

**Alpena Community College Board of Trustees**  
125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707  
(989) 358-7215

**Notice of Regular Meeting**

**Location of Meeting:** Room 400, Charles R. Donnelly Natural Resources Center,  
665 Johnson Street, Alpena, Michigan, 49707

**Meeting Time:** 7:00 p.m.


**Meeting Date:** Wednesday, September 18, 2019

**Date of Notice:** Friday, September 13

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Wednesday, September 18, 2019, 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.

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, September 18, 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 August 14, 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
  - 2.750 Computer Lab Rotation Purchase .....2
- 12) Information Items
  - 3.970 Financial Report.....4
  - 3.971 Personnel Report .....8
  - 3.972 Gifts and Grants Report .....9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, October 16, 2019; 7:00 p.m.
- 17) Adjournment

## 2.750 Computer Lab Rotation Purchase

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 computer lab rotation schedule. Typically, the instructional lifecycle for desktop computers is five years and laptop computers is four years. This formula is based on hardware performance related to new releases of software and operating systems as well as general wear and tear on equipment.

For the coming year the College has determined the need for 35 desktop computers to be used for instruction in the Library, Learning Centers (ACC and Oscoda Campuses) computer labs and two OIT Staff computers. The current 33 desktop computers in the labs were purchased in 2014 and will be either rotated to staff or sold to students for a minimal cost.

The Office of Information Technology solicited bids for 35 mini-tower computers the following minimum configurations:

### Desktop specifications

Models accepted:	Dell, HP, Lenovo
Processor:	Intel i7
Operating System:	Windows 10
Memory:	16GB RAM
Drive:	1TB
Optical Drive:	CD/DVD
Video:	Workstation card with 2GB of RAM and 3D graphic support includes HDMI output
Chassis:	Mini-tower
Keyboard:	104+ Keyboard (USB)
Mouse:	2-Button USB Optical Wheel Mouse
Sound System:	Sound card
Speakers:	No external speakers
Network Card:	100/1000 Ethernet
Monitor:	21" widescreen flat panel
Service Plan Including Limited Warranty:	3 year part/technical support

### Lenovo

ThinkStation P330 (2nd Gen) - tower - Core i7 9700 3GHz - 16 GB	\$37,275.00
NVIDIA Quadro P400 - graphics card - Quadro P400 - 2 GB	\$3,850.00
Hardware Option Install into Desktop	\$350.00
Lenovo ThinkVision T2224d - LED monitor - Full HD (1080p) -21.5"	<u>\$4,550.00</u>
Total	\$46,025.00

Dell

OptiPlex 5070 MT	
Intel Core i7-9700 (8 Cores/12MB/8T/3.0GHz) 16GB	\$40,250.00
AMD Radeon R5 430, 2GB, FH (DP/DP)	included
Dell P2217H - IPS LED monitor - Full HD (1080p) - 22"	<u>\$6,301.40</u>
Total	\$46,551.40

HP

HP SB ProDesk 600 G4 MT Core i7-8700 8GB RAM 1TB	\$30,100.00
NVIDIA GeForce GT730 - graphics card - GF GT 730 - 2 GB	\$4,025.70
HP - DDR4 - 8 GB - DIMM 288-pin	\$4,410.35
Hardware Option Install into Desktop	\$350.00
HP P224 21.5" 1920x1080 FHD 16:9 Monitor	<u>\$4,165.00</u>
Total	\$43,051.05

The bids were reviewed by appropriate College officials and the bid for HP equipment was selected. The total cost of the project is \$43,051.05 to be paid for by the Technology Fund and OIT budget.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to purchase 35 HP mini-tower computers for a cost of \$43,051.05.

