

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, April 15, 2021  
**Meeting Time:** 7:00 p.m.  
**Location of Meeting:** Newport Center Room 106, Alpena Campus  
**Date of Notice:** Friday, April 9, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, April 15, 2021, at 7:00 p.m. The meeting will be held in person though some restrictions on physical attendance in the room may apply; an overflow room will be available adjacent to the Board meeting. The meeting will also be available via 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): 185 166 5884#

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

**Join from a video system or application:**

Copy the following address into a web browser: <http://1851665884@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 185 166 5884

Meeting password: PTFufPPe

Webex attendees are asked to mute their microphones except during public comment.

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, April 15, 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 the March 18, 2021, 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
  - 2.800 Bids for TRiO Talent Search Gaming Laptops.....2
  - 2.801 Bids for a Vehicle Lift System.....4
- 12) Information Items
  - 4.022 Financial Report.....5
  - 4.023 Personnel Report.....10
  - 4.024 Gifts and Grants Report .....11
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: May 20, 2021, 7:00 p.m. The meeting is tentatively scheduled to be held in person in the Board Room, Natural Resources Center Room 400, but this may change to remote delivery due to pandemic restrictions
- 17) Adjournment

## 2.800 Bids for TRiO Talent Search Gaming Laptops

As part of Alpena Community College's TRiO Talent Search grant requirements, Talent Search provides annual educational summer camps to program participants. The grant currently requires the curriculum address STEAM (Science, Technology, Engineering, Art, Math), with priority given to computer science. The Department of Education identifies computer science as coursework through hands-on learning opportunities such as software development, programming, graphics, coding, game development, etc.

For the upcoming year, TRiO Talent Search has identified the need for 10 gaming laptop computers to be used for instruction during summer camp. The laptops will be used by TRiO participants during a 5-day camp, where they will be led by an instructor from ID Camp. During the camp, participants will be immersed in learning the fundamentals of game design through the development and planning of game maps, character creation, Java coding, using programming logic and animation, with the end result of creating and publishing a game on the site platform.

TRiO Talent Search staff worked with the Office of Information Technology to develop a Request for Pricing for 10 laptops.

### Specifications:

<b>Processor</b>	10th Generation Intel® Core™ i7-10750H (6-Core, 12MB Cache, up to 5.0GHz w/ Turbo Boost 2.0)
<b>Operating System</b>	Windows 10
<b>Video Card</b>	AMD Radeon™ RX 5500M 4GB GDDR6 or compatible video card
<b>Memory</b>	16GB DDR4 2666MHz
<b>Hard Drive</b>	256GB PCIe M.2 SSD
<b>LCD</b>	17.3" FHD (1920 x 1080) 144Hz 9ms 300-nits 72% NTSC color gamut
<b>Power Supply</b>	240W Adapter
<b>Wireless</b>	802.11ax Wireless and Bluetooth 5.1
<b>Network Card</b>	Ethernet 10/100/1000Mbps/2.5Gbps NIC
<b>Primary Battery</b>	6-Cell 86WHr Integrated
<b>Service</b>	1 Year Hardware Service

CDW-G quoted prices for three different laptop computer systems.

<b>Manufacturer</b>	<b>Product</b>	<b>Price per Unit</b>	<b>Total Cost</b>
<b>Dell</b>	Precision Mobile Workstation 5750, 17”	\$2,700.00	\$27,000.00
<b>HP</b>	ZBook Fury 17 G7 Mobile Workstation	\$2,003.27	\$20,032.70
<b>Lenovo</b>	ThinkPad P17 Gen 1, 17.3”	\$2,025.00	\$20,250.00

TRiO Talent Search and ACC officials evaluated the quotes and recommend the Lenovo Thinkpad P17 equipment because the lowest priced equipment did not meet specifications.

Therefore, the following resolution is proposed:

The Board of Trustees approves the purchase of ten (10) Lenovo ThinkPad P17 Gen 1, 17.3” laptop computers from CDW-G for a cost of not more than \$20,250.00. This purchase would be made using TRiO Talent Search funds.

## **2.801 Bids for a Vehicle Lift System**

Alpena Community College regularly updates equipment used for instruction by academic programs. Funding for these purchases comes from a variety of sources including Perkins grants, other state and federal grants, and a variety of ACC funds.

The Automotive Service program is in the process of gathering bids to purchase a pneumatic vehicle lift system to replace the aging system currently in use in the Auto Service lab. ACC officials have solicited bids for a new system and are currently gathering the information needed to present a proposal to the Alpena Community College Board of Trustees. Since the purchase would be at least partially funded by Perkins funds, the purchase and delivery of the equipment would need to happen before the end of ACC's fiscal year in June.

