

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, December 17, 2020
Meeting Time: 7:00 p.m.
Location of Meeting: Online via Webex
Date of Notice: Friday, December 11, 2020

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, December 17, 2020, at 7:00 p.m. The meeting will be remotely using Webex videoconferencing software.

All citizens are invited to participate in the remote meeting and can join via phone, computer, or a video conferencing system.

Join by phone:

+1-415-655-0003

Meeting number (access code): 178 298 8118#

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Copy the following address into a web browser: 1782988118@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 178 298 8118

Meeting password: yVQPgMEb

Audience members are asked to mute their microphones except during the public comment portion of the meeting.

Alpena Community College provides access for individuals with disabilities. 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, December 17, 2020, 7:00 p.m.
665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Proposed Meeting Minutes of November 19, 2020, Regular Board 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
 - 2.792 Remote Learning Systems for Nursing Labs2
- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: January 21, 2020, 7:00 p.m. The meeting is tentatively scheduled to be held in person in Newport Center 106, but this may change to remote delivery due to pandemic restrictions
- 17) Adjournment

2.792 Remote Learning Systems for Nursing Labs

The College was awarded a United States Department of Agriculture, Rural Utility Service, Distance Learning and Telemedicine (DLT) grant in August of 2019. The purpose of the equipment-only grant is to outfit area K-12s, health care organizations, and the College with the most up-to-date equipment to deliver distance learning, opioid prevention and education, and STEM/healthcare related content to students, residents, and the workforce.

Thus far, the DLT grant and funded the purchase of 27 Cisco videoconferencing systems which have been distributed to local and regional sites.

The next stage of the DLT grant work is to outfit the new nursing classrooms with the highest level of equipment and technology and to incorporate remote learning into the systems.

The KbPort equipment will create a technology system that connects and transmits to and from three different lab rooms — the Home Health Room, the One Bed Room, the Two Bed Room — and the Debriefing Room. The intent is to virtually connect the rooms and allow for the recorded and live training activities to be shared and broadcast simultaneously with regional K-12s, the Oscoda Campus, and health care facilities. The system included microphones, cameras, computer systems, and cabling to accomplish this goal.

KbPort is a sole proprietor and is the only source of this type of equipment.

This equipment is 85% funded by the USDA DLT grant.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to purchase three KbPort Simplicity Hi-Fidelity ETC FusionHD Room systems, one Simplicity Skills ETC FusionHD Room system, and one Debrief Room system for a cost not to exceed \$106,076.00. The purchase will be 85% funded by the USDA DLT grant.

4.010 Financial Report

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

- The property tax receipts of \$559,329 are \$24,228 more than those for November 2019, as expected.
- Tuition/fee receipts of \$5,156,211 are \$286,242 less primarily due to lower than expected enrollments for the five weeks of Spring registrations.
- State aid is as expected.
- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through November. The College has applied for the forgiveness portion of the program and is awaiting determination.
- Instructional support is as expected for this time of year.
- Student services is as expected for this time of year.
- Institutional Administration is higher due to significant legal fees related to the adjustments made to the Title IX policies and procedures over the past four months.
- Physical plant is as expected for this time of year.
- All other expense areas are as expected for this time of year.
- Net income through the fifth month of the year shows as a gain of \$3,369,574, due to PPP funds recorded, reduced by lower-than-anticipated tuition revenue.

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

- Travel is down compared to last year due to COVID 19 travel restrictions.
- Library Books & Equipment is down based on timing of acquisitions.
- All categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through November 2020

- There were three payrolls in July of this year and three payrolls in August of last year.
- State aid was higher due to prior year reduction of \$120,020 properly reported in November. Personal Property Tax payment was \$16,000 less than last year.
- A refund of insurance was received in November.
- All other Month-to-Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Five Months Ending November 30, 2020

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	559,329	535,101	24,228
Tuition/Fees	5,156,211	5,442,453	(286,242)
Sales, Service, and Rent	8,526	9,853	(1,327)
State Aid	1,155,303	1,189,806	(34,503)
Local	0	0	0
State	0	0	0
Federal	2,458,011	27,209	2,430,802
Cost Recovery	0	0	0
Interest	371	7,300	(6,929)
Other	1,305	2,151	(846)
Revenue	9,339,056	7,213,873	2,125,183
Expense			
Instruction	2,838,040	2,863,869	(25,829)
OIT	511,202	509,711	1,491
Public Service	0	0	0
Instruction Support	596,452	574,878	21,574
Student Services	574,519	574,577	(58)
Institutional Administration	880,345	838,566	41,779
Physical Plant	568,924	548,550	20,374
Expense	5,969,482	5,910,151	59,331
Income	3,369,574	1,303,722	2,065,852
Net Assets - Beginning of Year	1,499,720	1,484,515	1,499,720
Net Assets - End of Year	4,869,294	2,788,237	3,565,572

Alpena Community College
Comparative Income Statement
General Fund
For the Five Months Ending November 30, 2020

