

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, March 17, 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, March 11, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, March 17, 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): 2421 025 0613#

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://24210250613@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2421 025 0613

Meeting password: JBq3vz5rM64

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, March 17, 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 February 20, 2022, 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
  - 2.832 Change in Title Documentation for Center for Manufacturing Excellence Project.....2
- 12) Information Items
  - 4.049 Financial Report.....5
  - 4.050 Personnel Report.....9
  - 4.051 Gifts and Grants Report .....10
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: April 21, 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

## **2.832 Change in Title Documentation for Center for Manufacturing Excellence Project**

Alpena Community College officials continue to work with a variety of entities to prepare for the start of the Center for Manufacturing Excellence project. Part of this work includes fulfilling requirements made by the U.S. Economic Development Administration as a condition for project funding.

One EDA requirement requires clear title to the areas of the Besser Technical Center Annex that will be renovated. During the process of doing a title search, ACC became aware that it did not have clear title to the space due to a previous renovation project.

College officials engaged in discussions with the State of Michigan regarding the situation and those discussions culminated in a proposed solution in which the state would relinquish its title claim on the building spaces covered by the Center for Manufacturing Excellence project.

The State of Michigan has asked that the Alpena Community College Board of Trustees approve the change in title; once that approval has been made, the state will then seek approval on their end to make the title change.

The Center for Manufacturing Excellence project will renovate and upgrade outdated and unoccupied occupational training space in the Besser Technical Center. The project consists of two main components:

1. Repurpose currently unoccupied occupational Autobody lab space to create an expanded and modernized Advanced Manufacturing Skills Center;
2. Repurpose occupational lab space currently occupied by the Advanced Manufacturing program to accommodate an expanded Welding Skills Center.

Estimated cost of the project is \$3 million with EDA funding 80 percent, or \$2.4 million. The College share would be 20 percent, or \$600,000.

### **UPDATE March 17, 2022:**

Finalized documents from the State of Michigan were circulated to the Board of Trustees on Wednesday, March 16. Based on those documents, two resolutions are proposed.

A RESOLUTION OF ALPENA COMMUNITY COLLEGE  
APPROVING CONVEYANCE OF PROPERTY AND  
AN AMENDMENT TO THE LEASE

WHEREAS, the Alpena Community College (the “College”) has previously conveyed property (the “Original Site”) to the State Building Authority (the “Authority”) for the purpose of acquiring and constructing Alpena Community College Instructional Addition/Renovation (the “Facility”) which was leased to the Educational Institution pursuant to a lease dated as of November 1, 2008, (the “Lease”) among the College, the Authority and the State of Michigan (the “State”);

WHEREAS, the Original Site contains land described on Exhibit A (the “Excess Property”) which is not needed for the Facility;

WHEREAS, the College needs the Excess Property for the purpose of construction of a new development which will not be transferred and leased to the Authority;

WHEREAS, the College would like the Authority to convey the Excess Property to the College;

WHEREAS, INTEGRA Realty Resources – Detroit has stated that the transfer of the Excess Property will not reduce the economic or market value of the Facility to the State and the College and the true rental for the Facility should not be reduced; and

WHEREAS, the transfer of the Excess Property will require an amendment to the Lease (the “Lease Amendment”).

NOW, THEREFORE, BE IT RESOLVED BY THE ALPENA COMMUNITY COLLEGE THAT:

1. The College authorizes the conveyance of the Excess Property from the Authority to the College for the consideration of One Dollar (\$1.00).
2. The College hereby authorizes and approves the Lease Amendment in substantially the form attached as Exhibit B, and any one of the two of the following then seated officers of the College: John Briggs, Chairman of the Board of Trustees, and Dr. Donald C. MacMaster, Alpena Community College President, (each an “Authorized Officer”) are hereby authorized and directed to execute and deliver the Lease Amendment in substantially the form attached as Exhibit B for and on behalf of the College.
3. The Authorized Officers are severally or jointly authorized and directed to take or cause to be taken all other actions, including, without limitation, making requests of and approving requests from the Authority and the State and signing certificates, documents or other instruments, each on behalf of the College as they deem necessary or desirable under the circumstances to accomplish the purposes of the transactions authorized in this Resolution.