Final bid information was not available at the time this Board meeting agenda was distributed. ACC officials will finalize a proposal and distribute it to the trustees as soon as possible prior to the April 15 meeting so that trustees have time to evaluate the action item.

#### 4.022 Financial Report

##### Monthly General Fund Revenue and Expense through March 2021 (Year to Year Actual Comparison)

- The property tax receipts of \$2,734,044 are \$232,438 more than those for March 2020, higher due to timing of receipts.
- Tuition/fee receipts of \$5,857,718 are \$220,771 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 March. The College has applied for the forgiveness portion of the program and awaiting determination.
- Instruction and Instructional Support are as expected for this time of year.
- Student services is as expected for this time of year due to the changeover in registrar from last year.
- Institutional Administration is higher as expected due to the addition of the Alumni Relations position, and changes in healthcare coverage.
- Physical plant is lower due to timing of payment to Alpena Police Department and, lower overtime.
- All other expense areas are as expected for this time of year.
- Net income through the ninth month of the year shows as a gain of \$3,256,711, due to PPP funds recorded, reduced by lower than anticipated tuition and fee revenue.

##### Monthly General Fund Revenue and Expense through March 2021 (Budget to Actual Comparison)

- Supplies are lower due to the lower number of students and staff on campus.
- Energy costs are higher due to timing of utility bill payments.
- Travel is down compared to last year due to COVID 19 travel restrictions.
- Library Books & Equipment is down based on timing of acquisitions.
- Other expenses are higher due to higher usage of credit card payment and higher debt write-offs.
- All expense categories are in acceptable ranges for this stage of the year.

##### General Fund Month to Month Comparison through March 2021

- March property taxes were higher due to the timing of winter tax receipts.
- All other Month-to-Month comparisons are tracking as expected.

##### Consolidated Income Statement for the third quarter of FY 2021

- The negative balance in Endowment and Scholarship Restricted Funds represents a delay in receiving funds.
- 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 State in the next several months.
- The remaining balances are reasonable for this time of year.

**Alpena Community College**  
**General Fund**  
**Year-to-Year Actual Comparison**  
**For the Nine Months Ending March 31, 2021**

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
<b>Revenue</b>			
Property Tax	2,734,044	2,501,606	232,438
Tuition/Fees	5,857,718	6,078,489	(220,771)
Sales, Service, and Rent	13,671	18,510	(4,839)
State Aid	3,332,920	3,337,815	(4,895)
Local	0	0	0
State	0	0	0
Federal	2,476,359	46,752	2,429,607
Cost Recovery	0	0	0
Interest	774	13,419	(12,645)
Other	3,399	4,106	(707)
<b>Revenue</b>	<b>14,418,885</b>	<b>12,000,697</b>	<b>2,418,188</b>
<b>Expense</b>			
Instruction	5,593,563	5,482,747	110,816
OIT	776,367	766,695	9,672
Public Service	0	0	0
Instruction Support	1,106,009	1,052,370	53,639
Student Services	1,024,376	1,103,094	(78,718)
Institutional Administration	1,536,112	1,489,150	46,962
Physical Plant	1,125,747	1,146,786	(21,039)
<b>Expense</b>	<b>11,162,174</b>	<b>11,040,842</b>	<b>121,332</b>
Income	3,256,711	959,855	2,296,856
Net Assets - Beginning of Year	1,499,720	1,484,515	1,499,720
Net Assets - End of Year	4,756,431	2,444,370	3,796,576

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Nine Months Ending March 31, 2021**

