

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, June 16, 2022
Meeting Time: 5:30 President's Evaluation (closed session); 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, June 10, 2022

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, June 16, 2022, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The meeting will start at 5:30 p.m. and will go into closed session to conduct the president's evaluation. The regular meeting will begin at 7:00 p.m. The meeting will 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): 2429 183 4543#

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://24291834543@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2429 183 4543

Meeting password: 56W33Jkrb8g

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

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, June 16, 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 May 19, 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

2.839	Bids for Replacement Maintenance and Grounds Utility Work Machine	2
2.840	Bids for the Purchase of Apple Computer Equipment.....	3
2.841	Approval of the Proposed 2022-26 Faculty Contract	4
2.842	Labor Contract with the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA	8
2.843	Tuition and Fees Rate for Fiscal Year 2023	10
2.844	Fiscal Year 2023 Administrative Salary Schedule	11
2.845	Fiscal Year 2023 Proposed Budget.....	12
2.846	Certification of MCCA Board of Directors Representatives.....	32
- 12) Information Items

4.058	Financial Report.....	33
4.059	Personnel Report.....	37
4.060	Gifts and Grants Report	38
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: August 18, 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

2.839 Bids for Replacement Maintenance and Grounds Utility Work Machine

The Alpena Community College maintenance and grounds crew has utilized a skid steer loader to clear snow from sidewalks, maintain the campus grounds, load salt into the spreader truck, and move snow banks. The current skid steer loader was purchased 23 years ago and is now in a condition where it requires frequent repairs. As such, Alpena Community College officials solicited bids for new equipment that will replace the current skid steer loader.

The replacement equipment, known as a utility work machine, will serve the same functions as the skid steer loader, but with several features that make it better for campus maintenance. The utility work machine is capable of faster travel speeds, has articulating steering, and has a rear dump bed for carrying tools or dumping yard debris.

A request for proposals for the utility work machine was publicly advertised in the Alpena News and sent directly to equipment dealers. The following three responses to the RFP were received:

Dealer	Location	Equipment Proposed	Meets Specifications?	Price
M32 Enterprises	Gaylord, MI	Bobcat UW56	Yes	\$69,266.01
Carleton Equipment	Saginaw, MI	Bobcat UW56	Yes	\$66,351.40
Tawas Bay Marine and Cycle	East Tawas, MI	Bobcat UW56	Yes	\$77,995.00

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a Bobcat UW56 utility work machine from Carleton Equipment of Saginaw for a price not to exceed \$66,351.40.

2.840 Bids for the Purchase of Apple Computer Equipment

In 2019 the Technology Planning Committee approved the purchase of Apple computer equipment to be used by the Art Department for teaching graphic design. The purchase was put on hold due to the transition in faculty in the department and the onset of the COVID pandemic. With the hiring of new Art Instructor Brian Schorn and the debut of the new Graphic + Design curriculum for Fall Semester 2022, the time has come to move forward with the computer equipment purchase.

College officials solicited bids for Apple computer equipment which is typically used in graphic design programs. The equipment is as follows:

Quantity	Description	Unit Cost	Total Cost
13	Mac Studio M1X, 10-core CPU	\$1,799.00	\$23,387.00
13	Studio Display, Standard Glass, Tilt	\$1,499.00	\$19,487.00
13	Magic Mouse, Black, Multi-touch	\$99.00	\$1,287.00
13	Magic Keyboard, Touch ID, Numeric Keys	\$199.00	\$2,587.00
			\$46,748.00

As manufacturer of the equipment, Apple is the sole source provider. Funding for the purchase will come from the Technology Improvement Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a Apple computer equipment from Apple Education Institutions of Cupertino, California, for a price not to exceed \$46,748.00.

2.841 Approval of the Proposed 2022-26 Faculty Contract

The current four-year contract between Alpena Community College and the Alpena Community College Faculty Council MEA/NEA expires on June 30, 2022. Negotiations for a successor contract concluded with tentative agreement with the Faculty Council, and on May 26 the union members ratified the tentative agreement. College administration is now presenting the tentative agreement to the ACC Board of Trustees for consideration.

The trustees have received periodic status updates from President MacMaster.

Following is a summary of the proposed contract changes compiled by Instructor Tim Kuehnlein.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the 2022-26 labor contract with the Alpena Community College Faculty Council MEA/NEA as presented.

**Alpena Community College Faculty Council (MEA/NEA)/
Board of Trustees Master Agreement for 2022-2026**

Itemized List of Negotiated Contract Provisions

Article 7: Employee Rights

- 7.1. Freedom from discrimination – revised language; comport with best practices
- 7.5. Intellectual property – delineation of college property; original authorship
- 7.6. Electronic recording and surveillance – added language for consent and security
- 7.7.d. Notification of meetings leading to disciplinary action

Article 8: Department Structure and Chairperson Responsibilities

- 8.1 Updated programs
- 8.5 Clarification on replacement process of department chairs due to vacancy
- 8.10 Added responsibilities to Program Directors

