

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 21, 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, April 14, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, April 21, 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): 2431 290 7195#

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://24312907195@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2431 290 7195

Meeting password: NAI8PDVtb43

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 21, 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 March 17, 2022, Regular Board Meeting, and the April 5, 2022, Special 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
 - 2.834 Resolution of Congratulations for 2022 PTK All-Michigan Academic Team Member Olivia Hemker2
 - 2.835 Pre-Approval of Purchase of Computer Equipment4
 - 2.836 Bids for Automatic Concrete Compression Testing Machine5
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- 12) Information Items
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: May 19, 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

2.834 Resolution of Congratulations for 2022 PTK All-Michigan Academic Team Member Olivia Hemker

Olivia Hemker was recognized as Alpena Community College's representative on the 2022 Phi Theta Kappa All-Michigan Academic Team during a ceremony on March 7, 2022, held at the Lansing Center in Lansing, Mich. Additionally, Hemker was named a 2022 Coca-Cola Academic Team Bronze Scholar and will receive a \$1,000 scholarship.

Olivia started her college career in 11th grade at Tawas High School through the early college program. She is currently a biochemistry major in the pre-medicine program at ACC and plans on transferring to the University of Michigan this coming fall. She is a member of Phi Theta Kappa honor society as well as Sigma Zeta national math and science honor society. Additionally, she is a part of the language club, religion clubs, and outdoors clubs. She has been named to the dean's list and received other academic awards. She is active in the community and in the past year has been a leader in advocating for changing athletic rules to include early college students in college athletics. She works at her local café all year and also takes on many responsibilities including contributing over 200 volunteer hours to various organizations and taking part in local community and church events.

Phi Theta Kappa International Honor Society, headquartered in Jackson, Mississippi, is the largest honor society in American higher education with 1,250 chapters on two-year and community college campuses in all 50 of the United States and throughout the world. More than two million students have been inducted since its founding in 1918, with approximately 100,000 students inducted annually. Phi Theta Kappa, community college presidents, and community college state associations sponsor All-State Community College Academic Team ceremonies in 38 participating states. Students from the participating states nominated to the All-USA Community College Academic Team are automatically named to the All-State Community College Academic Teams. Ranking on the All-State Community College Academic Teams is generally determined by the student's score in the national competition.

All-State Community College Academic Team recognition ceremonies vary by state, but are most often held in the state capital with legislators, education leaders and corporate leaders attending. All-State Community College Academic Team members receive special recognition at these ceremonies including medallions and certificates and may include scholarships. If applicable, Coca-Cola Gold, Silver and Bronze Scholars are also recognized.

RESOLUTION OF CONGRATULATIONS OLIVIA HEMKER

WHEREAS, the encouragement of scholarly achievement is a major purpose of Alpena Community College;

WHEREAS, scholarly achievement manifests itself in a person who excels in the classroom, who has the intellectual curiosity to pursue academic, career, and cultural enrichment outside the traditional classroom, who shows evidence of substantial development of talents in academic and/or technical education, and who has demonstrated an ability to share this development with others;

WHEREAS, Olivia Hemker has aptly demonstrated such notable scholarly achievements throughout her academic career at Alpena Community College and was appropriately recognized as a member of the Phi Theta Kappa 2022 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulations to Olivia Hemker for her numerous contributions to improving the quality of life at the College and for her outstanding scholarly accomplishments.

2.835 Pre-Approval of Purchase of Computer Equipment

As part of Alpena Community College’s commitment to providing high quality computing capabilities to students and employees, the Office of Information Technology maintains a computer lab rotation schedule. Typically, the instructional lifecycle for desktop computers is five years and laptop computers is four years. This formula is based on hardware performance related to new releases of software and operating systems as well as general wear and tear on equipment.

During the pandemic in 2020 and 2021 ACC did not purchase new computers. For the coming year the College has determined the need for new desktop computers to be used in computer labs at both the Alpena and Oscoda campuses.

Currently computer equipment is in high demand and supply is limited. Subsequently prices have risen and the equipment that is available sells quickly. Due to these circumstances ACC officials are asking the Board of Trustees to pre-approve a dollar amount which will allow officials to act quickly to purchase as many desktop computers as possible which fit the College’s desired specifications.