4. The College agrees that the Rental for the Facility will not be reduced by the transfer of the Excess Property.

5. This resolution shall be effective immediately upon its adoption.

RESOLUTION OF THE BOARD OF TRUSTEES  
OF ALPENA COMMUNITY COLLEGE  
APPROVING AN EASEMENT AGREEMENT  
FOR THE ALPENA COMMUNITY COLLEGE  
INSTRUCTIONAL ADDITION/RENOVATION

A RESOLUTION of the Board of Trustees of Alpena Community College (the "Educational Institution") approving a Parking, Pedestrian, Utility Line, Party Wall, and Encroachment Agreement Pertaining to the Alpena Community College Instructional Addition/Renovation ("Easement Agreement") between the Educational Institution and the State Building Authority (the "Authority").

WHEREAS, previously the Educational Institution on July 16, 2007 adopted a "Resolution of the Board of Trustees of Alpena Community College Approving a Construction Agreement, a Conveyance of Property, a Lease and An Easement Agreement, If Necessary, for the Alpena Community College Instructional Addition/Renovation" (the "Prior Resolution") and subsequently entered into a Lease for the Instructional Addition/Renovation (the "Facility") by and among the Educational Institution, the Authority and the State of Michigan, dated as of November 1, 2008; and

WHEREAS, in connection with the Facility, the Authority and the Educational Institution have recently determined that an Easement Agreement is necessary for the Facility; and

WHEREAS, the Educational Institution has determined that it would be appropriate to authorize the execution of an Easement Agreement for the Facility and ratify and confirm the Prior Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ALPENA COMMUNITY COLLEGE THAT:

1. It is hereby determined that it is necessary for the Educational Institution and the Authority to enter into an Easement Agreement in connection with the use of the Facility, and the form of the Easement Agreement attached to this Resolution is approved and the Chairperson of the Educational Institution is hereby authorized to execute the Easement Agreement.

2. The Prior Resolution is hereby ratified and confirmed.

3. This Resolution shall be effective immediately upon its adoption.

#### 4.049 Financial Report

##### Monthly General Fund Revenue and Expense through February 2022 (Year-to-Year Actual Comparison)

- The property tax receipts of \$2,378,365 are \$85,092 less than those for February 2021, due to timing of receipts.
- Tuition/fee receipts of \$5,469,821 are \$302,868 lower, primarily due to lower-than-anticipated enrollments.
- State aid for the current year is \$3,088,105. This includes five regular monthly payments of \$530,053, plus \$225,700 as a one-time appropriation payment, receipt of an offset payment, higher MPSERS offset contribution, and a semiannual personal property tax payment of \$90,461. This is the first personal property tax 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.
- Institutional Administration difference is lower than anticipated due to professional fees coming in \$25,000 less than last year.
- Physical Plant is higher than expected due to increases in natural gas prices.
- Net income through the eighth month of the year shows a gain of \$ 1,140,143.

##### Monthly General Fund Revenue and Expense through February 2022 (Budget to Actual Comparison)

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

##### General Fund Month to Month Comparison through February 2022

- Salaries and fringe benefits were as expected with first pay for adjuncts and overload and extra pays for full-time faculty.
- Advertising reflects costs associated with the Spring recruitments.
- All 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 Eight Months Ending February 28, 2022**