### 3.970 Financial Report

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

- The property tax receipts of \$506,744 are \$2,294 less than those for August 2018. This is due to timing of the collection of taxes.
- Tuition/fee receipts of \$3,315,373 are \$220,108 more primarily due to higher than expected enrollments and an increase in tuition rates.
- State aid for the current year is only \$4,099 because of the normal start month of October.
- Instruction is less than last year due to two retirements and lower part-time instruction costs.
- OIT is up due to a significant increase in software maintenance costs and timing of information processing costs.
- Instruction Support is up due to salary and fringe benefit increases and timing of payout for retirees.
- Student services cost are up due to scholarships being up more than \$13,000 and a shifting of clerical responsibilities from word processing.
- Institutional administration increased due to timing of copier paper supplies purchase of \$11,000, reduced by shifting clerical responsibilities, earlier recording of MCCA annual meeting costs of \$4,800, and MCCA dues processed much earlier than last year of \$30,000.
- Physical plant rose because of the addition of the Alpena police presence on campus of \$21,250.
- Net income through the second month of the new fiscal year shows as a gain of \$1,289,010, which is typical for this time of year, when fall tuition receipts have built up.

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

- Tuition waivers are up due to the earlier processing of scholarships this year.
- Library books and equipment upsurge is caused by the sizable increase in software cost in information processing of \$18,000.
- All other categories are in acceptable ranges for this stage of the year.

#### General Fund Month to Month Comparison through August 2019

- There were three payrolls processed in August.
- The Month-to-Month comparisons are tracking as expected.

**Alpena Community College**  
**General Fund**  
**Year-to-Year Actual Comparison**  
**For the Two Months Ending August 31, 2019**

Fiscal Year Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
<b>Revenue</b>			
Property Tax	506,744	509,038	(2,294)
Tuition/Fees	3,315,373	3,095,265	220,108
Sales,Service,and Rent	4,570	2,900	1,670
State Aid	4,099	0	4,099
Local	0	0	0
State	0	0	0
Federal	7,876	7,728	148
Donations	0	0	0
Interest	1,779	124	1,655
Other	145	630	(485)
<b>Revenue</b>	<b>3,840,586</b>	<b>3,615,685</b>	<b>224,901</b>
<b>Expense</b>			
Instruction	1,084,271	1,125,133	(40,862)
OIT	326,359	288,723	37,636
Public Service	0	0	0
Instruction Support	236,000	214,517	21,483
Student Services	289,217	256,971	32,246
Institutional Administration	397,414	351,999	45,415
Physical Plant	218,315	199,499	18,816
<b>Expense</b>	<b>2,551,576</b>	<b>2,436,842</b>	<b>114,734</b>
Income	1,289,010	1,178,843	110,167
Net Assets - Beginning of Year	1,276,404	1,276,404	0
Net Assets - End of Year	<b>2,565,414</b>	<b>2,455,247</b>	<b>110,167</b>

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Two Months Ending August 31, 2019**

Fiscal Year Description	FY 2020 Budget	FY 2020 YTD Actual	FY 2020 Variance	FY 2020 Complete	FY 2019 Complete
<b>Revenue</b>					
Property Tax	2,673,241	506,744	(2,166,497)	18.96%	19.50%
Tuition/Fees	6,033,082	3,315,373	(2,717,709)	54.95%	52.35%
Sales, Services, and Rent	22,000	4,570	(17,430)	20.77%	15.26%
State Aid	5,916,080	4,099	(5,911,981)	0.07%	0.00%
Federal	57,780	7,876	(49,904)	13.63%	12.24%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	1,779	(721)	71.16%	4.96%
Other	7,200	145	(7,055)	2.01%	8.75%
Revenue	14,781,298	3,840,586	(10,940,712)	25.98%	24.91%
<b>Expense</b>					
Salaries	8,053,195	1,384,347	6,668,848	17.19%	17.44%
Fringe Benefits	3,941,328	617,100	3,324,228	15.66%	15.87%
Outside Services	748,686	247,112	501,574	33.01%	29.95%
Advertising	177,000	32,874	144,126	18.57%	16.67%
Supplies	242,720	30,201	212,519	12.44%	6.31%
Rental	2,500	0	2,500	0.00%	0.00%
Utilities	480,390	1,021	479,369	0.21%	0.14%
Telephone	55,000	363	54,637	0.66%	2.97%
Postage	37,500	1,635	35,865	4.36%	12.79%
Insurance	140,000	68,960	71,040	49.26%	46.49%
Travel & Mileage	95,162	7,757	87,405	8.15%	11.24%
Tuition Waivers	222,000	114,680	107,320	51.66%	29.17%
Library Books & Equipment	99,870	42,687	57,183	42.74%	29.48%
Other	115,000	2,840	112,160	2.47%	4.17%
Transfers	370,947	0	370,947	0.00%	0.00%
Expense	14,781,298	2,551,577	12,229,721	17.26%	16.79%