Article 9: Calendars, Schedules, Workloads and Assignments

- 9.2 Instructional Make-up time not to include Act of God days
- 9.4 Professional Staff Calendar moved to 1,660 annual hours and year-round calendar
- 9.6.a. On-campus physical presence in instruction and workload required as part of work schedule
- 9.6.b. Temporary emergency for exceeding eight (8) equated hours/one (1) semester – mutual agreement
- 9.6.c. Equated hours cleaned up and clarified
- 9.7 Overload distribution process clarified
- 9.8 Professional Staff workload language cleaned up, condensed; grant language deleted
- 9.9 Course delivery options delineated and defined along with training and Learning Management System requirements
- 9.10 Revision of course/program development protocols and incentives
- 9.11 Revision of section sizes for various delivery options and course types
- 9.12 Requirement of physical office hours
- 9.13 Clarification of final instruction week in lieu of final examinations
- 9.20 Academic Advising language revised and to include a Summer Advising Core
- 9.22 Faculty Mentorships extended for up to two (2) years for probationary Employees

Article 10: Reviews and Evaluations for Professional Development

The entire article was revised to streamline the process for more efficiency. While the core of the process was maintained, changes include one (1) peer consultation per cycle and more clarity of what needs to be included in the professional development portfolio, including representative samples of student opinion feedback. One follow-up meeting.

Article 11: Holidays, Breaks, Leaves, Absences

11.3.e. Personal days may be taken in one (1) hour increments

11.3.j. Health examinations may include drug testing; costs of required health exams covered by the College when insurance does not cover the expense.

Article 12: Employee Benefits

12.4 Updated proper title for dental plan

12.7 Clarification on qualification for Wellness Center benefits

12.10 Clarification on deferred annuities within College approved list

Article 13: Employee Compensation

13.2 Salary Schedule defined for 2022-2026 is as follows (with steps where applicable):

- 2022-23 – 4.0% increase
- 2023-24 – variable wage increase of between 3.0% and 2.5% based on average of CPI and weighted average of College revenues from the preceding fiscal year.
- 2024-25 – variable wage increase of between 3.0% and 2.0% based on average of CPI and weighted average of College revenues from the preceding fiscal year.
- 2025-26 – variable wage increase of between 3.0% and 2.0% based on average of CPI and weighted average of College revenues from the preceding fiscal year.
- If CPI and/or College revenue should either increase or decrease by eight percent (8%) or higher in the 2023-24 fiscal year of the Agreement, the salary schedules will be opened for reconsideration of the final two (2) years of the Agreement.

13.6 Overload pay was adjusted with two (2) increments of 2.5% increases over the term of the Agreement; overload to be paid in one (1) payment per semester

13.7 Summer School pay was adjusted with two (2) increments of 2.5% increases over the term of the Agreement

13.10 Option of Contract Coordinator positions was added along with defined compensation for the Consumer Energy Contract Coordinator.

13.12 Summer Advisor Core compensation is defined

13.13 Faculty Mentor compensation is defined

13.14 Additional Assignment hourly compensation rate is increased for the duration of the Agreement to \$30 per hour.

13.16 Salary payment schedule and process is revised

Article 15: Vacancies and New Positions

15.1.b Determination to create and fill positions process is refined and clarified

Appendix

Appendix AC – Academic Calendar - updated and defined

Appendix SM – Schedule Matrix – Common Hour moved; updated and defined

Appendix SB – Schedule Build – process clarified and updated

Appendix PP – Professional Development Portfolio Process/Form - revised and streamlined

Appendix SS – Salary Schedule – updated, consolidated and notated; including examples of formula

Appendix SL – Seniority List – updated

2.842 Labor Contract with the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA

The current four-year contract between Alpena Community College and the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA expires on June 30, 2022.

Negotiations for a successor contract recently concluded with a tentative agreement, and members of the union ratified the agreement June 8, 2022. The new contract would run for four years, July 1, 2022, to June 30, 2026.

Following is a summary of provisions on which tentative agreement was reached.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the labor contract with the Alpena Community College Educational Support Professional Custodial/Maintenance MEA/NEA on which tentative agreement has been reached and ratification by the union has been accomplished.

Custodial/Maintenance Contract Negotiations 2022

- 4-year contract 7/1/2022 – 6/30/2026
- Changed the probationary period from 64 working days to 60 calendar days
- Updated work week schedule to reflect part-time employees
- Developed a more detailed process for overtime offering. Added verbiage:
 - If no Employee within the classification accepts the overtime, then the overtime will be offered to qualified Employees within other classifications within the Bargaining Unit. If no qualified Employees within the Bargaining Unit accept the overtime, then the overtime will be assigned to the junior Employee within the classification where overtime is needed.
- Evaluations will be annually instead of bi-annually
- Changed Family Illness days from 5 to 7
- Reinstated shift differentials
- Added verbiage: Custodial and Maintenance Employees will not be responsible for the disposal of unmarked container(s) that may include chemicals *or* animal remains. Any container over 50 lbs must be labeled as such.
- Added verbiage: The Employer reserves the right to request, in writing, a health examination, including testing based on reasonable suspicion that an Employee is under the influence of a controlled substance(s) and/or alcohol during work and work functions. The Employer will provide the format used. When an examination is requested by the Employer, the expense will be paid by the Employer. The cost of medical shots deemed necessary by the Employer for work functions, and not already covered by the Employer health insurance, will be paid for by the Employer.
- Added provide 7 uniform pants for the custodial staff.
- Added Verbiage: Employees are allowed to donate up to 40 (forty) hours of sick time per fiscal year to any ACC employee if the following conditions are met:
 - The requesting employee has inquired on the need for assistance.
 - The requesting employee is off work for illness/injury.
 - The requesting employee has exhausted all sick, vacation, and personal business time.
 - The Director of Human Resources will determine the eligibility of an employee to receive donations of paid time and will notify staff of a need for donations.
- Wage increases:
 - 2022: \$1.00 per hour increase based on the 2021 salary schedule
 - 2023: 3% + steps
 - 2024: 2% + steps
 - 2025: 1.5% + steps