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
<b>Revenue</b>			
Property Tax	2,378,365	2,463,457	(85,092)
Tuition/Fees	5,469,821	5,772,689	(302,868)
Sales, Service, and Rent	19,114	13,546	5,568
State Aid	3,088,105	2,794,257	293,848
Local	0	0	0
State	0	0	0
Federal	33,788	2,472,192	(2,438,404)
Federal - HEERF	323,123	0	323,123
Cost Recovery	397	0	397
Interest	0	664	(664)
Other	5,524	0	5,524
<b>Revenue</b>	<b>11,318,237</b>	<b>13,516,805</b>	<b>(2,198,568)</b>
<b>Expense</b>			
Instruction	5,011,203	5,012,846	(1,643)
OIT	724,333	715,777	8,556
Public Service	0	0	0
Instruction Support	1,020,541	981,318	39,223
Student Services	988,866	942,433	46,433
Institutional Administration	1,407,629	1,396,190	11,439
Physical Plant	1,025,522	956,344	69,178
<b>Expense</b>	<b>10,178,094</b>	<b>10,004,908</b>	<b>173,186</b>
Income	1,140,143	3,511,897	(2,371,754)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	3,144,396	5,011,617	(872,034)

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Eight Months Ending February 28, 2022**

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
<b>Revenue</b>					
Property Tax	2,824,142	2,378,365	(445,777)	84.22%	89.65%
Tuition/Fees	6,142,728	5,469,821	(672,907)	89.05%	93.53%
Sales, Services, and Rent	22,000	19,114	(2,886)	86.88%	61.57%
State Aid	6,136,901	3,088,105	(3,048,796)	50.32%	46.91%
Federal	61,000	33,788	(27,212)	55.39%	4052.77%
Federal - HEERF	0	323,123	323,123	0.00%	0.00%
Cost Recovery	71,824	397	(71,427)	0.55%	0.00%
Interest	5,000	0	(5,000)	0.00%	13.28%
Other	7,920	5,524	(2,396)	69.75%	37.59%
Revenue	<u>15,271,515</u>	<u>11,318,237</u>	<u>(3,953,278)</u>	<u>74.11%</u>	<u>0.00%</u>
<b>Expense</b>					
Salaries	8,425,296	6,015,863	2,409,433	71.40%	71.66%
Fringe Benefits	4,125,285	2,725,158	1,400,127	66.06%	64.53%
Outside Services	807,713	504,134	303,579	62.41%	78.40%
Advertising	252,000	154,089	97,911	61.15%	71.27%
Supplies	197,400	96,947	100,453	49.11%	45.14%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	223,183	247,207	47.45%	41.94%
Telephone	55,000	24,978	30,022	45.41%	40.35%
Postage	37,500	14,154	23,346	37.74%	55.67%
Insurance	142,000	123,733	18,267	87.14%	87.54%
Travel & Mileage	79,062	14,225	64,837	17.99%	10.61%
Tuition Waivers and Dues	205,000	193,898	11,102	94.58%	85.74%
Library Books & Equipment	95,880	45,149	50,731	47.09%	44.05%
Other	74,000	42,584	31,416	57.55%	43.64%
Transfers	304,989	0	304,989	0.00%	0.00%
Expense	<u>15,271,515</u>	<u>10,178,095</u>	<u>5,093,420</u>	<u>66.65%</u>	<u>66.51%</u>

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	1,140,142
Net Assets - Beginning of Year	<u>2,004,253</u>	<u>2,004,253</u>
Net Assets - End of Year	<u><u>2,004,253</u></u>	<u><u>3,144,395</u></u>



