ALPENA
COMMUNITY COLLEGE
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Alpena, MI 49707-1495

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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, September 16, 2021
Meeting Time: 7:00 p.m.
Location of Meeting: Newport Center, Room 106, and Online Via Webex
Date of Notice: Friday, September 10, 2021

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, September 16, 2021. The meeting will begin at 7:00 p.m. in Newport Center, Room 106; the 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): 2439 156 9415#
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://1611514442@alpenacc.webex.com
You can also dial 173.243.2.68 and enter your meeting number.
Meeting number (access code): 2439 156 9415
Meeting password: RGx8z3HXYP3

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, September 16, 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 Minutes of the August 19, 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

12) Information Items

13) Board Discussion

14) New Business

15) Suggested Future Agenda Items

16) Next Regular Meeting: October 21, 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

2.815 Emeritus Status for Faculty Retirees Julie Miller, Mary Jane Thomson, and Margaret Ricker

Alpena Community College's Emeritus Policy 1011 states:

> "Alpena Community College Board of Trustees establishes the rank of Emeritus faculty, staff, or member of the College Board of Trustees to honor, upon retirement, such members who have made long-term contributions to Alpena Community College and to encourage a continuing relationship with the College."

Administrative Procedure 1511 details the requirements for Emeritus status:

1. To be eligible for nomination to this rank, the faculty, staff or member of the College Board of Trustees must have had continuous, honorable regular service as a member of the entity prior to retirement.

2. In exceptional rare circumstances, and for demonstrated good cause, the Board of Trustees may award emeritus title and status to a faculty, staff or member of the Board of Trustees who resigns his or her position for the purpose of accepting an appointment elsewhere or for other honorable purposes.

3. Nomination is to be initiated by the eligible retiree's or resignee's primary academic unit, department head or the Chair of the Board of Trustees.

4. In the event an academic unit, department head, President or the Chair of the Board of Trustees fails to nominate an eligible retiree within one year from the announcement of intent to retire, the President may request a recommendation from the faculty, staff or Board of Trustees or hear an appeal by the retiree and may then elect to put forth a nomination.

5. A faculty, staff or Trustee Emeritus shall:

    A. Have his/her name, photo and years of service displayed on an "honor wall" of emeriti

    B. Retain purchasing privileges in the College Bookstore

    C. Receive complimentary invitations to official College functions

    D. Receive tuition waiver privileges in accordance with waivers in existence at the institution for comparable staff members.

The following retirees have been found to have satisfied the requirements for emeritus status. As a result, ACC now proposes a Resolution of Appreciation and Emeritus Status for Julie Miller, Margaret Ricker, and Mary Jane Thomson.

RESOLUTION OF APPRECIATION AND EMERITUS STATUS

In Honor of Alpena Community College Retirees
Julie Miller, Margaret Ricker, and Mary Jane Thomson

September 16, 2021

WHEREAS Julie Miller, Margaret Ricker, and Mary Jane Thomson have had continuous, honorable regular service with Alpena Community College as valued members of the administration, faculty, and staff prior to their retirement; and

WHEREAS nominations for emeritus status were initiated by the eligible retirees' primary academic unit or the President; and

WHEREAS Julie Miller has ably served the College for 10 years as Nursing Instructor; and

WHEREAS Margaret Ricker has ably served the College for 11 years as Political Science/Economics Instructor; and

WHEREAS Mary Jane Thomson has ably served the College for 24 years as Business Information Systems/Computer Information Systems Instructor; and

WHEREAS the Alpena Community College Board of Trustees recognizes the efforts of these retirees on behalf of the College, its students, and the Northeast Michigan community, and wishes to convey its deep appreciation;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds Julie Miller, Margaret Ricker, and Mary Jane Thomson for their service to the College and its students, and, recognizing their distinguished attributes, confers upon them the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto.

2.816   Resolutions of Appreciation for Garth Gapske, John Nowlin, and Larry Thomson

Over its almost 70 years of existence Alpena Community College has provided exceptional academic opportunities through the efforts of dedicated instructors and staff members. These employees have been an integral part of the operation of the institution and have dedicated themselves to furthering the College's mission and to raising the quality of life for people in Northeast Michigan.

Garth Gapske, John Nowlin, and Larry Thomson are three ACC employees who have recently left the College through retirement or voluntary separation. Each of these ex-employees has contributed to the success of the College and deserves recognition for their efforts. As such, ACC officials are recommending the ACC Board of Trustees approve a Resolution of Appreciation honoring their time at the College.

