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 19, 2023
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 13, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 19, 2023, 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 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): 2434 250 6501#
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://24342506501@alpenacc.webex.com
You can also dial 173.243.2.68 and enter your meeting number.
Meeting number (access code): 2434 250 6501
Meeting password: zBahMMwJ572

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.

Denis “Jay” Walterreit
Secretary of the Board of Trustees
REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, January 19, 2023, 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 15, 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
    2.863 Election of Board Officers ....................................................................................2
    2.864 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy — Second Reading ...............................................................................................3

12) Information Items
    4.076 Financial Report ....................................................................................................4
    4.077 Personnel Report ...................................................................................................9
    4.078 Gifts and Grants Report ......................................................................................10

13) Board Discussion
14) New Business
15) Suggested Future Agenda Items
16) Next Regular Meeting: February 16, 2023, 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.

17) Adjournment
2.863 Election of Board Officers

The election of officers of the Alpena Community College Board of Trustees usually occurs biennially in the month of January following a general election in which trustee seats are up for election. Board officers thereby serve two-year terms of office as specified by the official by-laws of the Board.

The last officer election was held at the January 21, 2021, Board of Trustees meeting. A general election was held on November 8, 2022; three trustee seats were up for election.

Therefore, the following resolution is proposed:

a) The Board of Trustees approves the election of ______________________________ as Chairperson of the Board of Trustees;

b) The Board of Trustees approves the election of ______________________________ as Vice Chairperson of the Board of Trustees;

c) The Board of Trustees approves the election of ______________________________ as Treasurer of the Board of Trustees;

d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary of the Board of Trustees.

The term of office for all officers will extend through December 31, 2024, unless changed by official resolution of the Board of Trustees.
2.864 Revision to Policy 5011, Tuition Waiver for Campus Activity Program Policy — Second Reading

Alpena Community College traditionally incentivizes student-athletes with tuition waivers. The current Board Policy 5011, Tuition Waiver for Campus Activity Program Policy, sets the total amount of tuition waivers at 660 contact hours per year. With the addition of the new men’s baseball team, there is now more demand for athletic tuition waivers.

In recognition of the additional need, ACC officials proposed at the December 15, 2022, ACC Board of Trustees meeting to increase the total number of tuition waiver contact hours to 780 per fiscal year. Following is a proposed breakdown of how the contact hours would be allocated by sport:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>120</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>180</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>180</td>
</tr>
<tr>
<td>Cross Country</td>
<td>90</td>
</tr>
<tr>
<td>Softball</td>
<td>120</td>
</tr>
<tr>
<td>Volleyball</td>
<td>90</td>
</tr>
</tbody>
</table>

Total contact hours 780

Following is the text of Policy 5011 modified to show the proposed change:

The Board of Trustees authorizes College officials to initiate procedures which will implement a program of tuition waivers in selected activity areas that will make available to designated key participants a waiver of tuition in an amount not to exceed 30 contact hours per year per student with a grand total of such waivers not to exceed 660 780 contact hours per fiscal period. In addition, this policy allows students a book and fee waiver only when the student’s contact hours are covered by another source; the approval of these waivers will come from the Dean of Students and be based on established procedures. The book and fee waiver amounts will not exceed the equivalent amount allowed for contact hours. Annual progress reports will be provided.

Therefore, the following resolution is proposed:

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

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

- The property tax receipts of $841,415 are $57,117 more than those for December 2021, as expected.
- Tuition/fee receipts of $5,535,435 are $299,555 more than last year at this time because of higher than expected enrollments thus far.
- State aid for the current year is $1,794,527 because of the normal start month of October, regular appropriations are $177,350 less than last year. Additionally, $81,364 was received for personal property tax, approximately $9,000 less than last year. The College also received a one-time payment of $225,700 last year. These differences total to around a negative $196,400 offset by the expected increase on the regular state appropriations.
- There are no HEERF funds available this year.
- There are three payrolls processed in December that will impact all areas.
- Instruction is lower due to a couple of faculty retirements.
- OIT’s increase is due to planned wage increases and timing of software purchases.
- Instruction support is elevated because of the addition of two nursing administrative positions, vacation payout, scheduled payroll increases, and timing of an expense compared to last year.
- Student services is lower due to timing of advertising and promotion purchases.
- Institutional Administration is higher than expected by $45,000 due to increased legal proceedings and OIT expenses.
- Net income through the first six months of this fiscal year shows as a gain of $448,985.

