

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 21, 2021
Meeting Time: 7:00 p.m.
Location of Meeting: Newport Center Room 106, Alpena Campus
Date of Notice: Friday, January 15, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 21, 2021, at 7:00 p.m. The meeting will be held in person though some restrictions on physical attendance in the room may apply. The meeting will also be available via Webex videoconferencing software and an overflow room will be available adjacent to the Board meeting.

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): 178 518 8643#

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

Join from a video system or application:

Copy the following address into a web browser: 1785188643@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 178 518 8643

Meeting password: 2UwXTGTD

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, January 21, 2021, 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 December 17, 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
 - 2.793 Election of Board Officers2
 - 2.794 USDA Grant Purchase: Medicine Dispenser and Telemedicine Carts and Cameras3
- 12) Information Items
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 - 4.015 Gifts and Grants Report11
- 13) Board Discussion
 - Winter/Spring retreat? Date and topic(s)?
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: February 18, 2021, 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

2.793 Election of Board Officers

The election of officers of the Alpena Community College Board of Trustees usually occurs biennially in the month of January following a general election in which trustee seats are up for election. Board officers thereby serve two-year terms of office as specified by the official by-laws of the Board.

The last officer election was held at the January 16, 2019, Board of Trustees meeting. A general election was held on November 3, 2020; two trustee seats were up for election.

Therefore, the following resolution is proposed:

- a) The Board of Trustees approves the election of _____
as Chairperson of the Board of Trustees;
- b) The Board of Trustees approves the election of _____
as Vice Chairperson of the Board of Trustees;
- c) The Board of Trustees approves the election of _____
as Treasurer of the Board of Trustees;
- d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary
of the Board of Trustees.

The term of office for all officers will extend through December 31, 2022, unless changed by official resolution of the Board of Trustees.

2.794 USDA Grant Purchase: Medicine Dispenser and Telemedicine Carts and Cameras

Alpena Community 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 has funded the purchase of 27 Cisco videoconferencing systems and five remote learning systems for Nursing classrooms. The next proposed grant purchase involves two highly technical pieces of equipment for use in the Nursing labs: a medicine dispenser training system and telemedicine carts with camera systems and accessories.

Requests for Proposal (RFP) for two USDA-approved pieces of equipment were distributed to vendors on December 10, 2020, with responses due to ACC prior to noon on January 8, 2021. Results were competitive, bidder's conferences were well attended, and subsequent bids were thorough.

The selection committee of Dawn Stone, Dean of Workforce Development, Melissa Fournier, Director of Nursing, and Terry McKenzie, Simulation Lab Manager, met on January 14, 2021, to read through each proposal and score them based on the scoring matrix provided in the RFP. The chosen bidders were unanimously agreed upon by the selection committee.

Specifications for the medicine dispenser training system are as follows:

- Unit
 - Automated medication dispensing system
 - Must include all appropriate accessories for training of medical staff
 - Locking lid/drawers
 - Able to expand or modify as needed
 - Integration with electronic health record systems
 - Barcode scanner
 - Printer
- Integrated Technology
 - Fully automatic and independent
 - Interoperate with adjacent systems
 - Able to produce analytics/data intelligence
 - Cloud-based
 - Include all hardware and software requirements

Two bidders, Medical Shipment LLC (Skokie, Illinois), and iMedTac (Taipei City, Taiwan), submitted bids which were evaluated. Based on the evaluation process, Medical Shipment LLC was deemed the successful bidder. The total amount of Medical Shipment LLC's bid was \$45,998.00.

