membrane Type	Mil Thickness	Warranty Period	Price	Price/Sqft
IRT Commercial Services	Section A & B	Polyurethane Fluid Applied	30 mil DFT	10 years	\$165,808.00	\$3.47
IRT Commercial Services	Section A & B	Polyurethane Fluid Applied	60 mil DFT	15 years	\$179,304.00	\$3.75
IRT Commercial Services	Section A & B	Polyurethane Fluid Applied	85 mil DFT	20 years	\$196,656.00	\$4.11
IRT Commercial Services	Section A & B	PVC Membrane	50 mils	15 years	\$238,590.00	\$4.99
IRT Commercial Services	Section A & B	PVC Membrane	60 mils	20 years	\$277,150.00	\$5.80
Thomas Brown & Son	Section A & B	Polyurethane Fluid Applied	56 wet mils	12 years	\$343,849.00	\$7.19
C&I Building Maint	Section A & B	Polyurethane Fluid Applied	56 wet mils	12 years	\$274,960.00	\$5.75
C&I Building Maint	Section A & B	Polyurethane Fluid Applied	80 wet mils	20 years	\$474,820.00	\$9.93

After an initial tally of the bids, Brege contacted the low bidder, IRT Commercial Services, and asked them to price out the total cost of replacing all three areas of the Newport Center roof. The resulting IRT bid of \$245,869.00 for all three areas and a 20-year warranty was still lower than the bids from the other two vendors for just the two roof areas and a 20-year warranty.

Company	Scope	Membrane Type	Mil Thickness	Warranty Period	Price	Price/Sqft
IRT Commercial Services	Section A,B,C	Polyurethane Fluid Applied	85 mil DFT	20 years	\$245,869.00	\$3.92

CORE DATA—ROOF SECTION A and B

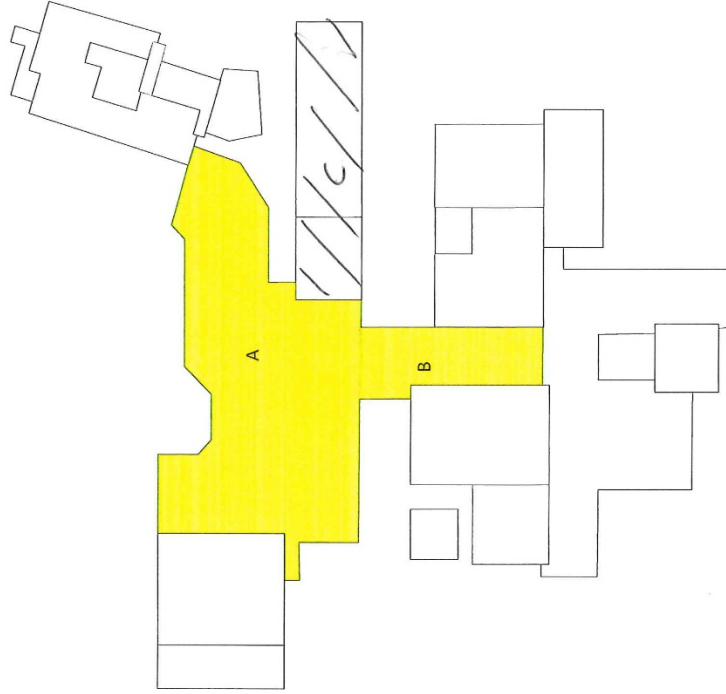
 **Spring 2019 Project**
Approximately 49,123
Square Feet*



CORE CONSTRUCTION

- metal deck
- tapered polyisocyanurate insulation—
6" at high point
- Fully adhered EPDM membrane

*bidding party responsible for field verifying all dimensions and square footage.



REPORT FOR:
INSPECTION DATE:

Nick Brega— Physical Plant
N/A



Roof Data Page
Sections A and B

Sherby/Hibbe
March—2019

Based on the above prices, College officials are recommending contracting with IRT Commercial Services for replacement of sections A, B, and C of the Newport Center roof.

Therefore, the following resolution is proposed:

The Board of Trustees approves IRT Commercial Services to replace the Newport Center roof with a 20-year warranty for a cost not to exceed \$245,869.00.

2.740 Proposed New Mission and Goals Statements (First Reading)

During the December 19, 2018, ACC Board of Trustees meeting the trustees approved upon first reading proposed new Mission and Goals statements crafted by the Strategic Planning and Budgeting Committee. Later in that meeting Trustee Gentry suggested the trustees conduct a workshop to discuss the proposed new statements. That workshop was held on Wednesday, January 16, 2019.