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
<b>Revenue</b>					
Property Tax	2,747,891	2,734,044	(13,847)	99.50%	93.58%
Tuition/Fees	6,171,780	5,857,718	(314,062)	94.91%	100.75%
Sales, Services, and Rent	22,000	13,671	(8,329)	62.14%	84.14%
State Aid	5,956,080	3,332,920	(2,623,160)	55.96%	56.42%
Federal	61,000	2,476,359	2,415,359	4059.60%	80.91%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	774	(4,226)	15.48%	536.76%
Other	7,920	3,399	(4,521)	42.92%	57.03%
Revenue	15,043,495	14,418,885	(624,610)	95.85%	81.19%
<b>Expense</b>					
Salaries	8,294,944	6,635,228	1,659,716	79.99%	79.74%
Fringe Benefits	4,026,815	2,918,424	1,108,391	72.47%	72.80%
Outside Services	764,787	615,615	149,172	80.49%	85.86%
Advertising	181,500	132,844	48,656	73.19%	78.01%
Supplies	200,040	96,614	103,426	48.30%	60.61%
Rental	0	0	0	#DIV/0!	0.00%
Utilities	459,390	283,346	176,044	61.68%	52.80%
Telephone	55,000	25,633	29,367	46.61%	54.78%
Postage	37,500	27,546	9,954	73.46%	58.11%
Insurance	146,000	127,813	18,187	87.54%	96.13%
Travel & Mileage	78,262	8,859	69,403	11.32%	48.16%
Tuition Waivers	207,000	184,253	22,747	89.01%	95.53%
Library Books & Equipment	100,349	48,723	51,626	48.55%	69.08%
Other	115,000	57,276	57,724	49.81%	34.79%
Transfers	376,908	0	376,908	0.00%	3.84%
Expense	15,043,495	11,162,174	3,881,321	74.20%	74.69%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	3,256,711
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	4,756,432



## Alpena Community College General Fund Month to Month Tracking For the Nine Months Ending March 31, 2021

Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	YTD	Budget
<b>Revenue</b>														
Property Tax	125,338	405,809	16,764	4,846	6,573	312,328	742,673	849,127	270,587	0	0	0	2,734,045	2,747,890
Tuition/Fees	2,827,522	440,943	(128,110)	288,649	1,727,207	353,189	242,419	20,869	85,029	0	0	0	5,857,717	6,171,780
Sales, Services, and Rent	3,875	(474)	1,250	3,875	0	1,020	125	3,875	125	0	0	0	13,671	22,000
State Aid	0	5,355	(5,355)	475,359	679,944	555,057	538,663	545,234	538,663	0	0	0	3,332,920	5,956,080
Federal	1,082,117	1,358,851	3,009	10,122	3,912	4,285	3,995	5,900	4,168	0	0	0	2,476,359	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	294	110	0	0	0	775	5,000
Other	0	205	395	345	360	720	462	490	423	0	0	0	3,400	7,920
<b>Revenue</b>	<b>4,038,852</b>	<b>2,210,862</b>	<b>(111,939)</b>	<b>783,235</b>	<b>2,418,047</b>	<b>1,226,599</b>	<b>1,528,337</b>	<b>1,425,789</b>	<b>899,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,418,887</b>	<b>15,043,494</b>
<b>Expense</b>														
Salaries	869,947	577,565	637,073	781,188	635,130	921,431	647,922	873,571	691,401	0	0	0	6,635,228	8,294,943
Fringe Benefits	367,859	273,355	287,305	283,077	309,985	388,938	298,440	389,486	319,978	0	0	0	2,918,423	4,026,815
Outside Services	221,427	26,134	79,705	41,337	64,223	41,334	25,790	99,662	16,002	0	0	0	615,614	764,787
Advertising	3,549	19,461	28,224	11,876	7,346	10,950	31,673	16,270	3,495	0	0	0	132,844	181,500
Supplies	4,578	10,758	10,983	12,966	24,053	10,620	6,756	9,128	6,772	0	0	0	96,614	200,040
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	33,840	35,875	90,669	0	0	0	283,345	459,390
Telephone	81	0	3,712	3,702	3,752	3,729	6,808	409	3,440	0	0	0	25,633	55,000
Postage	1,952	0	6,223	174	5,681	1,355	5,000	493	6,668	0	0	0	27,546	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	968	173	450	0	0	0	8,859	78,262
Tuition Waivers	1,177	73,833	43,715	598	0	(150)	57,299	1,000	6,782	0	0	0	184,254	207,000
Library Books & Equipment	21,729	1,408	5,739	30	101	749	13,770	678	4,519	0	0	0	48,723	100,349
Other	876	3,582	4,061	17,112	2,225	1,635	3,285	17,409	7,091	0	0	0	57,276	115,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	376,908
<b>Expense</b>	<b>1,555,813</b>	<b>989,040</b>	<b>1,162,717</b>	<b>1,182,590</b>	<b>1,079,322</b>	<b>1,459,718</b>	<b>1,131,551</b>	<b>1,444,154</b>	<b>1,157,267</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,162,172</b>	<b>15,043,494</b>
<b>Income</b>	<b>2,483,039</b>	<b>1,221,822</b>	<b>(1,274,656)</b>	<b>(399,355)</b>	<b>1,338,725</b>	<b>(233,119)</b>	<b>396,786</b>	<b>(18,365)</b>	<b>(258,162)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,256,715</b>	<b>0</b>