Specifications for the telemedicine carts, cameras, and accessories are as follows:

- Units
 - Three (3) telemedicine carts
 - Must be FDA Class One Registered Medical Device
 - Integrated storage
 - Effective audio and video capabilities
 - Able to send and receive calls
- Cameras/Accessories
 - Two (2) Horusscope 3 cameras
 - Two (2) Thinklab stethoscope with IO
 - Two (2) Fundus ophthalmoscope lenses
 - Two (2) Dental lens for Horusscope
 - Two (2) Fundus anterior chamber lens
 - Two (2) Cardionics E-Scope electronic stethoscope with 3.5 mm stereo plug

Four bidders submitted bids which were evaluated: AMD Global Telemedicine, Inc. (Chelmsford, Michigan), GlobalMed (Scottsdale, Arizona), CDW/Amwell (Boston, Massachusetts), and AFC Industries (College Point, New York). Based on the evaluation process, CDW/Amwell of Boston, Massachusetts, was deemed the successful bidder. The total amount of CDW/Amwell's bid was \$102,328.00.

The USDA DLT Grant will reimburse the College for 85% of approved equipment for use in ACC's Nursing Program and the newly-renovated Van Lare Hall, when completed.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a medicine dispenser training system from Medical Shipment LLC of Skokie, Illinois, for an amount not to exceed \$45,998, and the purchase of telemedicine carts, cameras, and accessories from CDW/Amwell of Boston, Massachusetts, for an amount not to exceed \$102,328.00. The cost of these purchases will be 85% reimbursed by the USDA DLT grant.

4.013 Financial Report

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

- The property tax receipts of \$871,657 are \$100,778 more than those for December 2019, higher due to timing of receipts.
- Tuition/fee receipts of \$5,509,401 are \$296,159 less primarily due to lower than expected enrollments for Spring registrations.
- State aid is as expected.
- Federal revenue displays the entire \$2,435,600 in Paycheck Protection Program funding as recorded through December. The College has applied for the forgiveness portion of the program and awaiting determination.
- There were three payrolls processed in December causing each area to be higher than last year.
- 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 six 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 sixth month of the year shows as a gain of \$3,135,786, due to PPP funds recorded, reduced by lower than anticipated tuition revenue.

Monthly General Fund Revenue and Expense through December 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 expense categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through December 2020

- December property taxes were higher due to the receipt of winter taxes.
- There were three payrolls in December of this year and three payrolls in January of last year.
- All other Month-to-Month comparisons are tracking as expected.

Consolidated Income Statement for the first quarter of FY 2021

- The balance in Restricted Funds represents remaining revenue for the New Jobs Training Program.
- The deficit in Plant is due to using previously recorded funding from last year for Van Lare Hall project. The College will start transferring funds from the Foundation in the next couple of months.
- 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, 2020

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	871,657	770,879	100,778
Tuition/Fees	5,509,401	5,805,560	(296,159)
Sales, Service, and Rent	8,796	10,753	(1,957)
State Aid	1,710,360	1,723,635	(13,275)
Local	0	0	0
State	0	0	0
Federal	2,462,297	30,873	2,431,424
Cost Recovery	0	0	0
Interest	371	8,954	(8,583)
Other	2,025	2,456	(431)
Revenue	10,564,907	8,353,110	2,211,797
Expense			
Instruction	3,566,880	3,447,597	119,283
OIT	592,841	572,486	20,355
Public Service	0	0	0
Instruction Support	748,031	683,450	64,581
Student Services	687,640	681,479	6,161
Institutional Administration	1,106,767	1,005,945	100,822
Physical Plant	726,962	716,941	10,021
Expense	7,429,121	7,107,898	321,223
Income	3,135,786	1,245,212	1,890,574
Net Assets - Beginning of Year	1,499,720	1,484,515	1,499,720
Net Assets - End of Year	4,635,506	2,729,727	3,390,294