The result of the workshop was the creation of the Mission and Goals Subcommittee, composed of trustees Lisa Hilberg, Sue Stender, and Florence Stibitz; Joe Gentry agreed to act as an alternate, if necessary. The subcommittee met with the Strategic Planning and Budgeting Committee on April 2, 2019. The results of that meeting were slightly revised versions of the proposed new Mission and Goals statements.

The proposed new Mission and Goals statements are as follows:

The Mission of Alpena Community College is to create a culture of educational excellence and service to the community.

Alpena Community College's goals are to:

#1 – Campus/Culture

Offer a welcoming, safe and adaptable culture that inspires diversity.

#2 – Learning/Education

Motivate continuous exploration of diverse opportunities and knowledge acquisition through a flexible learning environment.

#3 – Community

Stimulate community collaboration, which fosters comprehensive economic, cultural, and community development.

#4 – Value

Exercise sustainable value that supports career pathways and fiscal responsibility.

At the April 17, 2019, ACC Board of Trustees meeting the trustees asked administrators to collect public feedback regarding proposed Mission and Goals changes. The Office of Public Information & Marketing wrote a short survey with input from appropriate staff. The survey was entered into SurveyMonkey and made live April 30 for testing. The first efforts to publicize the survey were made Wednesday, May 1. The survey was available until Monday morning, May 13. The survey results were shared with the trustees and SPBC earlier in today's meeting.

Based on all of the above efforts, ACC officials are recommending the adoption of the Mission and Goals statements as revised by the Mission and Goals Subcommittee and SPBC.

Therefore, the following resolution is proposed:

The Board of Trustees approves the changing of the College's Mission and Goals statements as specified in the Mission and Goals Subcommittee meeting of April 2, 2019.

3.961 Financial Report

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

- Property tax receipts of \$2,621,727 are \$42,207 more than those for April 2018. This is slightly ahead of projected.
- Tuition/Fees of \$5,952,291 are \$174,423 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 \$2,834 mainly due to an increase in quarterly rent charged to the Alternative Educational Academy of Iosco County.
- State Aid for the current year is \$3,794,690 due to normal State Aid payments of \$3,632,116, Renaissance zone payment of \$2,306, MPSERS cost offsets of \$78,421, and personal property tax appropriation of \$81,847.
- Federal revenue is down by \$(26,372) 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 \$7,505 due to Chemical Bank increasing the college's interest rate starting with the December 2018 bank statements.
- Most operational payroll expenses are up due to new contract agreements new 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 tenth month of the fiscal year represents a gain of \$760,435, typical for this time of the year.

Monthly General Fund Revenue and Expense through April 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 April 2019

- Salaries and fringe benefits are tracking higher due to three payrolls processed in August and March, longevity in September and March, and overload paid in October and April.
- All other month-to-month comparisons are tracking as expected for this time of the year.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Ten Months Ending April 30, 2019

Category	YTD Actual FY 2019	YTD Actual FY 2018	Variance
Revenue			
Property Tax	2,621,727	2,579,520	42,207
Tuition/Fees	5,952,291	5,777,868	174,423
Sales, Service, and Rent	19,394	16,560	2,834
State Aid	3,794,690	3,757,706	36,984
Local	0	0	0
State	0	0	0
Federal	0	0	0
Donations	52,388	78,760	(26,372)
Interest	8,590	1,085	7,505
Other	5,427	8,967	(3,540)
Revenue	12,454,507	12,220,466	234,041
Expense			
Instruction	5,908,962	5,881,796	27,166
OIT	772,004	696,597	75,407
Public Service	0	0	0
Instruction Support	1,058,577	1,023,242	35,335
Student Services	1,077,012	1,069,829	7,183
Institutional Administration	1,612,916	1,604,697	8,219
Physical Plant	1,264,601	1,258,480	6,121
Expense	11,694,072	11,534,641	159,431
Income	760,435	685,825	74,610
Net Assets - Beginning of Year	1,148,771	909,664	239,107
Net Assets - End of Year	1,909,206	1,595,489	313,717

Alpena Community College
Comparative Income Statement
General Fund
For the Ten Months Ending April 30, 2019