2.843 Tuition and Fees Rate for Fiscal Year 2023

Alpena Community College receives revenue from three main sources: appropriations from the State of Michigan, a 2.5 mills assessment on properties in the Alpena Public Schools district, and tuition and fees. In recent years, revenue from state appropriations and property taxes have been limited due to downward economic influences in Michigan. In order to maintain a balanced budget, Alpena Community College looks first to managing expenses wherever feasible. Secondly, the College looks to bring in additional revenue to maintain high standards of service to students and community members.

The College is always mindful of the cost of education and its impact on students. There are a number of scholarship and grant opportunities available to students to help defray the cost of education, including a number of scholarships given annually by the ACC Foundation.

In Fiscal Year 2021 ACC froze its tuition rate in an effort to provide financial relief to students during the COVID pandemic.

For Fiscal Year 2023, College officials are proposing to increase tuition approximately 3%; this modest increase is expected to partially offset a decline in enrollment for during Fiscal Year 2022. Additionally ACC is proposing to increase the Student Activity Fee by \$1 per contact hour to offset the cost of adding a men's baseball team.

ACC continues to be highly affordable to students especially compared to four-year institutions, and continues to provide great value to all in Northeast Lower Michigan. ACC's costs are also competitive with similar community colleges who enjoy better property tax revenues.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the following tuition rate for Fiscal Year 2023 effective with Fall Semester 2022.

Tuition	From	To
In-District Tuition (per contact hour)	\$141.00	\$145.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$224.00	\$231.00
Student Activity Fee	\$6/contact hour	\$7/contact hour

2.844 Fiscal Year 2023 Administrative Salary Schedule

An examination of the current Administrative Salary Schedule indicates that modifications are appropriate in order to maintain the competitive position of the institution for the upcoming fiscal year and to provide adjustments to the base of these respective salary schedules that are comparable to increases that other employees will receive.

In light of these conditions, modifications are proposed that will raise the respective administrative salary levels by 4.0% and give administrators a one-step increase (if available).

<u>Level</u>	<u>Positions</u>	<u>Lower End</u>	<u>Upper End</u>
A	Director of Alumni Relations, Assistant Controller, Director of Oscoda Campus, Director of Student Life, Simulation Lab Manager	\$54,087	\$84,595
B	Director of Learning Technology, Director of Admissions, Director of Wellness Center, Director of SIP Grant	\$59,434	\$91,009
C	Executive Director of ACC Foundation, Controller, Director of Educational Talent Search, Director of Facilities Management, Director of Financial Aid, Director of Human Resources, Director of Institutional Research, Directors of Office of Information Technology, Director of Public Information & Marketing, Registrar, Dean of Workforce Development	\$69,566	\$101,563
D	Dean of Students, Director of Nursing	\$82,701	\$115,708
E	Vice Presidents	\$111,715	\$146,579
F	President	\$150,439	\$187,051

Therefore, the following resolution is proposed:

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2023 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

2.845 Fiscal Year 2023 Proposed Budget

General Operating Fund, 2022-2023

The General Operating Fund provides those resources necessary to carry out the day-to-day activities of the College. Several major economic factors impact FY 2023 budgeting. State aid is estimated at \$6,728,571, an increase by 9.6% over FY 2021, This comprises 43% of the total revenue budget. Student enrollment is estimated to be level with FY 2021, which suffered a 7.7% drop from FY 2020. Tuition and fees look to be about \$5,712,000. This comprises 36.7% of the total revenue budget. Local property taxes are scheduled to increase by 5.6%, Local Property Tax budget for FY 2023 of \$2,981,212 requires the use of the full voter approved 2.5 mill levy, adjusted for the Headlee Amendment rollback to 2.4806 mils. This comprises 19.1% of the total revenue budget. It is anticipated that the full amount available will be needed for the foreseeable future.

Pay increases for all bargaining units will be at a step, if available, as contractually obligated. The College's health care cost increases are capped at only 1.2% for calendar year 2023 due to continued legislative action.

Therefore, the 2022-2023 year will require continued close monitoring of the budget throughout the entire year and adjustments may be necessary to be brought before the Board of Trustees. In addition, the College will focus on accomplishing the following objectives:

- 1) Provide an adequate schedule of course offerings to serve a projected annualized enrollment of approximately 1,700 enrollees (900 FYES)
- 2) Continue the assessment process of assuring the delivery of quality instruction and student services programs.
- 3) Continue refinement of selected career programs to assure that the offerings are attuned to modern technology and graduates are job ready.
- 4) Provide more defined and focused attention to recruitment and admission and retention activities in all areas through the marketing plan.
- 5) Further increase enrollments and refine services to be delivered by the Oscoda Campus that will meet the needs of Iosco County and the surrounding area.
- 6) Further implement personnel realignments to continue to improve the effectiveness of the capacity to deliver education services.
- 7) Address the needs of our K-12 partners and the home-schooled students in the area of early college and dual enrollment.
- 8) Reassess the Campus Master Plan while considering the future use of the College's full 680 acres.
- 9) Continue implementing other aspects of the College's strategic plan.