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RESOLUTION OF APPRECIATION
In Honor of Garth Gapske, John Nowlin, and Larry Thomson
September 16, 2021

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WHEREAS Garth Gapske, John Nowlin, and Larry Thomson have had honorable regular service with Alpena Community College as a valued member of the faculty or staff; and

WHEREAS Garth Gapske has served for 15 years, starting in August 2006 as a Tool Room Attendant and then as a fulltime Custodian in November 2011 through August 2021, while also helping out in Maintenance, Grounds, and as the EPTC Vehicle and Maintenance Repair Technician; and

WHEREAS John Nowlin has served for five years as Utility Tech Instructor and has been instrumental in the academic success of many UTT students; and

WHEREAS Larry Thomson has served for five years as Criminal Justice Instructor and has had a major role in directing ACC's Criminal Justice program and developing the latest generation of law enforcement and corrections officers which will positively affect Northeast Michigan and beyond; and

WHEREAS Garth Gapske, John Nowlin, and Larry Thomson have had a positive impact on countless ACC students and campus visitors;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously expresses its appreciation to Garth Gapske, John Nowlin, and Larry Thomson for their service to the College, its students, and the people of Northeast Michigan.

2.817 Bids for Syllabus Management System

A syllabus management system is needed to create a centralized, template-driven platform that enables ACC instructors to quickly personalize and publish syllabi for their classes. This system will improve the student experience at ACC by providing them with syllabi updated in real-time that are easily accessed and accessible according to WCAG 2.0 AA standards. The five-year, $2,250,000 SIP Grant will fund the purchase of this cloud-based syllabus management system.

A request for proposal (RFP) was drafted and sent to six companies on July 23, 2021. An optional bidders' conference call was held on August 3, 2021. Two companies, Concourse and Simple Syllabus, called in. Proposal bids were due back by 12:00 p.m. on August 10, 2021.

Three bids were received from Concourse, CourseLeaf, and Simple Syllabus. CourseLeaf stated that although they fully meet the requirements of the RFP, they are unable to commit to another contract at this time due to high demand. Due to this, their proposal did not include all of the required elements listed in the RFP, but they did send us a quote for future reference. After the proposals were received, the references were contacted. The responses from the references in regard to each company were all positive.

The selection committee met on August 17. To ensure that this cloud-based technology would work with ACC's current technology and systems, the Director of Administrative Information Systems and the Director of Learning Technology were included on the selection committee.

Due to the similarity in cost and features of Concourse and Simple Syllabus, a decision could not be made without seeing a demonstration from each company. After the demonstrations were complete and follow-up questions answered, the selection committee unanimously agreed upon the chosen bidder.

Final quotes from Concourse, CourseLeaf, and Simple Syllabus are shown below in US Dollars ($) and include the first-year implementation cost.

Company	City, State	Final Quote
Concourse	New York, NY	$17,425.00
CourseLeaf	Coralville, IA	$42,000.00
Simple Syllabus	Tampa, FL	$19,700.00

The selection committee's average scores out of 100 for each vendor are below:

Concourse: 96
CourseLeaf: N/A
Simple Syllabus: 98

<u>Therefore, the following resolution is proposed:</u>

The Alpena Community College Board of Trustees approves the purchase of a three-year subscription of the syllabus management system from Simple Syllabus at a cost not to exceed $4,900 per year for three years, plus a one-time implementation fee of $5,000. All purchases shall be made from SIP grant funds.

2.818 Bids for Scholarship Management System

The Alpena Community College Foundation has built a robust scholarship program to assist ACC students with the payment of their tuition. In recent years it has become evident that the growth the scholarship program is no longer easily managed by our current antiquated system of using Excel spreadsheets and pencil and paper applications. A few of the most obvious challenges we are currently experiencing are listed below.

- Fund utilization
- Matching qualified students to established scholarships
- Decreased student applications
- Verifying and tracking student eligibility and continued eligibility
- No current system for securing the transmission of personally identifiable information

In addition, the ACC Foundation Grants, Scholarship and Development committee has determined that the current method of allowing donors to select the recipient of the scholarship they have funded does not meet regulations which require an objective committee when the donor wishes to be involved. The donor cannot make up more than 50% of the vote. The software will provide a platform for committee review and scoring of each scholarship application.