Category	FY2019 Budget	FY2019 YTD Actual	FY2019 Variance	FY2019 Complete	FY2018 Complete
Revenue					
Property Tax	2,610,574	2,621,727	11,153	100.43%	100.43%
Tuition/Fees	5,912,971	5,952,291	39,320	100.66%	99.36%
Sales, Services, and Rent	19,000	19,394	394	102.07%	55.20%
State Aid	5,830,365	3,794,690	(2,035,675)	65.08%	66.39%
Federal	63,120	52,388	(10,732)	83.00%	76.20%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	8,590	6,090	343.60%	43.40%
Other	7,200	5,427	(1,773)	75.38%	747.25%
Revenue	14,515,145	12,454,507	(2,060,638)	85.80%	85.84%
Expense					
Salaries	7,808,809	6,780,759	1,028,050	86.83%	87.14%
Fringe Benefits	3,873,507	3,103,278	770,229	80.12%	81.52%
Outside Services	766,172	641,395	124,777	83.71%	79.82%
Advertising	197,500	144,315	53,185	73.07%	74.90%
Supplies	263,270	147,641	115,629	56.08%	57.14%
Rental	5,500	0	5,500	0.00%	0.00%
Utilities	499,662	310,781	188,881	62.20%	73.78%
Telephone	60,000	35,757	24,243	59.60%	63.59%
Postage	40,000	27,141	12,859	67.85%	64.02%
Insurance	139,000	141,151	(2,151)	101.55%	76.13%
Travel & Mileage	94,162	64,461	29,701	68.46%	65.48%
Tuition Waivers	242,000	194,389	47,611	80.33%	94.03%
Library Books & Equipment	80,590	60,766	19,824	75.40%	43.55%
Other	113,000	42,240	70,760	37.38%	33.39%
Transfers	331,973	0	331,973	0.00%	0.00%
Expense	14,515,145	11,694,074	2,821,071	80.56%	81.02%
Income	0	760,433			
Net Assets - Beginning of Year	1,148,771	1,148,771			
Net Assets - End of Year	1,148,771	1,909,204			

Alpena Community College General Fund Month to Month Tracking For the Ten Months Ending April 30, 2019

Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	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	128,566	0	0	2,621,727	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	55,384	0	0	5,952,291	5,912,971
Sales, Services, and Rent	2,775	125	1,445	4,580	170	1,246	3,983	168	675	4,229	0	0	19,396	19,000
State Aid	0	0	2,306	600,737	557,318	526,026	526,026	530,225	526,026	526,026	0	0	3,794,690	5,830,365
Federal	5,526	2,201	12,708	6,301	3,324	3,024	2,949	6,482	5,696	4,175	0	0	52,386	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	2,834	0	0	8,590	2,500
Other	20	610	110	1,180	541	461	205	1,155	390	755	0	0	5,427	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	721,969	0	0	12,454,507	14,515,145
Expense														
Salaries	570,593	791,185	616,638	704,308	615,083	624,979	545,547	568,196	1,110,457	633,773	0	0	6,780,759	7,808,809
Fringe Benefits	270,746	343,812	303,369	304,710	289,807	291,536	264,102	289,084	446,130	299,982	0	0	3,103,278	3,873,507
Outside Services	188,085	40,928	40,933	64,849	40,437	79,156	57,877	41,310	46,280	41,540	0	0	641,395	766,172
Advertising	13,793	19,123	30,586	6,244	3,960	15,781	26,032	17,619	4,281	6,895	0	0	144,314	197,500
Supplies	5,814	10,904	22,594	19,753	13,464	13,624	16,636	8,296	14,594	21,962	0	0	147,641	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	44,964	0	0	310,781	499,662
Telephone	1,683	97	4,225	4,266	4,514	4,057	4,636	4,062	4,269	3,947	0	0	35,756	60,000
Postage	5,000	114	1,431	5,086	450	1,431	5,000	124	8,006	500	0	0	27,142	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	4,677	0	0	64,460	94,162
Tuition Waivers	865	69,728	57,494	1,310	1,798	0	55,990	5,691	1,334	180	0	0	194,390	242,000
Library Books & Equipment	18,848	4,910	144	4,201	1,632	1,625	7,595	877	2,991	17,943	0	0	60,766	80,590
Other	0	4,708	2,522	13,467	1,848	1,669	3,135	7,993	4,730	2,168	0	0	42,240	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	1,078,531	0	0	11,694,073	14,515,145
Income	1,811,606	(632,766)	(1,155,616)	176,221	774,272	140,079	493,045	96,693	(586,538)	(356,562)	0	0	760,434	0

3.962 Personnel Report

New hires, terminations, and status changes from April 9 to May 8, 2019.

New Hires

- None.

Transfers

- Kerrie Kamyszek, from ESP, Secretary - Facilities Management to ESP, Assistant to the Director of ACC Foundation and Secretary to the President, effective 06/24/19.

Layoffs

- None.

Resignations

- Dru Sadler, ESP, Health Fitness/Activities Technician, effective 04/09/19.
- Rose Bisanz, ESP, Art Studio Technician - Ceramics and Art Studio Technician - Photography, effective 05/13/19.

Retirements

- None.

3.963 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between April 10 and May 8, 2019.

Total Donors: 54

New Gifts:	\$24,630.00
Pledge Payments:	\$6,537.00
New Pledges:	\$110,529.00