The various objectives specified have been identified with input from the Strategic Planning and Budgeting Committee and will be achieved through the proposed financial plan for the General Operating Fund for 2022-2023.

**Alpena Community College
2022-23**

Proposed Revenue Budget — General Operating Fund

Description	Budget 2021-2022	Proposed Budget 2022-2023
Property Taxes	\$2,824,142	\$2,981,212
Tuition/Fees	6,142,728	5,712,193
State Aid	6,136,901	6,728,571
Other	167,744	144,920
Totals	<u>\$15,271,515</u>	<u>\$15,566,896</u>

Proposed Expenditure Budget — General Operating Fund

Description	Budget 2021-2022	Proposed Budget 2022-2023
Fine Arts	\$306,964	\$316,647
Communications	906,751	921,838
Social Sciences	685,602	671,099
Mathematics	673,661	701,310
Sciences	1,128,605	1,167,258
Physical Education	18,278	17,685
Health Education	5,426	5,561
Business	312,857	266,084
Data Processing / Computer Science	212,137	259,141
Secretarial & Office	38,982	80,120
Law Enforcement / Public Service	96,713	110,751
Media Production Technology	4,800	2,000
Design Technology	159,407	164,108
Mechanical Trades & Service Technology	437,268	449,941
Construction Trades Technology	288,669	284,983
Electrical & Electronic Trades	647,813	692,807
UAV Technologies	3,312	0
Apprenticeship Instruction	78,615	78,181

**Alpena Community College
2022-23**

Proposed Expenditure Budget — General Operating Fund, Continue

Description	Budget 2021-2022	Proposed Budget 2022-2023
Marine	74,756	77,446
Electrical Bachelors	152,189	156,157
Nursing	882,996	916,555
Other Health Related	143,300	155,930
Learning Labs	3,000	3,000
Career Guidance	4,070	4,172
Library / Media Services	254,210	261,704
Off-Campus Admin. / Oscoda Campus	244,192	240,749
Instruction Administration	959,367	1,038,507
Student Services	190,159	204,122
Financial Aid	477,769	463,216
Admissions / Records	660,662	722,474
Data Processing	1,060,841	1,086,452
General Administration	404,524	420,274
Word Processing and Copiers	28,442	28,709
Institutional Administration	1,266,100	1,257,240
Public Relations	274,731	285,060
Resource Development	203,274	220,831
Physical Plant	1,683,084	1,678,511
Transfers	297,989	183,397
Total	\$15,271,515	\$15,594,020
Unrestricted General Operating Fund Balance	Budget 2021-2022	Proposed Budget 2022-2023
Beginning Balance	\$2,004,253	\$2,004,253
Transfer From Fund Balance	0	(27,124)
Ending Balance	\$2,004,253	\$1,977,129

Designated Fund, 2022-2023

The Designated Fund encompasses a variety of funds that service the non-curricular activities of students, staff and faculty. Specifically, this fund supports activities in five categories:

Athletics/Student Activities

All co-curricular activities of the institution are supported from this budget, which derives its revenue primarily from a student services fee that the student pays upon enrolling in classes at the College. The budget provides support for a broad range of student needs, including student activities, athletics, intramurals, and the Wellness Center.

Workforce Development

Workforce Development is charged with carrying out a varied array of contracted services for area business and industry. The World Center for Concrete Technology falls under its supervision.

Special Events/Staff Development

Each year the College supports with \$16,000 for a wide range of activities that enhance the capacity of our staff to be more productive and valuable employees. The College is able to support a number of special events to assist the College in better communicating its leadership role to the service area (e.g. Science Olympiad, counselor workshops, etc.) A budget of \$6,500 is projected for these activities.

Madeline Briggs University Center

In order to provide additional educational opportunities for our graduates who wish to stay close to home, partnerships were established with four-year institutions to offer classes on campus. This year's budget is \$7,250.

Technology

This fund is for the acquisition of new or updated technology. The fund allows for updating the College's computer labs and funding our Learning Management System, Blackboard. A budget of \$195,000 has been established with approximately \$98,000 earmarked for future acquisition or transition of the student data management system.

Alpena Community College

2022-23 Designated Fund

Athletics/Student Activities

<u>Proposed Revenue Budget</u>	Budget 2021-2022	Proposed Budget 2022-2023
Fees	\$180,000	\$200,049
Gate Receipts / Miscellaneous	1,000	1,000
Fitness Wellness Center Fees	16,000	16,000
Transfers	172,024	187,993
Total Revenues	\$369,024	\$405,042
<u>Proposed Expense Budget</u>	Budget 2021-2022	Proposed Budget 2022-2023
Administration	\$67,533	\$70,902
Men's Basketball	43,113	36,113
Women's Basketball	43,112	36,112
Women's Volleyball	17,932	17,932
Women's Softball	22,032	30,330
Baseball	0	29,480
Cross Country	14,272	14,272
Subtotal (Athletics)	207,994	235,141
Fitness Wellness Center	151,030	161,604
Campus Activity Board	10,000	8,297
Subtotal (Student Activities)	161,030	169,901
Total Expenses	\$369,024	\$405,042

Alpena Community College

2022-23 Designated Fund (Continued)