Use of a scholarship management system would assist the ACC Foundation in the following ways:

- Reduce time spent on data entry, recipient selection, donor stewardship, etc.
- Increase donor engagement
- Increase qualified scholarship applicants
- Maximize fund utilization

A request for proposal (RFP) was drafted and distributed to potential bidders; the deadline for bid submission was set as Friday, September 10, 2021. College officials are currently reviewing the bids and anticipate making a recommendation to the Board of Trustees by Monday, September 13. The final bid information and a proposed resolution will be sent to the trustees as soon as it is available.

2.819 Proposed Changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy — Second Reading

Based on a review of Policy 5011, Tuition Waiver for Campus Activity Program Policy, ACC officials presented proposed changes at the August 19, 2021, ACC Board of Trustees meeting. The proposed changes to the policy include:

- Increasing the total number of contact hours waived by the College per fiscal period.
- Eliminating the in-district stipulation on tuition waivers.
- Adding a book and fee waiver which will allow students to receive money beyond their tuition expenses not covered by federal financial aid (TIP and Pell).

ACC Athletic Director Cindy DeRocher said of the proposed changes, "Currently we have situations that impact some of our best student athletes who qualify for state and federal aid. In some cases these athletes do no need the athletic contact hours we offer. However, they do need help with books and fees. Coaches believe if we can offer a book stipend to play the sport it will tip the student's decision in our direction over another college or university."

Proposed changes to the policy are indicated in red below:

> The Board of Trustees authorizes College officials to initiate procedures which will implement a program of tuition waivers in selected activity areas that will make available to designated key participants a waiver of ~~in-district~~ tuition in an amount not to exceed 30 contact hours per year per student with a grand total of such waivers not to exceed ~~600~~ 660 contact hours per fiscal period. ~~and that annual progress reports be provided during a three-year trial period.~~ In addition, this policy allows students a book and fee waiver only when the student's contact hours are covered by another source; the approval of these waivers will come from the Dean of Students and be based on established procedures. The book and fee waiver amounts will not exceed the equivalent amount allowed for contact hours. Annual progress reports will be provided.

Trustees approved a first reading of the proposed changes at the August 19, 2021, meeting. The proposed changes are now offered as a second reading for final approval by the trustees.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves upon second reading changes to Policy 5011, Tuition Waiver for Campus Activity Program Policy.

4.031 Financial Report

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

- The property tax receipts of $568,830 are $37,684 more than those for August 2020, due to timing of receipts.
- Tuition/fee receipts of $3,005,879 are $262,586 less primarily due to lower than expected enrollments.
- State aid for the current year is zero because of the normal start month of October.
- $2,435,600 in Paycheck Protection Program funding is recorded through August of 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.
- There were three payrolls processed in July for both FY 21 and FY 22.
- Institutional Administration is high due to timing of workers compensation and professional dues payments.
- Net income through the second month of the new fiscal year shows as a gain of $901,838, which is typical for this time of year, however lower than anticipated, when fall tuition receipts have built up and considering last year's PPP funds recorded.

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

- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through August 2021

- Contract services in July includes the annual maintenance contract with Ellucian for about $173,000.
- Other Month-to-Month comparisons are tracking as expected except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Two Months Ending August 31, 2021

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
Revenue			
Property Tax	568,830	531,146	37,684
Tuition/Fees	3,005,879	3,268,465	(262,586)
Sales, Service, and Rent	3,963	3,401	562
State Aid	0	5,355	(5,355)
Local	0	0	0
State	0	0	0
Federal	5,723	2,440,968	(2,435,245)
Cost Recovery	0	0	0
Interest	0	0	0
Other	29	205	(176)
Revenue	3,584,424	6,249,540	(2,665,116)
Expense			
Instruction	1,158,061	1,127,412	30,649
OIT	334,394	319,215	15,179
Public Service	0	0	0
Instruction Support	260,673	238,664	22,009
Student Services	282,483	271,084	11,399
Institutional Administration	412,370	365,547	46,823
Physical Plant	234,605	222,928	11,677
Expense	2,682,586	2,544,850	137,736
Income	901,838	3,704,690	(2,802,852)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	2,906,091	5,204,410	(1,303,132)

Alpena Community College
Comparative Income Statement
General Fund
For the Two Months Ending August 31, 2021