Desktop Specifications

Processor:	Intel i7
Operating System:.....	Windows 10
Memory:.....	16GB RAM
Drive:	1TB
Optical Drive:.....	None
Video:.....	Workstation card with 8GB RAM minimum w/ 2 display outputs
Chassis:	Mini-tower
Keyboard:.....	104+ Keyboard (USB)
Mouse:.....	2-Button USB Optical Wheel Mouse
Sound System:	Sound card
Speakers:	No External speakers
Network Card:.....	100/1000 Ethernet
Monitor:	No monitors; include 2 display port cables
Service Plan Including Limited Warranty:	3-year parts/technical support

College officials will report back to the Board of Trustees after the purchase has been completed.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to spend up to \$100,000 to purchase desktop computer as part of the College’s regular computer rotation program.

2.836 Bids for Automatic Concrete Compression Testing Machine

ACC's Concrete Tech program has been a mainstay at the College for many years. Developed in part through collaboration with local manufacturers, the program continues to produce highly skilled and employable graduates who find employment in a variety of fields.

Recently the program's automatic concrete compression machine failed after many years of service. This machine plays an integral role in the Concrete Tech curriculum and needs to be replaced.

College officials solicited bids for an automatic compression testing machine and two vendors responded during the specified time frame.

Vendor	Location	Bid
Forney, LP	Zelienople, OH	\$36,241.00
Test Mark Industries	East Palatine, OH	\$31,258.08

The low bid from Test Mark Industries was determined to meet specifications.

Funding for this purchase will come from the Maintenance and Replacement Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a CM-500P-TS17A automatic compression testing machine from Test Mark Industries of Eas Palatine, Ohio, for a cost not to exceed \$31,258.08.

2.837 Purchase of Automatic Wheel Balancer

ACC's Automotive Technology program utilizes a variety of industry-standard machines as part of its curriculum. One important piece of equipment, the car wheel balancer, recently experienced an irreparable failure, necessitating the purchase of a new model.

College officials solicited bids for a car wheel balancer and received one bid from Snap-On Industrial of Crystal Lake, Illinois. The bid was deemed to meet the specifications. Additionally, the Snap-On wheel balancer machine will be able to integrate with other Snap-On machines in the Automotive Technology lab, providing additional learning opportunities for students.

Funding for the purchase will come from the Maintenance and Replacement Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a B2000P Wheel Balancer from Snap-On Industrial for a cost not to exceed \$15,147.22.

4.052 Financial Report

Monthly General Fund Revenue and Expense through March 2022 (Year to Year Actual Comparison)

- The property tax receipts of \$2,811,460 are \$77,416 more than those for March 2021, as expected.
- Tuition/fee receipts of \$5,523,901 are \$333,817 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$3,609,806. This includes six 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 \$763,887 for lost tuition and fee revenue and recovered bad debt generated during the pandemic through Federal HEERF funds.
- Student Services is higher due to increasing ACC's digital footprint by more than \$30,000.
- 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 ninth month of the year shows a gain of \$ 1,329,595.

Monthly General Fund Revenue and Expense through March 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 March 2022

- Salaries and fringe benefits were as expected with first pay for adjuncts and overload and extra pays for full-time faculty.
- The large increase in Contracted Services was caused by a long delay in receiving the Consumers Energy \$97,000 invoice for the lineman training they perform.
- Two months of Utilities were processed in March.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the third 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.
- Other 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, 2022

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
Revenue			
Property Tax	2,811,460	2,734,044	77,416
Tuition/Fees	5,523,901	5,857,718	(333,817)
Sales,Service,and Rent	20,094	14,421	5,673
State Aid	3,609,806	3,332,920	276,886
Local	0	0	0
State	0	0	0
Federal	37,467	2,476,359	(2,438,892)
Federal - HEERF	763,887	0	763,887
Cost Recovery	397	0	397
Interest	0	774	(774)
Other	6,304	0	6,304
Revenue	12,773,316	14,416,236	(1,642,920)
Expense			
Instruction	5,679,799	5,593,563	86,236
OIT	781,532	776,367	5,165
Public Service	0	0	0
Instruction Support	1,142,845	1,106,009	36,836
Student Services	1,085,325	1,024,376	60,949
Institutional Administration	1,559,121	1,536,112	23,009
Physical Plant	1,195,099	1,125,747	69,352
Expense	11,443,721	11,162,174	281,547
Income	1,329,595	3,254,062	(1,924,467)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	3,333,848	4,753,782	(424,747)