Workforce Development

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Sales & Services	\$119,000	\$177,242
Facility Rental	20,000	20,000
Transfers	79,000	102,242
Total Revenue	\$218,000	\$299,484

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Wages	\$83,302	\$89,866
Fringe Benefits	40,926	42,376
Contract Services	21,500	21,500
Supplies	8,500	8,500
Transfers	79,000	137,242
Total Expenses	\$233,228	\$299,484

Special Events/Staff Development

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Special Events - Gen. Fund Transfer	\$8,500	\$6,500
Staff Development - Gen. Fund Transfer	16,000	16,000
Total Revenues	\$24,500	\$22,500

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Special Events - Supplies / Awards	\$8,500	\$6,500
Staff Development - Workshops / Grants	16,000	16,000
Total Expenses	\$24,500	\$22,500

Alpena Community College

2022-23 Designated Fund (Continued)

Madeline Briggs University Center

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Sales and Service	\$7,000	\$7,000
Reimbursements	250	250
 Total Revenues	 \$7,250	 \$7,250

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Other	\$7,250	\$7,250
Transfer	0	0
 Total Expenses	 \$7,250	 \$7,250

Technology

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Technology Fee	\$195,000	\$195,000

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Transfer	0	0
Equipment and Services	97,000	97,000
	\$97,000	\$97,000

<u>TOTAL DESIGNATED FUND</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Revenue	\$813,774	\$929,276
Expense	\$731,002	\$831,276

Auxiliary Enterprises Fund, 2022-2023

The Auxiliary Enterprises Fund consists of those activities that directly generates revenue to accomplish their objectives. The following five areas constitute “enterprises” within the fund:

College Bookstore

The Bookstore continues to contribute a high level of service to the College community. The Bookstore is now operating under a third party, Follett. The bookstore projects a \$27,000 contribution to the General Fund.

Food Service

The College has contracted with Fremont Catering of Alpena, Michigan, for operation of the cafeteria. A management fee of \$10,000 per year is budgeted out of the vending proceeds and General Funds.

Auto Service

The College operates various special services keyed to individual instructional areas to improve the economic viability and quality of life throughout Northeast Michigan. There are \$30,000 in services to be delivered in FY23.

Transportation

Transportation covers all College functions related to the use of College-owned vehicles and is paid for through interdepartmental transfers. The revenue budget for 2022-2023 activities is estimated at \$7,000.

Housing

The College has available 16 units of affordable housing for 64 students. The College is holding the rent charged level for this year. It is anticipated that rental income will exceed \$256,000 with expenses to be approximately \$201,000.

Alpena Community College

2022-23 Auxiliary Enterprises Fund

Bookstore

<u>Proposed Revenue Budget</u>	Budget 2021-2022	Proposed Budget 2022-2023
Book Sales	\$246,800	\$27,000
Book Sales - Fin. Aid and Interdepartmental	310,984	-
Book Sales On-line and Other	58,120	-
Sales Tax Remittance	(34,500)	-
Total Revenues	\$581,404	\$27,000

<u>Proposed Expense Budget</u>	Budget 2021-2022	Proposed Budget 2022-2023
Purchases for Resale	\$246,800	\$-
Salaries	310,984	-
Fringe Benefits	58,120	-
Equipment	(34,500)	-
All Other	33,515	-
Transfers	0	27,000
Total Expenses	\$614,919	\$27,000

Food Service

<u>Proposed Revenue Budget</u>	Budget 2021-2022	Proposed Budget 2022-2023
Sales & Service	\$3,000	\$3,000
Transfer	7,000	7,000
Total Revenues	\$10,000	\$10,000

<u>Proposed Expense Budget</u>	Budget 2021-2022	Proposed Budget 2022-2023
Contract Service	\$10,000	\$10,000
Total Expenses	\$10,000	\$10,000

Alpena Community College

2022-23 Auxiliary Enterprises Fund (Continued)

Auto Service

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Sales and Service	\$30,000	\$30,000
	<u>\$30,000</u>	<u>\$30,000</u>
	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Cost of Goods / Services Sold	\$30,000	\$30,000
Total Expenses	<u>\$30,000</u>	<u>\$30,000</u>

Transportation

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Total Revenues	<u>\$7,000</u>	<u>\$7,000</u>
	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Maintenance	\$7,000	\$7,000
Total Expenses	<u>\$7,000</u>	<u>\$7,000</u>

Alpena Community College

2022-23 Auxiliary Enterprises Fund (Continued)

	<u>Housing</u>	
	Budget	Proposed
<u>Proposed Revenue Budget</u>	<u>2021-2022</u>	<u>2022-2023</u>
Apartment Rental	\$240,450	\$249,450
Apartment Cleaning Fee	7,000	7,000
Total Revenues	<u>\$247,450</u>	<u>\$256,450</u>
<u>Proposed Expense Budget</u>	Budget	Proposed
	<u>2021-2022</u>	<u>2022-2023</u>
Wages	\$63,193	\$68,283
Fringe Benefits	21,004	22,289
Services	8,000	6,500
Utilities	20,100	20,100
Maintenance and Other	42,400	26,400
Depreciation, Interest, Overhead	59,311	57,606
Total Expenses	<u>\$214,008</u>	<u>\$201,178</u>
<u>TOTAL AUXILIARY ENTERPRISES FUND</u>	Budget	Proposed
	<u>2021-2022</u>	<u>2022-2023</u>
Revenue	<u>\$875,854</u>	<u>\$330,450</u>
Expense	<u>\$875,927</u>	<u>\$275,178</u>