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 31, 2020

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
Revenue					
Property Tax	2,747,891	871,657	(1,876,234)	31.72%	28.84%
Tuition/Fees	6,171,780	5,509,401	(662,379)	89.27%	96.23%
Sales, Services, and Rent	22,000	8,796	(13,204)	39.98%	48.88%
State Aid	5,956,080	1,710,360	(4,245,720)	28.72%	29.13%
Federal	61,000	2,462,297	2,401,297	4036.55%	53.43%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	371	(4,629)	7.42%	358.16%
Other	7,920	2,025	(5,895)	25.57%	34.11%
Revenue	15,043,495	10,564,907	(4,478,588)	70.23%	56.51%
Expense					
Salaries	8,294,944	4,422,335	3,872,609	53.31%	50.33%
Fringe Benefits	4,026,815	1,910,520	2,116,295	47.44%	46.73%
Outside Services	764,406	474,081	290,325	62.02%	66.47%
Advertising	181,500	81,406	100,094	44.85%	48.14%
Supplies	199,550	73,957	125,593	37.06%	38.32%
Rental	0	0	0	0	0.00%
Utilities	459,390	122,961	336,429	26.77%	25.23%
Telephone	55,000	14,975	40,025	27.23%	32.93%
Postage	37,500	15,385	22,115	41.03%	39.28%
Insurance	146,000	127,813	18,187	87.54%	96.13%
Travel & Mileage	78,262	7,268	70,994	9.29%	36.69%
Tuition Waivers	207,000	119,173	87,827	57.57%	58.59%
Library Books & Equipment	101,220	29,757	71,463	29.40%	60.27%
Other	115,000	29,491	85,509	25.64%	20.13%
Transfers	376,908	0	376,908	0.00%	0.00%
Expense	15,043,495	7,429,122	7,614,373	49.38%	48.09%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	3,135,785
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	4,635,506

Alpena Community College General Fund Month to Month Tracking For the Six Months Ending December 31, 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	312,328	0	0	0	0	0	0	871,658	2,747,890
Tuition/Fees	2,827,522	440,943	(128,110)	288,649	1,727,207	353,189	0	0	0	0	0	0	5,509,400	6,171,780
Sales, Services, and Rent	3,875	(474)	1,250	3,875	0	270	0	0	0	0	0	0	8,796	22,000
State Aid	0	5,355	(5,355)	475,359	679,944	555,057	0	0	0	0	0	0	1,710,360	5,956,080
Federal	1,082,117	1,358,851	3,009	10,122	3,912	4,285	0	0	0	0	0	0	2,462,296	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	720	0	0	0	0	0	0	2,025	7,920
Revenue	4,038,852	2,210,862	(111,939)	783,235	2,418,047	1,225,849	0	0	0	0	0	0	10,564,906	15,043,494
Expense														
Salaries	869,947	577,565	637,073	781,188	635,130	921,431	0	0	0	0	0	0	4,422,334	8,294,943
Fringe Benefits	367,859	273,355	287,305	283,077	309,985	388,938	0	0	0	0	0	0	1,910,519	4,026,815
Outside Services	221,427	26,134	79,705	41,337	64,223	41,254	0	0	0	0	0	0	474,080	764,406
Advertising	3,549	19,461	28,224	11,876	7,346	10,950	0	0	0	0	0	0	81,406	181,500
Supplies	4,578	10,758	10,983	12,966	24,053	10,620	0	0	0	0	0	0	73,958	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	40,548	0	0	0	0	0	0	122,961	459,390
Telephone	81	0	3,712	3,702	3,752	3,729	0	0	0	0	0	0	14,976	55,000
Postage	1,952	0	6,223	174	5,681	1,355	0	0	0	0	0	0	15,385	37,500
Insurance	62,198	0	25,693	5,574	(2,156)	36,504	0	0	0	0	0	0	127,813	146,000
Travel & Mileage	311	2,298	1,475	713	396	2,075	0	0	0	0	0	0	7,268	78,262
Tuition Waivers	1,177	73,833	43,715	598	0	(150)	0	0	0	0	0	0	119,173	207,000
Library Books & Equipment	21,729	1,408	5,739	30	101	749	0	0	0	0	0	0	29,756	101,220
Other	876	3,582	4,061	17,112	2,225	1,635	0	0	0	0	0	0	29,491	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	1,459,638	0	0	0	0	0	0	7,429,120	15,043,494
Income	2,483,039	1,221,822	(1,274,656)	(399,355)	1,338,725	(233,789)	0	0	0	0	0	0	3,135,786	0

