

**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, January 16, 2020  
**Meeting Time:** 7:00 p.m.  
**Location of Meeting:** Room 400, Charles R. Donnelly Natural Resources Center,  
665 Johnson Street, Alpena, Michigan, 49707  
**Date of Notice:** Friday, January 10, 2020

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 16, 2020, 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

Thursday, January 16, 2020, 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 December 19, 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  
None
- 12) Information Items

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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Thursday, February 20, 2020; 7:00 p.m.
- 17) Adjournment

### 3.982 Financial Report

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

- The property tax receipts of \$770,879 are \$4,482 less than those for December 2018. This is due to timing of the collection of taxes.
- Tuition/fee receipts of \$5,805,560 are \$303,577 more primarily due to higher than expected enrollments and an increase in tuition rates.
- State aid for the current year is \$1,723,635, as expected.
- Instruction is more than last year due to scheduled payroll increases, but is offset by 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 costs are more due to scholarships being up more than \$13,000 and a shifting of clerical responsibilities from word processing.
- Institutional administration decreased due to timing of some expenses.
- Physical plant is up due to the addition of the Alpena police presence on campus of \$21,250 and scheduled payroll increases.
- Net income through the sixth month of the fiscal year shows a gain of \$1,244,929, which is typical for this time of year, when spring tuition receipts have built up.

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

- 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 December 2019

- There were three payrolls processed in August and payments were made for adjunct instructors, ESP II longevity and cash-in-lieu of health insurance in September and faculty overload and extra pays were paid in October.
- All other Month-to-Month comparisons are tracking as expected.

#### Consolidated Income Statement for the second quarter of FY 2020

- The deficit in Plant is due to not recording income against the renovation expenses for Van Lare Hall project. The College will start recording income once actual construction begins.
- The remaining balances are reasonable for this time of year.

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

Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
<b>Revenue</b>			
Property Tax	770,879	775,361	(4,482)
Tuition/Fees	5,805,560	5,501,983	303,577
Sales, Service, and Rent	10,453	10,341	112
State Aid	1,723,635	1,686,387	37,248
Local	0	0	0
State	0	0	0
Federal	30,873	33,085	(2,212)
Donations	0	0	0
Interest	8,954	696	8,258
Other	2,456	2,922	(466)
<b>Revenue</b>	<b>8,352,810</b>	<b>8,010,775</b>	<b>342,035</b>
<b>Expense</b>			
Instruction	3,447,597	3,412,971	34,626
OIT	572,486	514,478	58,008
Public Service	0	0	0
Instruction Support	683,450	629,524	53,926
Student Services	681,479	629,779	51,700
Institutional Administration	1,005,945	1,021,772	(15,827)
Physical Plant	716,924	688,457	28,467
<b>Expense</b>	<b>7,107,881</b>	<b>6,896,981</b>	<b>210,900</b>
Income	1,244,929	1,113,794	131,135
Net Assets - Beginning of Year	1,484,515	1,276,404	0
Net Assets - End of Year	2,729,444	2,390,198	131,135

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

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	770,879	(1,902,362)	28.84%	29.70%
Tuition/Fees	6,033,082	5,805,560	(227,522)	96.23%	93.05%
Sales, Services, and Rent	22,000	10,453	(11,547)	47.51%	54.43%
State Aid	5,916,080	1,723,635	(4,192,445)	29.13%	28.92%
Federal	57,780	30,873	(26,907)	53.43%	52.42%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	8,954	6,454	358.16%	27.84%
Other	7,200	2,456	(4,744)	34.11%	40.58%
Revenue	14,781,298	8,352,810	(6,428,488)	56.51%	55.19%
<b>Expense</b>					
Salaries	8,053,194	4,053,271	3,999,923	50.33%	50.24%
Fringe Benefits	3,941,328	1,841,720	2,099,608	46.73%	46.57%
Outside Services	748,686	497,622	251,064	66.47%	59.43%
Advertising	177,000	86,648	90,352	48.95%	45.31%
Supplies	243,777	93,415	150,362	38.32%	32.53%
Rental	2,500	0	2,500	0.00%	0.00%
Utilities	480,390	121,188	359,202	25.23%	25.64%
Telephone	55,000	18,109	36,891	32.93%	31.41%
Postage	37,500	14,731	22,769	39.28%	33.78%
Insurance	140,000	134,583	5,417	96.13%	103.38%
Travel & Mileage	95,162	33,810	61,352	35.53%	52.29%
Tuition Waivers	222,000	130,071	91,929	58.59%	54.21%
Library Books & Equipment	98,814	59,559	39,255	60.27%	38.91%
Other	115,000	23,152	91,848	20.13%	21.43%
Transfers	370,947	0	370,947	0.00%	0.00%
Expense	14,781,298	7,107,879	7,673,419	48.09%	47.52%