Restricted Fund, 2022-2023

Various external grants from both private (e.g., foundations) and public (e.g., state and federal) sources support several activities of the College that are critical to providing quality educational experiences for our students. Seven primary areas are directly affected by these grants and individual budgets are provided for each. Funding has been in place for many years for Educational Talent Search (ETS), the only remaining TRIO grants at the College, unfortunately the North ETS grant is not being funded past August 31. In other areas, regulations are changing and competition is increasing (e.g., private and governmental contract training), and in selected areas, new territories are being explored to provide external support for important College objectives. It should be noted that funding for various student aid programs (e.g., Pell, SEOG, etc.) is also classified in the Restricted Fund. The College is managing a five-year Strengthening Institution Program Grant (SIP) averaging \$450,000 per year. This is the final full year of the grant.

It should further be noted that given the “reduced” level of “hard” money for FY2023 it would be helpful to the achievement of College objectives that these external “soft” monies be obtained during the coming year.

Alpena Community College

2022-23 Restricted Fund

TRIO Grant (Talent Search)

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Grant Funds	\$667,365	\$372,932
Indirect Cost Recovery	(48,932)	(24,858)
Total Revenues	\$618,433	\$348,074
	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Wages / Salaries	\$316,538	\$213,875
Fringe Benefits	189,928	114,530
Supplies and Other	111,967	19,669
Total Expenses	\$618,433	\$348,074

SIP Grant

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Grant	\$446,779	\$410,976
Indirect Cost Recovery	0	0
Total Revenue	\$446,779	\$410,976
	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Salary	\$202,056	\$222,226
Fringe Benefits	83,723	77,750
Contracted Services	42,000	42,000
Equipment	100,000	50,000
Other	19,000	19,000
Total Expenses	\$446,779	\$410,976

Alpena Community College

2022-23 Restricted Fund (Continued)

Perkins Vocational/Applied Technical Education

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
Special Populations Grant Funds	\$69,829	\$45,624
Instructional Equipment Grant Funds	39,170	39,170
College Local Leadership Grant Funds	9,200	9,200
	<hr/>	<hr/>
Total Revenues	\$118,199	\$93,994
	<hr/> <hr/>	<hr/> <hr/>

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Special Populations Wages	\$51,936	\$30,876
Special Populations Fringe Benefits	12,579	14,748
Special Populations Travel	5,314	0
	<hr/>	<hr/>
Subtotal	69,829	45,624
	<hr/>	<hr/>
Instructional Equipment	\$39,170	\$39,170
	<hr/>	<hr/>
College Local Leadership	\$9,200	\$9,200
	<hr/>	<hr/>
Total Expenses	\$118,199	\$93,994
	<hr/> <hr/>	<hr/> <hr/>

CET Grant

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Revenue Budget</u>		
State Support	\$45,000	\$45,000
	<hr/> <hr/>	<hr/> <hr/>

	Budget 2021-2022	Proposed Budget 2022-2023
<u>Proposed Expense Budget</u>		
Wages / Salaries	\$28,489	\$27,926
Fringe Benefits	14,208	14,686
Other	2,303	2,388
	<hr/>	<hr/>
Total Expenses	\$45,000	\$45,000
	<hr/> <hr/>	<hr/> <hr/>

Alpena Community College

2022-23 Restricted Fund (Continued)

College Work Study

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Grants	\$55,000	\$38,000

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Student Wages	\$55,000	\$38,000

Pell Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Federal Grant	\$1,900,000	\$1,425,000

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Awards	\$1,900,000	\$1,425,000

Supplemental Educational Opportunity Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Federal Grant	\$90,000	\$82,000

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Awards	\$90,000	\$82,000

Alpena Community College
2022-23 Restricted Fund (Continued)

<u>TOTAL RESTRICTED FUND</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Revenue	<u>\$3,273,411</u>	<u>\$2,398,044</u>
Expense	<u>\$3,273,411</u>	<u>\$2,398,044</u>

Capital Equipment/Building Maintenance Fund, 2022-2023

The Capital Equipment/Building Maintenance Fund provides the financial resources necessary to undertake those critical projects included in the planning process for the College to preserve and enhance its capital assets. The past five years have seen an extensive amount of work accomplished in this area with well over 100 individual projects completed. A major portion of institutional equipment will be purchased through the fund rather than the General Operating Fund of the College, and these purchases will be institution-wide. Additionally, the Board-authorized facility fee is receipted in this fund to support long-term capital needs of the institution.

2021-2022 Capital Equipment/Building Maintenance Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Facilities Fee	\$180,000	\$165,000
Transfer from General Fund	115,032	41,416
Transfer	0	0
Mandatory Transfer	0	0
	<hr/>	<hr/>
Total Revenues	\$295,032	\$206,416

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Equipment	\$23,842	\$40,000
Contract Services - Renovations	31,609	35,000
Contract Services - Maint. Projects	147,297	100,000
Debt Service Transfer	1,233,919	204,700
	<hr/>	<hr/>
Total Expenses	\$1,436,667	\$379,700

Plant Fund, 2022-2023

The Plant Fund is the depository for various state/local grants that are directed toward the construction of capital projects. The Van Lare Hall project is concluding. A lecture hall has been added to the original project. In addition, the planning for the renovation and repurposing of the Besser Annex autobody lab is beginning. The \$3,000,000 project, 80% funded by the USDA, is to transform the autobody lab into a first-class manufacturing technology lab and then renovate the exited area into an expanded welding lab. The renovation includes HVAC systems, electrical, plumbing, interior fixtures and some exterior work.

