

Alpena Community College Board of Trustees

125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707
(989) 358-7215

Notice of Online Regular Meeting

Date of Notice: Friday, April 10, 2020

The Alpena Community College Board of Trustees will conduct its monthly meeting online:

Thursday, April 16, 2020, at 7:00 p.m.

Please note: Due to the Governor's Executive Orders, the ACC Board of Trustees meeting will be held online via Webex.

All citizens are invited to participate in the virtual meeting. Citizens can join via phone, computer, or a video conferencing system. Follow the directions below for the method in which you wish to join. While not necessary, users can [sign up for a free Webex account](#) and/or download the Webex app for computer or Apple/Android smartphones from their app stores.

To join the meeting via phone:

Call: 1-415-655-0003

Meeting number (access code): 618 892 100

Meeting password (if necessary): 8jsExknq4p8

To join the meeting from a video system or application:

Dial: 618892100@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 618 892 100

Meeting password: 8jsExknq4p8

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, April 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 February 20, 2020, Regular Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) President’s Report
- 9) Action Items
 - 2.764 Resolution of Congratulations for 2020 PTK All-Michigan Academic Team
Member Geyer W. Balog3
 - 2.765 Resolution of Congratulations for 2020 PTK All-Michigan Academic Team
Member Todd J. Graham4
 - 2.766 Nursing Advanced Simulation Technology Bid Selection5
- 10) Information Items
 - 3.991 Financial Report.....6
 - 3.992 Personnel Report.....12
 - 3.993 Gifts and Grants Report13
- 11) Board Discussion
- 12) New Business
- 13) Suggested Future Agenda Items
- 14) Next Regular Meeting: Thursday, May 21, 2020; 7:00 p.m.
- 15) Adjournment



2.764 Resolution of Congratulations for 2020 PTK All-Michigan Academic Team Member Geyer W. Balog

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.

**RESOLUTION OF CONGRATULATIONS
GEYER W. BALOG**

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, Geyer W. Balog 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 2020 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Geyer W. Balog 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.

**2.765 Resolution of Congratulations for 2020 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.

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.

**RESOLUTION OF CONGRATULATIONS
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 2020 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.

2.766 Nursing Advanced Simulation Technology Bid Selection

Based on an award from the 2019 round of funding, Alpena Community College (ACC) administers a \$2.25 million Strengthening Institutions Program (SIP) grant from the U.S. Department of Education. One of the tracks within this grant is Nursing. In order to align ACC with industry standards for the relevant technology, staff members assigned to the SIP grant worked with the director of nursing to prepare requests for proposal on the following pieces of equipment:

- 1 childbirth simulator
- 1 newborn simulator
- 2 patient simulators

Trustees have been provided with a document detailing the responses to the Request for Proposals and the point system used to evaluate the responses.

<u>Description</u>	<u>CAE Healthcare (Sarasota, FL)</u>	<u>Gaumard Scientific (Miami, FL)</u>
Training/Install/Shipping	\$26,349.80	\$6,283.60
Patient Simulator (2)	\$118,237.00	\$115,231.20
Newborn Simulator	\$44,682.55	\$59,035.00
Childbirth Simulator	<u>\$103,573.35</u>	<u>\$85,317.35</u>
Total	\$292,842.70	\$265,867.15

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of one childbirth simulator, one newborn simulator, and two patient simulators from Gaumard Scientific at a cost not to exceed \$265,867.15. All purchases shall be made from SIP grant funds.

3.991 Financial Report

Monthly General Fund Revenue and Expense through March 2020 (Year to Year Actual Comparison)

- The property tax receipts of \$2,501,606 are \$8,445 more than those for March 2019. This is expected for this time of year.
- Tuition/fee receipts of \$6,078,489 are \$181,582 more primarily due to higher than expected enrollments and an increase in tuition rates.
- State aid for the current year is \$3,337,815, as expected.
- Instruction is more than last year due to scheduled payroll increases.
- 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 is as expected.
- Physical plant is up due to the addition of the Alpena police presence on campus of \$42,500 and scheduled payroll increases combined with lower snow removal costs.
- Net income through the ninth month of the fiscal year shows a gain of \$958,955, which is typical for this time of year, when spring tuition receipts have built up.

Monthly General Fund Revenue and Expense through March 2020 (Budget to Actual Comparison)

- Library books and equipment upsurge is caused by the sizable increase in software cost in information processing of \$18,000.
- Transfers shows a \$14,241 expenditure as part of the required 15% match required of the USDA grant of \$500,000. A total of \$75,000 of transfers are expected by the end of FY 2021.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through March 2020

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

Consolidated Income Statement for the third quarter of FY 2020

- All balances are reasonable for this time of year.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Eight Months Ending March 31, 2020

Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
Revenue			
Property Tax	2,501,606	2,493,161	8,445
Tuition/Fees	6,078,489	5,896,907	181,582
Sales, Service, and Rent	17,610	15,166	2,444
State Aid	3,337,815	3,268,664	69,151
Local	0	0	0
State	0	0	0
Federal	46,752	48,213	(1,461)
Donations	0	0	0
Interest	13,419	5,756	7,663
Other	4,106	4,672	(566)
Revenue	11,999,797	11,732,539	267,258

Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
Expense			
Instruction	5,482,747	5,339,949	142,798
OIT	766,695	703,534	63,161
Public Service	0	0	0
Instruction Support	1,052,370	968,589	83,781
Student Services	1,103,094	998,934	104,160
Institutional Administration	1,489,150	1,481,007	8,143
Physical Plant	1,146,786	1,123,528	23,258
Expense	11,040,842	10,615,541	425,301

Description	YTD Actual FY 2020	YTD Actual FY 2019	YTD Actual Variance
Income	958,955	1,116,998	(158,043)
Net Assets - Beginning of Year	1,484,515	1,276,404	0
Net Assets - End of Year	<u>2,443,470</u>	<u>2,393,402</u>	<u>(158,043)</u>

Alpena Community College
Comparative Income Statement
General Fund
For the Nine Months Ending March 31, 2020

Description	FY 2020 Budget	FY 2020 YTD Actual	FY 2020 Variance	FY2020 Complete	FY 2019 Complete
Revenue					
Property Tax	2,673,241	2,501,606	(171,635)	93.58%	95.50%
Tuition/Fees	6,033,082	6,078,489	45,407	100.75%	99.73%
Sales, Services, and Rent	22,000	17,610	(4,390)	80.05%	79.82%
State Aid	5,916,080	3,337,815	(2,578,265)	56.42%	56.06%
Federal	57,780	46,752	(11,028)	80.91%	76.38%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	13,419	10,919	536.76%	230.24%
Other	7,200	4,106	(3,094)	57.03%	64.89%
Revenue	14,781,298	11,999,797	(2,781,501)	81.18%	80.83%

Description	FY 2020 Budget	FY 2020 YTD Actual	FY 2020 Variance	FY2020 Complete	FY 2019 Complete
Expense					
Salaries	8,053,194	6,421,435	1,631,759	79.74%	78.72%
Fringe Benefits	3,941,328	2,869,298	1,072,030	72.80%	72.37%
Outside Services	748,686	642,850	105,836	85.86%	78.46%
Advertising	180,000	140,412	39,588	78.01%	69.58%
Supplies	243,777	147,748	96,029	60.61%	47.45%
Rental	2,500	0	2,500	0.00%	0.00%
Utilities	480,390	253,630	226,760	52.80%	53.20%
Telephone	55,000	30,127	24,873	54.78%	53.02%
Postage	37,500	21,792	15,708	58.11%	66.60%
Insurance	140,000	134,583	5,417	96.13%	101.55%
Travel & Mileage	92,162	44,387	47,775	48.16%	63.49%
Tuition Waivers	222,000	212,067	9,933	95.53%	80.25%
Library Books & Equipment	98,814	68,259	30,555	69.08%	53.14%
Other	115,000	40,013	74,987	34.79%	35.46%
Transfers	370,947	14,241	356,706	3.84%	0.00%
Expense	14,781,298	11,040,842	3,740,456	74.69%	73.13%

Description	FY 2020 Budget	FY 2020 YTD Actual
Income	0	958,955
Net Assets - Beginning of Year	1,484,515	1,484,515
Net Assets - End of Year	1,484,515	2,443,470

Alpena Community College General Fund Month to Month Tracking For the Nine Months Ending March 31, 2020