Description	FY 2020 Budget	FY 2020 YTD Actual
Income	0	1,244,931
Net Assets - Beginning of Year	1,484,515	1,484,515
Net Assets - End of Year	1,484,515	2,729,446

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

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
<b>Revenue</b>														
Property Tax	117,013	389,731	18,432	5,942	3,984	235,778	0	0	0	0	0	0	770,880	2,673,241
Tuition/Fees	3,057,548	257,825	(58,081)	1,117,973	1,067,187	363,107	0	0	0	0	0	0	5,805,559	6,033,082
Sales, Services, and Rent	3,875	695	465	4,385	433	600	0	0	0	0	0	0	10,453	22,000
State Aid	0	4,099	(4,099)	613,495	576,311	533,829	0	0	0	0	0	0	1,723,635	5,916,080
Federal	3,157	4,866	11,997	3,505	3,684	3,664	0	0	0	0	0	0	30,873	57,780
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	1,779	1,948	1,858	1,716	1,654	0	0	0	0	0	0	8,955	2,500
Other	110	35	860	856	290	305	0	0	0	0	0	0	2,456	7,200
<b>Revenue</b>	<b>3,181,703</b>	<b>659,030</b>	<b>(28,478)</b>	<b>1,748,014</b>	<b>1,653,605</b>	<b>1,138,937</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,352,811</b>	<b>14,781,298</b>
<b>Expense</b>														
Salaries	575,113	809,234	624,275	750,367	633,937	660,346	0	0	0	0	0	0	4,053,272	8,053,195
Fringe Benefits	264,595	352,505	285,081	336,447	299,354	303,738	0	0	0	0	0	0	1,841,720	3,941,328
Outside Services	224,004	23,107	39,715	42,220	76,926	91,650	0	0	0	0	0	0	497,622	748,686
Advertising	6,771	26,103	32,901	1,915	4,444	14,514	0	0	0	0	0	0	86,648	177,000
Supplies	19,459	10,741	15,442	16,508	18,005	13,260	0	0	0	0	0	0	93,415	243,777
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Utilities	193	828	17,773	27,643	30,274	44,478	0	0	0	0	0	0	121,189	480,390
Telephone	0	363	3,744	4,823	4,415	4,765	0	0	0	0	0	0	18,110	55,000
Postage	144	1,491	6,203	187	5,471	1,234	0	0	0	0	0	0	14,730	37,500
Insurance	66,260	2,700	24,302	3,416	(1,581)	39,486	0	0	0	0	0	0	134,583	140,000
Travel & Mileage	1,302	6,455	4,818	4,072	3,364	13,800	0	0	0	0	0	0	33,811	95,162
Tuition Waivers	36,927	77,753	13,591	300	1,500	0	0	0	0	0	0	0	130,071	222,000
Library Books & Equipment	37,169	5,518	5,232	2,806	652	8,181	0	0	0	0	0	0	59,558	98,813
Other	0	2,840	6,643	9,923	1,452	2,295	0	0	0	0	0	0	23,153	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	370,947
<b>Expense</b>	<b>1,231,937</b>	<b>1,319,638</b>	<b>1,079,720</b>	<b>1,200,627</b>	<b>1,078,213</b>	<b>1,197,747</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,107,882</b>	<b>14,781,298</b>
<b>Income</b>	<b>1,949,766</b>	<b>(660,608)</b>	<b>(1,108,198)</b>	<b>547,387</b>	<b>575,392</b>	<b>(58,810)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,244,929</b>	<b>0</b>