## Alpena Community College Consolidated Income Statement For the Nine Months Ending March 31, 2021

Category	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
<b>Revenue</b>										
Property Tax	2,734,044	0	0	0	0	0	0	0	0	2,734,044
Tuition/Fees	5,857,718	368,814	31,500	0	(36,278)	0	0	174,395	0	6,396,149
Sales, Services, and Rent	13,671	72,037	853,560	0	(31,063)	0	0	0	0	908,205
State aid	3,332,920	0	0	0	0	0	0	0	0	3,332,920
Local	0	0	0	0	7,250	0	0	0	0	7,250
State	0	6,967	0	0	138,311	0	23,171	0	0	168,449
Federal	2,476,359	0	0	0	3,617,586	1,056,813	0	0	0	7,150,758
Donations	0	3,581	0	0	2,439	0	141,614	1,501,990	2,661	1,652,285
Interest	774	0	0	0	0	0	0	213	0	987
Other	3,399	(2,100)	(24,158)	0	0	125,210	0	1,939	15,851	120,141
<b>Total Revenue</b>	<b>14,418,885</b>	<b>449,299</b>	<b>860,902</b>	<b>0</b>	<b>3,698,245</b>	<b>1,182,023</b>	<b>164,785</b>	<b>1,678,537</b>	<b>18,512</b>	<b>22,471,188</b>
<b>Expenditures</b>										
Salaries	6,635,228	191,732	158,421	0	445,838	0	0	0	0	7,431,219
Fringe Benefits	2,918,424	81,839	62,863	0	184,918	0	0	0	0	3,248,044
Outside Services	615,615	30,794	58,848	0	128,648	0	0	701,415	0	1,535,320
Advertising	132,844	0	0	0	0	0	0	0	0	132,844
Supplies	96,614	44,106	447,359	0	108,333	0	0	0	0	696,412
Rentals	0	0	0	0	1,875	0	0	0	0	1,875
Utilities	283,346	1,854	14,058	0	0	0	0	0	0	299,258
Telephone	25,633	0	0	0	0	0	0	0	0	25,633
Postage	27,546	0	18,162	0	0	0	0	0	0	45,708
Insurance	127,813	19,556	0	0	0	0	0	0	0	147,369
Travel & Mileage	8,859	19,038	56	0	8,578	0	0	0	0	36,531
Tuition Waivers	184,253	7,326	0	0	1,684,678	1,178,523	182,483	0	0	3,237,263
Library Books & Equipment	48,723	39,780	40,421	0	591,819	0	0	3,290,498	0	4,011,241
Other	57,276	4,752	4,365	0	397,829	0	0	23,393	19,289	506,904
Transfers	0	0	0	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>11,162,174</b>	<b>440,777</b>	<b>804,553</b>	<b>0</b>	<b>3,552,516</b>	<b>1,178,523</b>	<b>182,483</b>	<b>4,015,306</b>	<b>19,289</b>	<b>21,355,621</b>
<b>Net Revenue (Expense)</b>	<b>3,256,711</b>	<b>8,522</b>	<b>56,349</b>	<b>0</b>	<b>145,729</b>	<b>3,500</b>	<b>(17,698)</b>	<b>(2,336,769)</b>	<b>(777)</b>	<b>1,115,567</b>
<b>Beginning Net Position</b>	<b>1,499,721</b>	<b>96,839</b>	<b>183,596</b>	<b>(28,646,312)</b>	<b>19,303</b>	<b>0</b>	<b>13,349</b>	<b>18,045,531</b>	<b>0</b>	<b>(8,787,973)</b>
<b>Period Ending Net Position</b>	<b>4,756,432</b>	<b>105,361</b>	<b>239,945</b>	<b>(28,646,312)</b>	<b>165,032</b>	<b>3,500</b>	<b>(4,349)</b>	<b>15,708,762</b>	<b>(777)</b>	<b>(7,672,406)</b>

#### **4.023 Personnel Report**

New hires, terminations, and status changes from March 10 to April 9, 2021.

##### New Hires:

- Todd Crandall, ESP2 EPTC Vehicle Maintenance and Repair Technician, effective 03/25/2021.

##### Re-Hires:

- None.

##### Transfers:

- None.

##### Resignations:

- None.

##### Transfers:

- None.

##### Retirements:

- None.

##### Name Changes:

- Dr. Melissa Fournier to Dr. Melissa Fournier-Thomas, effective 03/24/2021.

#### 4.024 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between March 9 and April 8, 2021.

Total Donors:	38
New Gifts:	\$60,758.21
Pledge Payments:	\$1,278.00
New Pledges:	\$0