Fiscal Year Description	FY 2020 Budget	FY 2020 YTD Actual
Income	0	1,289,009
Net Assets - Beginning of Year	1,276,404	1,148,771
Net Assets - End of Year	1,276,404	2,437,780

## Alpena Community College General Fund Month to Month Tracking For the Two Months Ending August 31, 2019

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	117,013	389,731	0	0	0	0	0	0	0	0	0	0	506,744	2,673,241
Tuition/Fees	3,057,548	257,825	0	0	0	0	0	0	0	0	0	0	3,315,373	6,033,082
Sales, Services, and Rent	3,875	695	0	0	0	0	0	0	0	0	0	0	4,570	22,000
State Aid	0	4,099	0	0	0	0	0	0	0	0	0	0	4,099	5,916,080
Federal	3,157	4,719	0	0	0	0	0	0	0	0	0	0	7,876	57,780
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	1,779	0	0	0	0	0	0	0	0	0	0	1,779	2,500
Other	110	35	0	0	0	0	0	0	0	0	0	0	145	7,200
Revenue	3,181,703	658,883	0	0	0	0	0	0	0	0	0	0	3,840,586	14,781,298
Expense														
Salaries	575,113	809,234	0	0	0	0	0	0	0	0	0	0	1,384,347	8,053,195
Fringe Benefits	264,595	352,505	0	0	0	0	0	0	0	0	0	0	617,100	3,941,328
Outside Services	224,004	23,107	0	0	0	0	0	0	0	0	0	0	247,111	748,686
Advertising	6,771	26,103	0	0	0	0	0	0	0	0	0	0	32,874	177,000
Supplies	19,459	10,741	0	0	0	0	0	0	0	0	0	0	30,200	242,720
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Utilities	193	828	0	0	0	0	0	0	0	0	0	0	1,021	480,390
Telephone	0	363	0	0	0	0	0	0	0	0	0	0	363	55,000
Postage	144	1,491	0	0	0	0	0	0	0	0	0	0	1,635	37,500
Insurance	66,260	2,700	0	0	0	0	0	0	0	0	0	0	68,960	140,000
Travel & Mileage	1,302	6,455	0	0	0	0	0	0	0	0	0	0	7,757	95,162
Tuition Waivers	36,927	77,753	0	0	0	0	0	0	0	0	0	0	114,680	222,000
Library Books & Equipment	37,169	5,518	0	0	0	0	0	0	0	0	0	0	42,687	99,870
Other	0	2,840	0	0	0	0	0	0	0	0	0	0	2,840	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	370,947
Expense	1,231,937	1,319,638	0	0	0	0	0	0	0	0	0	0	2,551,575	14,781,298
Income	1,949,766	(660,755)	0	0	0	0	0	0	0	0	0	0	1,289,011	0



### **3.971 Personnel Report**

New hires, terminations, and status changes from August 8 to September 10, 2019.

#### New Hires:

- None.

#### Transfers:

- None.

#### Resignations:

- None.

### **3.972 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between August 12 and September 11, 2019.

<b>Total Donors:</b>	82
<b>New Gifts:</b>	\$45,200.50
<b>Pledge Payments:</b>	\$20,378.00
<b>New Pledges:</b>	\$200.00