

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, May 20, 2021
Meeting Time: 7:00 p.m.
Location of Meeting: Newport Center, Room 106, and Online Via Webex
Date of Notice: Friday, May 14, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, May 20, 2021. At 5:00 p.m. the trustees will gather in the lobby of Besser Technical Center to conduct a campus tour. At 6:00 p.m. the trustees will gather in Newport Center 106 to conduct a fiscal year 2022 budget workshop. The regular meeting will begin at 7:00 p.m. in Newport Center, Room 106; the regular meeting will also be broadcast remotely via Webex videoconferencing software.

All citizens are invited to participate in the meeting either in person or remotely via phone, computer, or a video conferencing system. An overflow room will be available if in-person attendance exceeds recommendations for social distancing.

Join by phone:

+1-415-655-0003

Meeting number (access code): 161 550 4340#

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://1615504340@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 161 550 4340

Meeting password: dbBmb2DG

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, May 20, 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 April 15, 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
 - None
- 12) Information Items

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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: June 17, 2021, 7:00 p.m. The meeting is tentatively scheduled to be held in person in the Newport Center, Room 106, but this may change to remote delivery due to pandemic restrictions
- 17) Adjournment

4.025 Financial Report

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

- The property tax receipts of \$2,734,107 are \$72,968 more than those for April 2020, a little higher than expected.
- Tuition/fee receipts of \$5,925,290 are \$227,433 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 April. 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 lower energy costs and lower overtime.
- All other expense areas are as expected for this time of year.
- Net income through the tenth month of the year shows as a gain of \$2,801,642, due to PPP funds recorded, reduced by lower than anticipated tuition and fee revenue.

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

- Supplies are lower due to the lower number of students and staff on campus.
- 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 April 2021

- Outside services was higher due to the second payment for police services charged this month.
- Supplies for the month was high due timing of acquisition of supplies.
- Utilities bounces around due to the method of payment and timing.
- All other Month-to-Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Ten Months Ending April 30, 2021

Description	YTD Actual FY 2021	YTD Actual FY 2020	YTD Actual Variance
Revenue			
Property Tax	2,734,107	2,661,139	72,968
Tuition/Fees	5,925,290	6,152,723	(227,433)
Sales, Service, and Rent	18,296	22,510	(4,214)
State Aid	3,871,583	3,875,875	(4,292)
Local	0	0	0
State	0	0	0
Federal	2,479,387	49,865	2,429,522
Cost Recovery	0	0	0
Interest	981	14,568	(13,587)
Other	4,084	4,666	(582)
Revenue	15,033,728	12,781,346	2,252,382
Expense			
Instruction	6,153,623	6,069,048	84,575
OIT	835,766	825,803	9,963
Public Service	0	0	0
Instruction Support	1,215,736	1,151,591	64,145
Student Services	1,102,322	1,177,501	(75,179)
Institutional Administration	1,673,546	1,613,227	60,319
Physical Plant	1,251,093	1,271,368	(20,275)
Expense	12,232,086	12,108,538	123,548
Income	2,801,642	672,808	2,128,834
Net Assets - Beginning of Year	1,499,720	1,484,515	1,499,720
Net Assets - End of Year	4,301,362	2,157,323	3,628,554

Alpena Community College
Comparative Income Statement
General Fund
For the Ten Months Ending April 30, 2021

Description	FY 2021 Budget	FY 2021 YTD Actual	FY 2021 Variance	FY 2021 Complete	FY 2020 Complete
Revenue					
Property Tax	2,747,891	2,734,107	(13,784)	99.50%	99.55%
Tuition/Fees	6,171,780	5,925,290	(246,490)	96.01%	101.98%
Sales, Services, and Rent	22,000	18,296	(3,704)	83.16%	102.32%
State Aid	5,956,080	3,871,583	(2,084,497)	65.00%	65.51%
Federal	61,000	2,479,387	2,418,387	4064.57%	86.30%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	981	(4,019)	19.62%	582.72%
Other	7,920	4,084	(3,836)	51.57%	64.81%
Revenue	15,043,495	15,033,728	(9,767)	99.94%	86.47%
Expense					
Salaries	8,294,944	7,285,120	1,009,824	87.83%	87.76%
Fringe Benefits	4,026,815	3,221,212	805,603	79.99%	80.44%
Outside Services	764,787	676,966	87,821	88.52%	93.37%
Advertising	181,500	137,060	44,440	75.52%	80.88%
Supplies	200,040	117,831	82,209	58.90%	62.99%
Rental	0	0	0	#DIV/0!	0.00%
Utilities	459,390	303,004	156,386	65.96%	61.37%
Telephone	55,000	29,258	25,742	53.20%	68.58%
Postage	37,500	27,623	9,877	73.66%	58.06%
Insurance	146,000	127,813	18,187	87.54%	96.13%
Travel & Mileage	78,262	9,206	69,056	11.76%	50.09%
Tuition Waivers	207,000	184,253	22,747	89.01%	95.53%
Library Books & Equipment	100,349	52,826	47,523	52.64%	71.32%
Other	115,000	59,914	55,086	52.10%	35.26%
Transfers	376,908	0	376,908	0.00%	3.84%
Expense	15,043,495	12,232,086	2,811,409	81.31%	81.92%