Alpena Community College
Comparative Income Statement
General Fund
For the Nine Months Ending March 31, 2022

Description	FY 2022 Budget	FY 2022 YTD Actual	FY 2022 Variance	FY 2022 Complete	FY 2021 Complete
Revenue					
Property Tax	2,824,142	2,811,460	(12,682)	99.55%	99.50%
Tuition/Fees	6,144,628	5,523,901	(620,727)	89.90%	94.91%
Sales, Services, and Rent	22,000	20,094	(1,906)	91.34%	65.55%
State Aid	6,136,901	3,609,806	(2,527,095)	58.82%	55.96%
Federal	61,000	37,467	(23,533)	61.42%	4059.60%
Federal - HEERF	0	763,887	763,887	0.00%	0.00%
Cost Recovery	71,824	397	(71,427)	0.55%	0.00%
Interest	5,000	0	(5,000)	0.00%	15.48%
Other	7,920	6,304	(1,616)	79.60%	42.92%
Revenue	15,273,415	12,773,316	(2,500,099)	83.63%	0.00%
Expense					
Salaries	8,425,296	6,689,746	1,735,550	79.40%	79.99%
Fringe Benefits	4,125,285	3,029,639	1,095,646	73.44%	72.47%
Outside Services	809,613	639,536	170,077	78.99%	80.49%
Advertising	252,000	170,066	81,934	67.49%	73.19%
Supplies	197,400	113,525	83,875	57.51%	48.54%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	313,807	156,583	66.71%	61.68%
Telephone	55,000	28,230	26,770	51.33%	46.61%
Postage	37,500	20,524	16,976	54.73%	73.46%
Insurance	142,000	123,733	18,267	87.14%	87.54%
Travel & Mileage	79,062	17,240	61,822	21.81%	11.18%
Tuition Waivers and Dues	205,000	201,008	3,992	98.05%	89.01%
Library Books & Equipment	95,880	48,222	47,658	50.29%	48.55%
Other	74,000	48,445	25,555	65.47%	49.81%
Transfers	304,989	0	304,989	0.00%	0.00%
Expense	15,273,415	11,443,721	3,829,694	74.93%	74.20%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	1,329,595
Net Assets - Beginning of Year	2,004,253	2,004,253
Net Assets - End of Year	2,004,253	3,333,848

Alpena Community College General Fund Month to Month Tracking For the Nine Months Ending March 31, 2022

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	953,903	640,165	433,094	0	0	0	2,811,459	2,824,142
Tuition/Fees	2,744,157	261,721	(43,723)	486,539	1,433,830	353,356	228,597	5,344	54,080	0	0	0	5,523,901	6,144,628
Sales, Services, and Rent	3,875	88	2,480	4,465	500	6,900	406	400	980	0	0	0	20,094	22,000
State Aid	0	0	0	846,231	595,593	530,053	530,053	586,175	521,701	0	0	0	3,609,806	6,136,901
Federal	4,030	1,694	8,490	3,169	4,117	4,705	2,536	5,048	3,679	0	0	0	37,468	61,000
Federal - HEERF	0	0	0	323,123	0	0	397	0	440,764	0	0	0	764,284	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	780	0	0	0	4,135	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	1,091,676	1,717,012	1,238,057	1,455,078	0	0	0	12,773,316	15,273,415
Expense														
Salaries	882,885	594,919	629,295	793,769	641,050	940,764	616,835	916,345	673,883	0	0	0	6,689,745	8,425,296
Fringe Benefits	383,286	284,605	316,012	345,796	300,768	403,197	294,604	396,889	304,481	0	0	0	3,029,638	4,125,285
Outside Services	254,581	20,309	25,832	62,346	34,761	55,511	24,378	26,418	135,402	0	0	0	639,538	809,613
Advertising	600	15,325	49,650	13,035	14,166	12,059	27,257	21,997	15,977	0	0	0	170,066	252,000
Supplies	6,314	8,975	16,314	14,749	20,687	6,070	11,237	12,658	16,520	0	0	0	113,524	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	90,624	0	0	0	313,808	470,390
Telephone	2	1,394	3,377	3,414	9,092	3,699	3,142	858	3,252	0	0	0	28,230	55,000
Postage	400	98	6,285	65	633	1,569	5,000	104	6,370	0	0	0	20,524	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	3,015	0	0	0	17,240	79,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	6,380	0	62,542	2,994	7,111	0	0	0	201,009	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	1,323	9,115	745	809	3,073	0	0	0	48,221	95,880
Other	631	4,652	3,713	13,652	2,238	2,603	2,055	13,040	5,861	0	0	0	48,445	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	1,283,633	1,091,020	1,486,483	1,098,838	1,437,749	1,265,569	0	0	0	11,443,722	15,273,415
Income	1,260,363	(358,525)	(1,117,587)	384,327	947,832	(394,807)	618,174	(199,692)	189,509	0	0	0	1,329,594	0

