

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 20, 2022
Meeting Time: 7:00 p.m. regular meeting
Location of Meeting: Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, and Online Via Webex
Date of Notice: Friday, January 14, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 20, 2022, at 7:00 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street; 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. Participants should be aware that the meeting may be recorded.

Join by phone:

+1-415-655-0003

Meeting number (access code): 2425 528 8595#

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://24255288595@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2425 528 8595

Meeting password: faB3gDssm66

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, January 20, 2022, 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 December 16, 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
 - 2.829 Bids: Drinking Fountains for Oscoda Campus2
- 12) Information Items
 - 4.043 Financial Report.....3
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: February 17, 2022, 7:00 p.m. The meeting is tentatively scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center, but this may change due to pandemic conditions.
- 17) Adjournment

2.829 Bids: Drinking Fountains for Oscoda Campus

College officials solicited bids for new drinking fountains to be installed in the Oscoda Campus building. The new drinking fountains should be ADA compliant and have built-in water bottle filling stations for more sanitary access to drinking water.

College officials solicited bids by running ads in *The Alpena News*, *Iosco County News Herald*, and *Oscoda Press*. Only one vendor, Colvin's Plumbing and Heating of Hale, Mich., submitted a bid. College officials have deemed that bid acceptable.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the bid from Colvin's Plumbing and Heating of Hale, Mich., for the purchase and installation of six Elkay high/low water coolers and six Elkay bottle fillers for an amount not to exceed \$17,807.00.

4.043 Financial Report

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

- The property tax receipts of \$784,298 are \$87,359 less than those for December 2020, due to timing of receipts.
- Tuition/fee receipts of \$5,235,880 are \$273,521 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$1,971,877. This includes three regular monthly payments of \$530,000, plus \$225,700 as a one-time appropriation payment, early receipt of an offset payment, higher MPERS offset contribution, and a semiannual personal property tax payment of \$90,461. This is the first payment of the year.
- The difference in Federal is due to \$2,435,600 in Paycheck Protection Program funding recorded through September of 2020. The College did not budget nor expect any of those kinds of revenues in FY 2022.
- The General Fund received \$323,123 for lost tuition and fee revenue through Federal HEERF funds.
- There were three payrolls processed in July and December for both FY 21 and FY 22.
- There is an overall increase in wage and fringe benefits of about 3% this year.
- Institutional Administration difference is lower than anticipated due to professional fees coming in \$20,000 less than last year.
- Physical Plant is as expected for this time of year.
- Net income through the sixth month of the year shows a gain of \$ 714,988.

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

- Books and equipment is higher due to timing of acquisitions.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through December 2021

- Contract services in July includes the annual maintenance contract with Ellucian for about \$173,000.
- Salaries and fringe benefits were as expected.
- Outside services included the second \$21,500 payment for the Alpena police officer.
- Insurance payments are paid irregularly.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the second quarter of FY 2022

- The credit in revenue for auxiliary funds is due to sales tax recorded in the bookstore.
- The deficit in restricted funds is due to timing of draw-downs of federal aid.
- The deficit in plant funds is due to timing of receipts from the state on the Van Lare Hall renovation project.
- Other 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, 2021

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
Revenue			
Property Tax	784,298	871,657	(87,359)
Tuition/Fees	5,235,880	5,509,401	(273,521)
Sales, Service, and Rent	17,658	9,546	8,112
State Aid	1,971,877	1,710,360	261,517
Local	0	0	0
State	0	0	0
Federal	26,204	2,462,297	(2,436,093)
Federal - HEERF	323,123	0	323,123
Cost Recovery	0	0	0
Interest	0	371	(371)
Other	3,479	0	3,479
Revenue	8,362,519	10,563,632	(2,201,113)
Expense			
Instruction	3,650,096	3,566,880	83,216
OIT	610,490	592,841	17,649
Public Service	0	0	0
Instruction Support	784,735	748,111	36,624
Student Services	721,327	687,640	33,687
Institutional Administration	1,116,376	1,106,767	9,609
Physical Plant	764,507	726,962	37,545
Expense	7,647,531	7,429,201	218,330
Income	714,988	3,134,431	(2,419,443)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	2,719,241	4,634,151	(919,723)