2022-2023 Plant Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
State Capital Outlay	\$300,000	\$300,000
Transfer from Prior Year Revenues	1,000,000	1,000,000
Donations	750,000	750,000
Total Revenues	<u>\$2,050,000</u>	<u>\$2,050,000</u>

<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Professional Fees	\$75,000	\$75,000
Site Improvements	5,000	5,000
Construction in Progress	570,000	570,000
Equipment	400,000	400,000
Total Expenses	<u>\$1,050,000</u>	<u>\$1,050,000</u>

Debt Service Fund, 2022-2023

The College refinanced a General Obligation Limited Tax Bond in 2013. There is \$200,000 remaining on the bond. The Bond was for ten years. The funding to retire the debt comes from donations received from the EPTC fundraising. The final payment on the bond will occur this year of principal and interest totaling approximately \$204,700. The College acquired an Installment Purchase Agreement in May 2017 to purchase the College Park Apartments for \$680,000 to be paid over 20 years. Annual payments of \$34,000 principal, paid annually, plus interest at 3.12%, paid semi-annually.

2022-2023 Debt Service Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Transfer Facility Fee	\$233,919	\$204,700
Transfer Housing Fund	50,442	48,851
Total Revenues	<u>\$284,361</u>	<u>\$253,551</u>
<u>Proposed Expense Budget</u>	<u>Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>
Interest	\$25,361	\$19,551
Principal	259,000	234,000
Total Expenses	<u>\$284,361</u>	<u>\$253,551</u>

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2023.

2.846 Certification of MCCA Board of Directors Representatives

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaws states:

“There shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.

Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

Each July the MCCA asks each participating community college to complete a Certification Form for the designation of representatives; that certification includes an official board action appointing the representatives.

Therefore, the following resolution is proposed:

Dr. Don MacMaster is appointed to the 2022-23 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2022.

_____ is appointed to the 2022-23 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2022.

_____ is appointed to the 2022-23 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2022.

4.058 Financial Report

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

- The property tax receipts of \$2,836,165 are \$102,058 more than those for May 2021, about \$12,000 more than expected.
- Tuition/fee receipts of \$5,564,067 are \$376,731 lower primarily due to lower than anticipated enrollments.
- State aid for the current year is \$4,851,314. This includes eight 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 two semiannual personal property tax payments totaling \$221,938.
- 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 \$40,000.
- 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 and higher snow removal costs.
- Net income through the eleventh month of the year shows a gain of \$ 492,543.

Monthly General Fund Revenue and Expense through May 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 May 2022

- All Month-to-Month comparisons are tracking as expected except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Eleven Months Ending May 31, 2022

Description	YTD Actual FY 2022	YTD Actual FY 2021	YTD Actual Variance
Revenue			
Property Tax	2,836,165	2,734,107	102,058
Tuition/Fees	5,564,067	5,940,798	(376,731)
Sales, Service, and Rent	28,214	18,422	9,792
State Aid	4,851,314	4,509,920	341,394
Local	0	0	0
State	0	0	0
Federal	43,032	2,483,582	(2,440,550)
Federal - HEERF	763,887	0	763,887
Cost Recovery	397	0	397
Interest	0	1,018	(1,018)
Other	8,234	0	8,234
Revenue	14,095,310	15,687,847	(1,592,537)
Expense			
Instruction	6,795,301	6,689,369	105,932
OIT	895,078	908,650	(13,572)
Public Service	0	0	0
Instruction Support	1,347,603	1,321,278	26,325
Student Services	1,264,495	1,184,581	79,914
Institutional Administration	1,844,295	1,812,848	31,447
Physical Plant	1,455,995	1,372,646	83,349
Expense	13,602,767	13,289,372	313,395
Income	492,543	2,398,475	(1,905,932)
Net Assets - Beginning of Year	2,004,253	1,499,720	1,499,720
Net Assets - End of Year	2,496,796	3,898,195	(406,212)

Alpena Community College
Comparative Income Statement
General Fund
For the Eleven Months Ending May 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	2,836,165	12,023	100.43%	99.50%
Tuition/Fees	6,144,628	5,564,067	(580,561)	90.55%	96.26%
Sales, Services, and Rent	22,000	28,214	6,214	128.25%	83.74%
State Aid	6,136,901	4,851,314	(1,285,587)	79.05%	75.72%
Federal	61,000	43,032	(17,968)	70.54%	4071.45%
Federal - HEERF	0	763,887	763,887	0.00%	0.00%
Cost Recovery	71,824	0	(71,824)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	20.36%
Other	7,920	8,631	711	108.98%	59.09%
Revenue	15,273,415	14,095,310	(1,178,105)	92.29%	104.31%
Expense					
Salaries	8,425,296	7,952,970	472,326	94.39%	95.33%
Fringe Benefits	4,125,285	3,646,676	478,609	88.40%	87.58%
Outside Services	809,613	752,474	57,139	92.94%	92.65%
Advertising	252,000	205,505	46,495	81.55%	87.14%
Supplies	197,400	152,481	44,919	77.24%	67.72%
Rental	0	0	0	0.00%	0.00%
Utilities	470,390	382,879	87,511	81.40%	73.05%
Telephone	55,000	31,618	23,382	57.49%	65.21%
Postage	37,500	20,733	16,767	55.29%	74.47%
Insurance	142,000	123,733	18,267	87.14%	87.54%
Travel & Mileage	79,062	26,538	52,524	33.57%	13.71%
Tuition Waivers and Dues	205,000	201,716	3,284	98.40%	89.08%
Library Books & Equipment	95,880	49,881	45,999	52.02%	66.74%
Other	74,000	55,563	18,437	75.09%	55.95%
Transfers	304,989	0	304,989	0.00%	0.00%
Expense	15,273,415	13,602,767	1,670,648	89.06%	88.34%