Alpena Community College
Consolidated Income Statement
For the Six Months Ending December 31, 2020

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	871,657	0	0	0	0	0	0	0	0	871,657
Tuition/Fees	5,509,401	347,405	0	0	(35,624)	0	0	166,140	0	5,987,322
Sales, Services, and Rent	9,546	59,838	653,076	0	(20,349)	0	0	0	0	702,111
State aid	1,710,360	0	0	0	0	0	0	0	0	1,710,360
Local	0	0	0	0	7,250	0	0	0	0	7,250
State	0	6,577	0	0	101,336	0	19,280	0	0	127,193
Federal	2,462,297	0	0	0	2,142,646	571,808	0	0	0	5,176,751
Donations	0	3,576	0	0	2,439	0	134,469	1,910	2,620	145,014
Interest	371	0	0	0	0	0	0	0	0	371
Other	2,025	0	(15,212)	0	0	56,885	0	1,338	12,107	57,143
Total Revenue	10,565,657	417,396	637,864	0	2,197,698	628,693	153,749	169,388	14,727	14,785,172
Expenditures										
Salaries	4,422,335	138,524	111,986	0	313,988	0	0	0	0	4,986,833
Fringe Benefits	1,910,520	57,812	43,644	0	125,145	0	0	0	0	2,137,121
Outside Services	474,081	16,243	47,039	0	126,083	0	0	438,987	0	1,102,433
Advertising	81,406	0	0	0	0	0	0	0	0	81,406
Supplies	73,957	35,358	357,930	0	69,286	0	0	0	0	536,531
Rentals	0	0	0	0	1,875	0	0	0	0	1,875
Utilities	122,961	900	8,248	0	0	0	0	0	0	132,109
Telephone	14,975	0	0	0	0	0	0	0	0	14,975
Postage	15,385	0	13,018	0	0	0	0	0	0	28,403
Insurance	127,813	19,556	0	0	0	0	0	0	0	147,369
Travel & Mileage	7,268	9,699	0	0	3,476	0	0	0	0	20,443
Tuition Waivers	119,173	7,326	0	0	903,231	628,693	104,399	0	0	1,762,822
Library Books & Equipment	29,757	35,833	40,421	0	429,304	0	0	2,260,256	0	2,795,571
Other	29,491	1,019	2,616	0	(4,846)	0	0	16,202	12,502	56,984
Transfers	0	0	0	0	0	0	0	0	0	0
Total Expenditures	7,429,122	322,270	624,902	0	1,967,542	628,693	104,399	2,715,445	12,502	13,804,875
Net Revenue (Expense)	3,136,535	95,126	12,962	0	230,156	0	49,350	(2,546,057)	2,225	980,297
Beginning Net Position	1,499,721	96,839	183,596	(30,078,614)	19,303	0	13,349	19,426,346	0	(8,839,460)
Period Ending Net Position	4,636,256	191,965	196,558	(30,078,614)	249,459	0	62,699	16,880,289	2,225	(7,859,163)

4.014 Personnel Report

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

New Hires:

- Bobbette Ross, TRiO Advisor – South, effective January 4, 2021.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Lorie Cadieux-Lawrence, Clerical Assistant – Registrar’s Office, effective January 1, 2021.

Transfers:

- Michael Artrip, Adjunct – Utility Technology transferred to Temporary Full Time Faculty – Utility Technology, effective December 20, 2020.

Retirements:

- None.

4.015 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 9, 2020 and January 13, 2021.

Total Donors:	114
New Gifts:	\$54,669.10
Pledge Payments:	\$291,595.00
New Pledges:	\$0