## Alpena Community College General Fund Month to Month Tracking For the Eight Months Ending February 28, 2022

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
<b>Revenue</b>														
Property Tax	149,712	419,118	12,580	3,713	3,822	195,352	953,903	640,165	0	0	0	0	2,378,365	2,824,142
Tuition/Fees	2,744,157	261,721	(43,723)	486,539	1,433,830	353,356	228,597	5,344	0	0	0	0	5,469,821	6,142,728
Sales, Services, and Rent	3,875	88	2,480	4,465	500	6,900	406	400	0	0	0	0	19,114	22,000
State Aid	0	0	0	846,231	595,593	530,053	530,053	586,175	0	0	0	0	3,088,105	6,136,901
Federal	4,030	1,694	8,490	3,169	4,117	4,705	2,536	5,048	0	0	0	0	33,789	61,000
Federal - HEERF	0	0	0	323,123	0	0	397	0	0	0	0	0	323,520	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	1,120	925	0	0	0	0	3,355	7,920
Other	(21)	50	430	720	990	0	0	0	0	0	0	0	2,169	0
<b>Revenue</b>	<b>2,901,753</b>	<b>682,671</b>	<b>(19,743)</b>	<b>1,667,960</b>	<b>2,038,852</b>	<b>1,091,676</b>	<b>1,717,012</b>	<b>1,238,057</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,318,238</b>	<b>15,271,515</b>
<b>Expense</b>														
Salaries	882,885	594,919	629,295	793,769	641,050	940,764	616,835	916,345	0	0	0	0	6,015,862	8,425,296
Fringe Benefits	383,286	284,605	316,012	345,796	300,768	403,197	294,604	396,889	0	0	0	0	2,725,157	4,125,285
Outside Services	254,581	20,309	25,832	62,346	34,761	55,511	24,378	26,418	0	0	0	0	504,136	807,713
Advertising	600	15,325	49,650	13,035	14,166	12,059	27,257	21,997	0	0	0	0	154,089	252,000
Supplies	6,314	8,975	16,314	14,749	20,687	6,070	11,237	12,600	0	0	0	0	96,946	197,400
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	47,166	43,047	0	0	0	0	223,184	470,390
Telephone	2	1,394	3,377	3,414	9,092	3,699	3,142	858	0	0	0	0	24,978	55,000
Postage	400	98	6,285	65	633	1,569	5,000	104	0	0	0	0	14,154	37,500
Insurance	53,564	15,922	26,782	625	27,282	0	(555)	114	0	0	0	0	123,734	142,000
Travel & Mileage	726	105	427	1,280	1,626	3,153	4,432	2,476	0	0	0	0	14,225	79,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	6,380	0	62,542	2,994	0	0	0	0	193,898	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	1,323	9,115	745	809	0	0	0	0	45,148	95,880
Other	631	4,652	3,713	13,652	2,238	2,603	2,055	13,040	0	0	0	0	42,584	74,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	304,989
<b>Expense</b>	<b>1,641,390</b>	<b>1,041,196</b>	<b>1,097,844</b>	<b>1,283,633</b>	<b>1,091,020</b>	<b>1,486,483</b>	<b>1,098,838</b>	<b>1,437,691</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,178,095</b>	<b>15,271,515</b>
<b>Income</b>	<b>1,260,363</b>	<b>(358,525)</b>	<b>(1,117,587)</b>	<b>384,327</b>	<b>947,832</b>	<b>(394,807)</b>	<b>618,174</b>	<b>(199,634)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,140,143</b>	<b>0</b>

#### **4.050 Personnel Report**

New hires, terminations, and status changes from February 9 to March 9, 2022.

##### New Hires:

- Sanghyun Paul Lee, Faculty – Political Science/Economics, effective August 1, 2022.
- Sharlene Kozlowski, ESP2 Health Fitness/Activities Technician, effective February 21, 2022.

##### Re-Hires:

- None.

##### Transfers:

- None.

##### Resignations:

- Douglas Kowalski, Maintenance, effective January 21, 2022.

##### Terminations:

- None.

##### Retirements:

- Frederick Wenn, ESP Tool Room Attendant for Machine Tool & Adjunct – Industrial Technology, effective February 16, 2022.

##### Name Changes:

- Stephanie Prince to Stephanie Sexton, Granum Theatre Grant Programming Coordinator & Adjunct – English/Fine Arts/Humanities, effective immediately.

#### **4.051 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between February 9 and March 8, 2022.

#### **Total Donors: 53**

New Gifts:	\$43,920.68
Pledge Payments:	\$2,028.00
New Pledges:	\$0.00