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 31, 2021

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
Revenue					
Property Tax	2,824,142	784,298	(2,039,844)	27.77%	31.72%
Tuition/Fees	6,142,728	5,235,880	(906,848)	85.24%	89.27%
Sales, Services, and Rent	22,000	17,658	(4,342)	80.26%	43.39%
State Aid	6,136,901	1,971,877	(4,165,024)	32.13%	28.72%
Federal	61,000	26,204	(34,796)	42.96%	4036.55%
Federal - HEERF	0	323,123	323,123	0.00%	0.00%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	7.42%
Other	7,920	3,479	(4,441)	43.93%	25.57%
Revenue	15,271,515	8,362,519	(6,908,996)	54.76%	70.23%
Expense					
Salaries	8,425,296	4,482,682	3,942,614	53.21%	53.31%
Fringe Benefits	4,125,285	2,039,631	2,085,654	49.44%	47.44%
Outside Services	807,713	453,339	354,374	56.13%	62.00%
Advertising	252,000	104,835	147,165	41.60%	44.85%
Supplies	196,400	73,109	123,291	37.22%	37.16%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	132,970	337,420	28.27%	26.77%
Telephone	55,000	20,978	34,022	38.14%	27.23%
Postage	37,500	9,049	28,451	24.13%	41.03%
Insurance	142,000	124,175	17,825	87.45%	87.54%
Travel & Mileage	80,062	7,317	72,745	9.14%	9.17%
Tuition Waivers and Dues	205,000	128,362	76,638	62.62%	57.57%
Library Books & Equipment	95,880	43,594	52,286	45.47%	29.65%
Other	74,000	27,489	46,511	37.15%	25.64%
Transfers	304,989	0	304,989	0.00%	0.00%
Expense	15,271,515	7,647,530	7,623,985	50.08%	49.38%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	714,989
Net Assets - Beginning of Year	2,004,253	2,004,253
Net Assets - End of Year	2,004,253	2,719,242

Alpena Community College
General Fund Month to Month Tracking
For the Six Months Ending December 31, 2021

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	149,712	419,118	12,580	3,713	3,822	195,352	0	0	0	0	0	0	784,297	2,824,142
Tuition/Fees	2,744,157	261,721	(43,723)	486,539	1,433,830	353,356	0	0	0	0	0	0	5,235,880	6,142,728
Sales, Services, and Rent	3,875	88	2,480	4,465	500	6,250	0	0	0	0	0	0	17,658	22,000
State Aid	0	0	0	846,231	595,593	530,053	0	0	0	0	0	0	1,971,877	6,136,901
Federal	4,030	1,694	8,490	3,169	4,117	4,705	0	0	0	0	0	0	26,205	61,000
Federal - HEERF	0	0	0	323,123	0	0	0	0	0	0	0	0	323,123	71,824
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Interest	0	0	0	0	0	1,310	0	0	0	0	0	0	1,310	7,920
Other	(21)	50	430	720	990	0	0	0	0	0	0	0	2,169	0
Revenue	2,901,753	682,671	(19,743)	1,667,960	2,038,852	1,091,026	0	0	0	0	0	0	8,362,519	15,271,515
Expense														
Salaries	882,885	594,919	629,295	793,769	641,050	940,764	0	0	0	0	0	0	4,482,682	8,425,296
Fringe Benefits	383,286	284,605	316,012	351,763	300,768	403,197	0	0	0	0	0	0	2,039,631	4,125,285
Outside Services	254,581	20,309	25,832	62,346	34,761	55,511	0	0	0	0	0	0	453,340	807,713
Advertising	600	15,325	49,650	13,035	14,166	12,059	0	0	0	0	0	0	104,835	252,000
Supplies	6,314	8,975	16,314	14,749	20,687	6,070	0	0	0	0	0	0	73,109	196,400
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	133	10,922	13,948	28,211	31,014	48,743	0	0	0	0	0	0	132,971	470,390
Telephone	2	1,394	3,377	3,414	9,092	3,699	0	0	0	0	0	0	20,978	55,000
Postage	400	98	6,285	65	633	1,569	0	0	0	0	0	0	9,050	37,500
Insurance	53,564	15,922	26,782	625	27,282	0	0	0	0	0	0	0	124,175	142,000
Travel & Mileage	726	105	427	1,280	1,626	3,153	0	0	0	0	0	0	7,317	80,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	6,380	0	0	0	0	0	0	0	128,362	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	1,323	9,115	0	0	0	0	0	0	43,594	95,880
Other	631	4,652	3,713	13,652	2,238	2,603	0	0	0	0	0	0	27,489	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	304,989
Expense	1,641,390	1,041,196	1,097,844	1,289,600	1,091,020	1,486,483	0	0	0	0	0	0	7,647,533	15,271,515
Income	1,260,363	(358,525)	(1,117,587)	378,360	947,832	(395,457)	0	0	0	0	0	0	714,986	0