Description	FY 2021	FY 2021	FY 2021	FY 2021	FY 2020
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,747,891	559,329	(2,188,562)	20.35%	20.02%
Tuition/Fees	6,171,780	5,156,211	(1,015,569)	83.54%	90.21%
Sales, Services, and Rent	22,000	8,526	(13,474)	38.75%	44.79%
State Aid	5,956,080	1,155,303	(4,800,777)	19.40%	20.11%
Federal	61,000	2,458,011	2,397,011	4029.53%	47.09%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	371	(4,629)	7.42%	292.00%
Other	7,920	1,305	(6,615)	16.48%	29.88%
Revenue	15,043,495	9,339,056	(5,704,439)	62.08%	48.80%
Expense					
Salaries	8,294,944	3,500,903	4,794,041	42.21%	42.13%
Fringe Benefits	4,026,815	1,521,582	2,505,233	37.79%	39.02%
Outside Services	764,406	432,826	331,580	56.62%	54.23%
Advertising	181,500	70,456	111,044	38.82%	40.07%
Supplies	199,550	63,338	136,212	31.74%	32.88%
Rental	0	0	0	#DIV/0!	0.00%
Utilities	459,390	82,413	376,977	17.94%	15.97%
Telephone	55,000	11,247	43,753	20.45%	24.26%
Postage	37,500	14,030	23,470	37.41%	35.99%
Insurance	146,000	91,309	54,691	62.54%	67.93%
Travel & Mileage	78,262	5,193	73,069	6.64%	21.71%
Tuition Waivers	207,000	119,323	87,677	57.64%	58.59%
Library Books & Equipment	101,220	29,008	72,212	28.66%	51.99%
Other	115,000	27,856	87,144	24.22%	18.14%
Transfers	376,908	0	376,908	0.00%	0.00%
Expense	15,043,495	5,969,484	9,074,011	39.68%	39.98%

Description	FY 2021	FY 2021
	Budget	YTD Actual
Income	0	3,369,572
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	4,869,293

Alpena Community College General Fund Month to Month Tracking For the Five Months Ending November 30, 2020

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD	Budget
Revenue														
Property Tax	125,338	405,809	16,764	4,846	6,573	0	0	0	0	0	0	0	559,330	2,747,890
Tuition/Fees	2,827,522	440,943	(128,110)	288,649	1,727,207	0	0	0	0	0	0	0	5,156,211	6,171,780
Sales, Services, and Rent	3,875	(474)	1,250	3,875	0	0	0	0	0	0	0	0	8,526	22,000
State Aid	0	5,355	(5,355)	475,359	679,944	0	0	0	0	0	0	0	1,155,303	5,956,080
Federal	1,082,117	1,358,851	3,009	10,122	3,912	0	0	0	0	0	0	0	2,458,011	61,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	71,824
Interest	0	173	108	39	51	0	0	0	0	0	0	0	371	5,000
Other	0	205	395	345	360	0	0	0	0	0	0	0	1,305	7,920
Revenue	4,038,852	2,210,862	(111,939)	783,235	2,418,047	0	0	0	0	0	0	0	9,339,057	15,043,494
Expense														
Salaries	869,947	577,565	637,073	781,188	635,130	0	0	0	0	0	0	0	3,500,903	8,294,943
Fringe Benefits	367,859	273,355	287,305	283,077	309,985	0	0	0	0	0	0	0	1,521,581	4,026,815
Outside Services	221,427	26,134	79,705	41,337	64,223	0	0	0	0	0	0	0	432,826	764,406
Advertising	3,549	19,461	28,224	11,876	7,346	0	0	0	0	0	0	0	70,456	181,500
Supplies	4,578	10,758	10,983	12,966	24,053	0	0	0	0	0	0	0	63,338	199,550
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	129	646	28,809	24,243	28,586	0	0	0	0	0	0	0	82,413	459,390
Telephone	81	0	3,712	3,702	3,752	0	0	0	0	0	0	0	11,247	55,000
Postage	1,952	0	6,223	174	5,681	0	0	0	0	0	0	0	14,030	37,500
Insurance	62,198	0	25,693	5,574	(2,156)	0	0	0	0	0	0	0	91,309	146,000
Travel & Mileage	311	2,298	1,475	713	396	0	0	0	0	0	0	0	5,193	78,262
Tuition Waivers	1,177	73,833	43,715	598	0	0	0	0	0	0	0	0	119,323	207,000
Library Books & Equipment	21,729	1,408	5,739	30	101	0	0	0	0	0	0	0	29,007	101,220
Other	876	3,582	4,061	17,112	2,225	0	0	0	0	0	0	0	27,856	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	376,908
Expense	1,555,813	989,040	1,162,717	1,182,590	1,079,322	0	0	0	0	0	0	0	5,969,482	15,043,494
Income	2,483,039	1,221,822	(1,274,656)	(399,355)	1,338,725	0	0	0	0	0	0	0	3,369,575	0

4.011 Personnel Report

New hires, terminations, and status changes from November 13 to December 9, 2020.

New Hires:

- Bryan Robarge, TRiO Advisor – North, effective November 30, 2020.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Shannon Oliver, TRiO Advisor – South, effective 11/18/2020.

Retirements:

- None.

4.012 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between November 13, 2020 and December 8, 2020.

Total Donors:	144
New Gifts:	\$76,082.00
Pledge Payments:	\$378.00
New Pledges:	\$0