Description	FY 2022 Budget	FY 2022 YTD Actual
Income	0	492,543
Net Assets - Beginning of Year	2,004,253	2,004,253
Net Assets - End of Year	2,004,253	2,496,796

Alpena Community College General Fund Month to Month Tracking For the Eleven Months Ending May 31, 2022

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	149,712	419,118	12,580	3,713	3,822	195,352	953,903	640,165	433,094	0	24,705	0	2,836,164	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	40,502	(336)	0	5,564,067	6,144,628
Sales, Services, and Rent	3,875	88	2,480	4,465	500	6,900	406	400	1,830	5,645	1,625	0	28,214	22,000
State Aid	0	0	0	846,231	595,593	530,053	530,053	586,175	521,701	530,053	711,454	0	4,851,313	6,136,901
Federal	4,030	1,694	8,490	3,169	4,117	4,705	2,536	5,048	3,679	2,505	3,060	0	43,033	61,000
Federal - HEERF	0	0	0	323,123	0	0	0	0	440,764	0	0	0	763,887	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	0	0	0	0	0	0	0	0	7,920
Other	(21)	50	430	720	990	1,310	1,517	925	780	730	1,200	0	8,631	0
Revenue	2,901,753	682,671	(19,743)	1,667,960	2,038,852	1,091,676	1,717,012	1,238,057	1,455,928	579,435	741,708	0	14,095,309	15,273,415
Expense														
Salaries	882,885	594,919	629,295	793,769	641,050	940,764	616,835	916,345	673,883	646,066	617,158	0	7,952,969	8,425,296
Fringe Benefits	383,286	284,605	316,012	345,796	300,768	403,197	294,604	396,889	304,481	305,281	311,755	0	3,646,674	4,125,285
Outside Services	254,581	20,309	25,832	62,346	34,761	55,511	24,378	26,418	135,402	47,000	65,937	0	752,475	809,613
Advertising	600	15,325	49,650	13,035	14,166	12,059	27,257	21,997	15,977	8,887	26,552	0	205,505	252,000
Supplies	6,314	8,975	16,314	14,749	20,687	6,070	11,237	12,658	16,520	17,764	21,192	0	152,480	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	26,750	42,322	0	382,880	470,390
Telephone	2	1,394	3,377	3,414	9,092	3,699	3,142	858	3,252	1,018	2,370	0	31,618	55,000
Postage	400	98	6,285	65	633	1,569	5,000	104	6,370	104	105	0	20,733	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	5,088	4,210	0	26,538	79,062
Tuition Waivers and Dues	33,853	80,646	154	7,329	6,380	0	62,542	2,994	7,111	169	539	0	201,717	205,000
Library Books & Equipment	24,415	3,324	6,055	(638)	1,323	9,115	745	809	3,073	615	1,043	0	49,879	95,880
Other	631	4,652	3,713	13,652	2,238	2,603	2,055	13,040	5,861	2,673	4,445	0	55,563	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	1,061,415	1,097,628	0	13,602,765	15,273,415
Income	1,260,363	(358,525)	(1,117,587)	384,327	947,832	(394,807)	618,174	(199,692)	190,359	(481,980)	(355,920)	0	492,544	0

4.059 Personnel Report

New hires, terminations, and status changes from May 12 to June 8, 2022.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- Alexis Young, Transferred from ESP1 Accounts Receivable/Cashier to ESP2 Financial Aid Advisor, effective 05/25/2022 and will fully transition into the position 07/01/2022.
- **CANCELLED** Brandi Markey, Transfer from ESP1Accounts Payable Secretary/Cashier to ESP2 Financial Aid Advisor, effective 05/02/2022 and fully transition into the position 07/01/2022

Resignations:

- None.

Terminations:

- None.

Retirements:

- Edward Howe, Maintenance/Adjunct Instructor, effective 4/17/2022.
- Lois Darga, FT Faculty – Accounting Instructor, effective 6/1/2022.
- Diane O’Connor, FT Faculty – Nursing Instructor, effective 6/1/2022.

Name Changes:

- None.

Position Name Changes:

- Bridget Hollinshead, Switchboard Operator to Campus Services Receptionist, effective immediately.
- Ruth McClean, Switchboard Operator to Campus Services Receptionist, effective immediately.

4.060 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between May 11 and June 7, 2022.

Total Donors: 44

New Gifts:	\$59,505.00
Pledge Payments:	\$278.00
New Pledges:	\$0.00