Description	FY 2021 Budget	FY 2021 YTD Actual
Income	0	2,801,642
Net Assets - Beginning of Year	1,499,721	1,499,721
Net Assets - End of Year	1,499,721	4,301,363

Alpena Community College General Fund Month to Month Tracking For the Ten Months Ending April 30, 2021

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	125,338	405,809	16,764	4,846	6,573	312,328	742,673	849,127	270,587	63	0	0	2,734,108	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	67,572	0	0	5,925,289	6,171,780
Sales, Services, and Rent	3,875	(474)	1,250	3,875	0	1,020	125	3,875	875	3,875	0	0	18,296	22,000
State Aid	0	5,355	(5,355)	475,359	679,944	555,057	538,663	545,234	538,663	538,663	0	0	3,871,583	5,956,080
Federal	1,082,117	1,358,851	3,009	10,122	3,912	4,285	3,995	5,900	4,168	3,028	0	0	2,479,387	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	207	0	0	982	5,000
Other	0	205	395	345	360	720	462	490	423	685	0	0	4,085	7,920
Revenue	4,038,852	2,210,862	(111,939)	783,235	2,418,047	1,226,599	1,528,337	1,425,789	899,855	614,093	0	0	15,033,730	15,043,494
Expense														
Salaries	869,947	577,565	637,073	781,188	635,130	921,431	647,922	873,571	691,401	649,891	0	0	7,285,119	8,294,943
Fringe Benefits	367,859	273,355	287,305	283,077	309,985	388,938	298,440	389,486	319,978	302,789	0	0	3,221,212	4,026,815
Outside Services	221,427	26,134	79,705	41,337	64,223	41,334	25,790	99,662	16,002	61,351	0	0	676,965	764,787
Advertising	3,549	19,461	28,224	11,876	7,346	10,950	31,673	16,270	3,495	4,216	0	0	137,060	181,500
Supplies	4,578	10,758	10,983	12,966	24,053	10,620	6,756	9,128	6,772	21,217	0	0	117,831	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	19,658	0	0	303,003	459,390
Telephone	81	0	3,712	3,702	3,752	3,729	6,808	409	3,440	3,625	0	0	29,258	55,000
Postage	1,952	0	6,223	174	5,681	1,355	5,000	493	6,668	77	0	0	27,623	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	347	0	0	9,206	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	4,103	0	0	52,826	100,349
Other	876	3,582	4,061	17,112	2,225	1,635	3,285	17,409	7,091	2,638	0	0	59,914	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	1,459,718	1,131,551	1,444,154	1,157,267	1,069,912	0	0	12,232,084	15,043,494
Income	2,483,039	1,221,822	(1,274,656)	(399,355)	1,338,725	(233,119)	396,786	(18,365)	(257,412)	(455,819)	0	0	2,801,646	0

4.026 Personnel Report

New hires, terminations, and status changes from April 10 to May 11, 2021.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Jenniffer Watson, ESP2 Student Services Technician and Perkins Technician, effective 05/05/2021.

Transfers:

- None.

Retirements:

- Julie Miller, FT Faculty – Nursing, effective 6/1/2021.
- Mary Jane Thomson, FT Faculty – Business Information System & Computer Information Systems, effective 06/01/2021.
- Larry Thomson, FT Faculty – Criminal Justice Program, effective 07/01/2021.

Name Changes:

- None.

4.027 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between April 9, 2021 and May 11, 2021.

Total Donors: 41

New Gifts:	\$22,660.00
Pledge Payments:	\$33,178.00
New Pledges:	\$0