**Alpena Community College**  
**Consolidated Income Statement**  
**For the Six Months Ending December 31, 2019**

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
<b>Revenue</b>										
Property Tax	770,879	0	0	0	0	0	0	0	0	770,879
Tuition/Fees	5,805,560	323,992	30,000	0	(36,830)	0	0	178,967	0	6,301,689
Sales, Services, and Rent	10,453	53,406	659,720	0	(24,008)	0	0	0	0	699,571
State aid	1,723,635	0	0	0	0	0	0	0	0	1,723,635
Local	0	0	0	0	3,625	0	0	0	0	3,625
State	0	0	0	0	84,852	0	12,039	0	0	96,891
Federal	30,873	0	0	0	1,521,642	860,409	0	0	0	2,412,924
Donations	0	10,299	0	0	32,017	0	94,823	3,593	6,300	147,032
Interest	8,954	0	0	0	0	0	0	0	0	8,954
Other	2,456	0	(16,312)	0	0	156,264	0	2,669	10,374	155,451
<b>Total Revenue</b>	<b>8,352,810</b>	<b>387,697</b>	<b>673,408</b>	<b>0</b>	<b>1,581,298</b>	<b>1,016,673</b>	<b>106,862</b>	<b>185,229</b>	<b>16,674</b>	<b>12,320,651</b>
<b>Expenditures</b>										
Salaries	4,053,271	124,238	97,871	0	249,891	0	0	0	0	4,525,271
Fringe Benefits	1,841,720	46,972	39,554	0	100,880	0	0	0	0	2,029,126
Outside Services	497,622	26,540	67,188	0	5,798	0	0	373,639	0	970,787
Advertising	86,648	0	302	0	0	0	0	0	0	86,950
Supplies	93,415	22,847	343,086	0	31,411	0	0	0	0	490,759
Utilities	121,188	1,693	7,046	0	0	0	0	0	0	129,927
Telephone	18,109	0	0	0	0	0	0	0	0	18,109
Postage	14,731	170	9,937	0	0	0	0	0	0	24,838
Insurance	134,583	21,031	0	0	0	0	0	0	0	155,614
Travel & Mileage	33,810	26,073	476	0	34,877	0	0	0	0	95,236
Tuition Waivers	130,071	7,176	0	0	1,125,449	1,016,673	77,990	0	0	2,357,359
Library Books & Equipment	59,559	75,995	301	0	99,939	0	0	201,461	0	437,255
Other	23,152	9,016	2,374	0	1,710	0	0	18,778	7,482	62,512
<b>Total Expenditures</b>	<b>7,107,879</b>	<b>361,751</b>	<b>568,135</b>	<b>0</b>	<b>1,649,955</b>	<b>1,016,673</b>	<b>77,990</b>	<b>593,878</b>	<b>7,482</b>	<b>11,383,743</b>
Net Revenue (Expense)	1,244,931	25,946	105,273	0	(68,657)	0	28,872	(408,649)	9,192	936,908
Beginning Net Position	1,484,515	102,777	159,142	(27,697,133)	107,559	0	20,664	18,045,531	0	(7,776,945)
Period Ending Net Position	2,729,446	128,723	264,415	(27,697,133)	38,902	0	49,536	17,636,882	9,192	(6,840,037)

### **3.983 Personnel Report**

New hires, terminations, and status changes from December 14, 2019, to January 8, 2020.

#### New Hires:

- None.

#### Transfers:

- None.

#### Resignations:

- None.



### **3.984 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 10, 2019, and January 7, 2020.

**Total Donors:** 138

<b>New Gifts:</b>	\$24,555.93
<b>Pledge Payments:</b>	\$115,116.00
<b>New Pledges:</b>	\$12,400.00