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
Revenue					
Property Tax	2,824,143	568,830	(2,255,313)	20.14%	19.33%
Tuition/Fees	6,142,728	3,005,879	(3,136,849)	48.93%	52.96%
Sales, Services, and Rent	22,000	3,963	(18,037)	18.01%	15.46%
State Aid	6,136,901	0	(6,136,901)	0.00%	0.09%
Federal	61,000	5,723	(55,277)	9.38%	4001.59%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	3.46%
Other	7,920	29	(7,891)	0.37%	2.59%
Revenue	15,271,516	3,584,424	(11,687,092)	23.47%	41.54%
Expense					
Salaries	8,425,297	1,477,804	6,947,493	17.54%	17.45%
Fringe Benefits	4,125,285	667,891	3,457,394	16.19%	15.92%
Outside Services	808,213	274,890	533,323	34.01%	32.37%
Advertising	241,500	15,925	225,575	6.59%	12.68%
Supplies	197,400	15,289	182,111	7.75%	7.70%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	11,054	459,336	2.35%	0.17%
Telephone	55,000	1,396	53,604	2.54%	0.15%
Postage	37,500	498	37,002	1.33%	5.21%
Insurance	142,000	69,486	72,514	48.93%	42.60%
Travel & Mileage	80,062	831	79,231	1.04%	3.29%
Tuition Waivers and Dues	205,000	114,499	90,501	55.85%	36.24%
Library Books & Equipment	95,880	27,740	68,140	28.93%	23.06%
Other	74,000	5,283	68,717	7.14%	3.88%
Transfers	313,989	0	313,989	0.00%	0.00%
Expense	15,271,516	2,682,586	12,588,930	17.57%	16.92%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	901,838
Net Assets - Beginning of Year	2,004,253	1,499,721
Net Assets - End of Year	2,004,253	2,401,559

Alpena Community College
General Fund Month to Month Tracking
For the Two Months Ending August 31, 2021

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	149,712	419,118	0	0	0	0	0	0	0	0	0	0	568,830	2,824,142
Tuition/Fees	2,744,157	261,721	0	0	0	0	0	0	0	0	0	0	3,005,878	6,142,728
Sales, Services, and Rent	3,875	88	0	0	0	0	0	0	0	0	0	0	3,963	22,000
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	6,136,901
Federal	4,030	1,694	0	0	0	0	0	0	0	0	0	0	5,724	61,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	71,824
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Other	(21)	50	0	0	0	0	0	0	0	0	0	0	29	7,920
Revenue	2,901,753	682,671	0	0	0	0	0	0	0	0	0	0	3,584,424	15,271,515
Expense														
Salaries	882,885	594,919	0	0	0	0	0	0	0	0	0	0	1,477,804	8,425,296
Fringe Benefits	383,286	284,605	0	0	0	0	0	0	0	0	0	0	667,891	4,125,285
Outside Services	254,581	20,309	0	0	0	0	0	0	0	0	0	0	274,890	808,213
Advertising	600	15,325	0	0	0	0	0	0	0	0	0	0	15,925	241,500
Supplies	6,314	8,975	0	0	0	0	0	0	0	0	0	0	15,289	197,400
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	133	10,922	0	0	0	0	0	0	0	0	0	0	11,055	470,390
Telephone	2	1,394	0	0	0	0	0	0	0	0	0	0	1,396	55,000
Postage	400	98	0	0	0	0	0	0	0	0	0	0	498	37,500
Insurance	53,564	15,922	0	0	0	0	0	0	0	0	0	0	69,486	142,000
Travel & Mileage	726	105	0	0	0	0	0	0	0	0	0	0	831	80,062
Tuition Waivers and Dues	33,853	80,646	0	0	0	0	0	0	0	0	0	0	114,499	205,000
Library Books & Equipment	24,415	3,324	0	0	0	0	0	0	0	0	0	0	27,739	95,880
Other	631	4,652	0	0	0	0	0	0	0	0	0	0	5,283	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	313,989
Expense	1,641,390	1,041,196	0	0	0	0	0	0	0	0	0	0	2,682,586	15,271,515
Income	1,260,363	(358,525)	0	0	0	0	0	0	0	0	0	0	901,838	0

4.032 Personnel Report

New hires, terminations, and status changes from August 14 to September 10, 2021.

New Hires:

- Morgan Hardies, ESP2 Student Success Center Technician – Alpena Campus, effective 08/23/2021.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Bobbette Ross, ESP2 TRiO Advisor – South, effective 08/20/2021.

Retirements:

- None.

Name Changes:

- None.

4.033 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between August 11, 2021 and September 7, 2021.

Total Donors: 74

New Gifts: $89,825.72
Pledge Payments: $15,278.00
New Pledges: $0