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	117,013	389,731	18,432	5,942	3,984	235,778	704,282	514,832	511,613	0	0	0	2,501,607	2,673,241
Tuition/Fees	3,057,548	257,825	(58,081)	1,117,973	1,067,187	363,107	247,579	25,704	(354)	0	0	0	6,078,488	6,033,082
Sales, Services, and Rent	3,875	695	465	4,385	433	900	5,340	515	1,003	0	0	0	17,611	22,000
State Aid	0	4,099	(4,099)	613,495	576,311	533,829	538,060	538,060	538,060	0	0	0	3,337,815	5,916,080
Federal	3,157	4,866	11,997	3,505	3,684	3,664	5,403	3,372	7,104	0	0	0	46,752	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	1,247	1,338	1,880	0	0	0	13,420	2,500
Other	110	35	860	856	290	305	620	495	535	0	0	0	4,106	7,200
Revenue	3,181,703	659,030	(28,478)	1,748,014	1,653,605	1,139,237	1,502,531	1,084,316	1,059,841	0	0	0	11,999,799	14,781,298
Expense														
Salaries	575,113	809,234	624,275	750,367	633,937	660,346	875,492	823,084	669,589	0	0	0	6,421,437	8,053,195
Fringe Benefits	264,595	352,505	285,081	336,447	299,354	303,738	360,881	355,169	311,529	0	0	0	2,869,299	3,941,328
Outside Services	224,004	23,107	39,715	42,237	76,926	91,650	56,079	68,605	20,527	0	0	0	642,850	748,686
Advertising	6,771	26,103	32,901	1,915	4,444	14,514	33,729	14,260	5,775	0	0	0	140,412	180,000
Supplies	19,459	10,741	15,442	16,508	18,005	13,260	17,404	17,592	19,337	0	0	0	147,748	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	46,123	39,269	47,050	0	0	0	253,631	480,390
Telephone	0	363	3,744	4,823	4,415	4,765	7,865	377	3,776	0	0	0	30,128	55,000
Postage	144	1,491	6,203	187	5,471	1,234	5,512	326	1,223	0	0	0	21,791	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	6,031	2,122	2,424	0	0	0	44,388	92,162
Tuition Waivers	36,927	77,753	13,591	300	1,500	0	60,614	19,281	2,100	0	0	0	212,066	222,000
Library Books & Equipment	37,169	5,518	5,232	2,806	652	8,181	0	4,498	4,202	0	0	0	68,258	98,813
Other	0	2,840	6,643	9,923	1,452	2,295	2,510	10,075	4,275	0	0	0	40,013	115,000
Transfers	0	0	0	0	0	0	14,241	0	0	0	0	0	14,241	370,947
Summary														
Expense	1,231,937	1,319,638	1,079,720	1,200,644	1,078,213	1,197,747	1,486,481	1,354,658	1,091,807	0	0	0	11,040,845	14,781,298
Income	1,949,766	(660,608)	(1,108,198)	547,370	575,392	(58,510)	16,050	(270,342)	(31,966)	0	0	0	958,954	0

Alpena Community College
Consolidated Income Statement
For the Nine Months Ending March 31, 2020

Description	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	2,501,606	0	0	0	0	0	0	0	0	2,501,606
Tuition/Fees	6,078,489	345,815	30,000	0	(37,474)	0	0	187,394	0	6,604,224
Sales, Services, and Rent	17,610	106,373	895,148	0	(36,272)	0	0	0	0	982,859
State aid	3,337,815	0	0	0	0	0	0	0	0	3,337,815
Local	0	0	0	0	10,875	0	0	0	0	10,875
State	0	0	0	0	116,269	0	16,576	500,000	0	632,845
Federal	46,752	0	0	0	2,819,744	1,602,993	0	0	0	4,469,489
Donations	0	14,867	0	0	32,267	0	118,383	17,619	4,313	187,449
Interest	13,419	0	0	0	0	0	0	0	0	13,419
Other	4,106	0	(25,843)	0	14,241	287,690	0	2,942	13,684	296,820
Total Revenue	11,999,797	467,055	899,305	0	2,919,650	1,890,683	134,959	707,955	17,997	19,037,401

Description	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Expenditures										
Salaries	6,421,435	196,864	150,167	0	401,857	0	0	0	0	7,170,323
Fringe Benefits	2,869,298	76,447	59,515	0	158,718	0	0	0	0	3,163,978
Outside Services	642,850	35,477	91,986	0	15,573	0	0	406,335	0	1,192,221
Advertising	140,412	37	302	0	0	0	0	0	0	140,751
Supplies	147,748	32,743	468,714	0	41,253	0	0	0	0	690,458
Rentals	0	0	0	0	300	0	0	0	0	300
Utilities	253,630	2,748	13,335	0	0	0	0	0	0	269,713
Telephone	30,127	0	0	0	0	0	0	0	0	30,127
Postage	21,792	239	13,904	0	0	0	0	0	0	35,935
Insurance	134,583	21,031	0	0	0	0	0	0	0	155,614
Travel & Mileage	44,387	46,332	476	0	48,336	0	0	0	0	139,531
Tuition Waivers	212,067	7,176	75	0	2,106,009	1,890,683	155,899	0	0	4,371,909
Library Books & Equipment	68,259	80,568	301	0	247,602	0	0	241,713	0	638,443
Other	40,013	13,375	4,274	0	2,926	0	0	28,012	13,552	102,152
Transfers	14,241	0	0	0	0	0	0	0	0	14,241
Total Expenditures	11,040,842	513,037	803,049	0	3,022,574	1,890,683	155,899	676,060	13,552	18,115,696

Alpena Community College
Consolidated Income Statement
For the Nine Months Ending March 31, 2020

— Continued from previous page —

Description	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Net Revenue (Expense)	958,955	(45,982)	96,256	0	(102,924)	0	(20,940)	31,895	4,445	921,705
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	2,443,470	56,795	255,398	(27,697,133)	4,635	0	(276)	18,077,426	4,445	(6,855,240)

3.992 Personnel Report

New hires, terminations, and status changes from March 14 and April 8, 2020.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Retirements:

- Greg Hurd, Custodian, as of May 1, 2020.
- Mark Milostan, Faculty, as of June 1, 2020.

3.993 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between March 11 and April 8, 2020.

Total Donors: 13

New Gifts:	\$895.00
Pledge Payments:	\$2,278.00
New Pledges:	\$0.00