Alpena Community College
Consolidated Income Statement
For the Six Months Ending December 31, 2021

Category	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	784,298	0	0	0	0	0	0	0	0	784,298
Tuition/Fees	5,235,880	326,369	35,967	0	(2,711)	0	0	153,428	0	5,748,933
Sales, Services, and Rent	17,658	96,453	630,236	0	(19,958)	0	0	0	0	724,389
State aid	1,971,877	0	0	0	0	0	0	0	0	1,971,877
Local	0	0	0	0	95,474	0	0	0	0	95,474
State	0	4,980	0	0	3,988,036	0	13,575	647,461	0	4,654,052
Federal	26,204	0	0	0	1,737	455,617	0	0	0	483,558
Federal - HEERF	323,123	0	0	0	0	0	0	0	0	323,123
Donations	0	6,720	0	0	0	0	108,401	140	2,165	117,426
Interest	0	0	0	0	0	0	0	0	0	0
Other	3,479	(1,000)	(14,737)	0	0	65,997	0	1,440	5,000	60,179
Total Revenue	8,362,519	433,522	651,466	0	4,062,578	521,614	121,976	802,469	7,165	14,963,309
Expenditures										
Salaries	4,482,682	128,466	107,575	0	300,715	0	0	0	0	5,019,438
Fringe Benefits	2,039,631	55,011	36,045	0	134,293	0	0	0	0	2,264,980
Outside Services	453,339	22,944	43,097	0	39,427	0	0	274,577	0	833,384
Advertising	104,835	0	0	0	0	0	0	0	0	104,835
Supplies	73,109	27,951	287,990	0	61,013	0	0	0	0	450,063
Rentals	0	0	0	0	1,050	0	0	0	0	1,050
Utilities	132,970	968	6,535	0	0	0	0	0	0	140,473
Telephone	20,978	0	0	0	0	0	0	0	0	20,978
Postage	9,049	0	7,203	0	0	0	0	0	0	16,252
Insurance	124,175	17,781	0	0	0	0	0	0	0	141,956
Travel & Mileage	7,317	22,357	144	0	10,575	0	0	0	0	40,393
Tuition Waivers	128,362	7,629	0	0	732,203	521,614	67,028	0	0	1,456,836
Library Books & Equipment	43,594	44,040	0	0	417,060	0	0	751,154	0	1,255,848
Other	27,489	7,553	3,089	0	2,454,157	0	0	13,359	5,433	2,511,080
Transfers	0	0	0	0	0	0	0	0	0	0
Total Expenditures	7,647,530	334,700	491,678	0	4,150,493	521,614	67,028	1,039,090	5,433	14,257,566
Net Revenue (Expense)	714,989	98,822	159,788	0	(87,915)	0	54,948	(236,621)	1,732	705,743
Beginning Net Position	2,004,253	226,722	317,872	(29,102,562)	342,686	0	765	23,977,083	9,694	(2,223,487)
Period Ending Net Position	2,719,242	325,544	477,660	(29,102,562)	254,771	0	55,713	23,740,462	11,426	(1,517,744)

4.044 Personnel Report

New hires, terminations, and status changes from December 9, 2021, to January 12, 2022.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

4.045 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 9, 2021, and January 10, 2022.

Total Donors: 185

New Gifts:	\$213,282.05
Pledge Payments:	\$93,945.00
New Pledges:	\$0