Alpena Community College

Consolidated Income Statement

For the Nine Months Ending March 31, 2022

Category	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	2,811,460	0	0	0	0	0	0	0	0	2,811,460
Tuition/Fees	5,523,901	344,794	35,467	0	(3,461)	0	0	160,607	0	6,061,308
Sales, Services, and Rent	20,094	190,293	828,301	0	(28,533)	0	0	0	0	1,010,155
State aid	3,609,806	0	0	0	0	0	0	0	0	3,609,806
Local	0	0	0	0	0	0	0	0	0	0
State	0	6,980	0	0	238,926	0	16,300	1,193,422	0	1,455,628
Federal	37,467	0	0	0	6,612,090	879,403	0	1,272,525	0	8,801,485
Federal - HEERF	763,887	53,377	117,534	0	0	0	0	31,178	0	965,976
Cost Recovery	397	12,145	0	0	1,737	0	122,503	200,190	2,165	339,137
Interest	0	0	0	0	0	0	0	0	0	0
Other	6,304	(1,000)	(22,666)	0	0	129,395	0	19,981	5,691	137,705
Total Revenue	12,773,316	606,589	958,636	0	6,820,759	1,008,798	138,803	2,877,903	7,856	25,192,660
Expenditures										
Salaries	6,689,746	168,568	150,116	0	469,297	0	0	0	0	7,477,727
Fringe Benefits	3,029,639	80,684	47,499	0	209,938	0	0	0	0	3,367,760
Outside Services	639,536	58,349	60,267	0	64,367	0	0	487,290	0	1,309,809
Advertising	170,066	0	0	0	0	0	0	0	0	170,066
Supplies	113,525	43,072	363,592	0	69,213	0	0	0	0	589,402
Rentals	0	0	0	0	1,700	0	0	0	0	1,700
Utilities	313,807	2,350	14,223	0	0	0	0	0	0	330,380
Telephone	28,230	0	0	0	0	0	0	0	0	28,230
Postage	20,524	0	10,639	0	0	0	0	0	0	31,163
Insurance	123,733	18,108	0	0	0	0	0	0	0	141,841
Travel & Mileage	17,240	41,616	144	0	16,471	0	0	0	0	75,471
Tuition Waivers	201,008	7,629	0	0	1,444,534	1,008,798	139,558	0	0	2,801,527
Library Books & Equipment	48,222	54,141	0	0	674,842	0	0	903,058	0	1,680,263
Other	48,445	10,356	4,760	0	3,909,329	0	0	18,240	7,618	3,998,748
Transfers	0	0	0	0	0	0	0	0	0	0
Total Expenditures	11,443,721	484,873	651,240	0	6,859,691	1,008,798	139,558	1,408,588	7,618	22,004,087
Net Revenue (Expense)	1,329,595	121,716	307,396	0	(38,932)	0	(755)	1,469,315	238	3,188,573
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	3,333,848	348,438	625,268	(29,102,562)	303,754	0	10	25,446,398	9,932	965,086

4.053 Personnel Report

New hires, terminations, and status changes from March 11 to April 13, 2022.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- William Shatrau, transfer from Custodian to Maintenance, effective 03/14/2022.

Resignations:

- Bryan Robarge, ESP2 TRiO Advisor – North/South, effective 03/09/2022.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

4.054 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 12, 2022.

Total Donors: 109

New Gifts:	\$70,865.71
Pledge Payments:	\$4,878.00
New Pledges:	\$0.00