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

- Library Books and equipment is up due to timing of purchases.
- Insurance is higher due to timing of the final annual risk management payment for the year.
- 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 2022

- Outside services was higher due to various expenses including OIT, electrical instruction, legal, and maintenance.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the second quarter of FY 2023

- The deficit in restricted funds is due to timing of draw-downs of federal aid.
- The gain in plant funds is due to timing of receipts for the Van Lare Lecture Hall 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, 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Actual FY 2023</th>
<th>YTD Actual FY 2022</th>
<th>YTD Actual Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td>841,415</td>
<td>784,298</td>
<td>57,117</td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>5,535,435</td>
<td>5,235,880</td>
<td>299,555</td>
</tr>
<tr>
<td>Sales,Service,and Rent</td>
<td>18,281</td>
<td>18,308</td>
<td>(27)</td>
</tr>
<tr>
<td>State Aid</td>
<td>1,794,527</td>
<td>1,971,877</td>
<td>(177,350)</td>
</tr>
<tr>
<td>Local</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>State</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Federal</td>
<td>21,486</td>
<td>26,204</td>
<td>(4,718)</td>
</tr>
<tr>
<td>Federal - HEERF</td>
<td>0</td>
<td>323,123</td>
<td>(323,123)</td>
</tr>
<tr>
<td>Cost Recovery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>4,825</td>
<td>3,479</td>
<td>1,346</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>8,215,969</td>
<td>8,363,169</td>
<td>(147,200)</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>3,569,968</td>
<td>3,647,467</td>
<td>(77,499)</td>
</tr>
<tr>
<td>OIT</td>
<td>655,841</td>
<td>610,252</td>
<td>45,589</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Instruction Support</td>
<td>884,747</td>
<td>784,249</td>
<td>100,498</td>
</tr>
<tr>
<td>Student Services</td>
<td>703,771</td>
<td>720,510</td>
<td>(16,739)</td>
</tr>
<tr>
<td>Institutional Administration</td>
<td>1,181,641</td>
<td>1,115,585</td>
<td>66,056</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>771,016</td>
<td>763,502</td>
<td>7,514</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>7,766,984</td>
<td>7,641,565</td>
<td>125,419</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>448,985</td>
<td>721,604</td>
<td>(272,619)</td>
</tr>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>2,253,555</td>
<td>2,004,253</td>
<td>249,302</td>
</tr>
<tr>
<td>Net Assets - End of Year</td>
<td>2,702,540</td>
<td>2,725,857</td>
<td>(23,317)</td>
</tr>
</tbody>
</table>
Alpena Community College  
Comparative Income Statement  
General Fund  
For the Six Months Ending December 31, 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2023 Budget</th>
<th>FY 2023 YTD Actual</th>
<th>FY 2023 Variance</th>
<th>FY 2023 Complete</th>
<th>FY 2022 Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td>2,981,212</td>
<td>841,415</td>
<td>(2,139,797)</td>
<td>28.22%</td>
<td>27.77%</td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>5,712,193</td>
<td>5,535,435</td>
<td>(176,758)</td>
<td>96.91%</td>
<td>85.21%</td>
</tr>
<tr>
<td>Sales, Services, and Rent</td>
<td>22,000</td>
<td>18,281</td>
<td>(3,719)</td>
<td>83.10%</td>
<td>83.22%</td>
</tr>
<tr>
<td>State Aid</td>
<td>6,728,571</td>
<td>1,794,527</td>
<td>(4,934,044)</td>
<td>26.67%</td>
<td>32.13%</td>
</tr>
<tr>
<td>Federal</td>
<td>35,000</td>
<td>21,486</td>
<td>(13,514)</td>
<td>61.39%</td>
<td>42.96%</td>
</tr>
<tr>
<td>Federal - HEERF</td>
<td>0</td>
<td>0</td>
<td>(75,000)</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cost Recovery</td>
<td>75,000</td>
<td>0</td>
<td>(75,000)</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Interest</td>
<td>5,000</td>
<td>1</td>
<td>(4,999)</td>
<td>0.02%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other</td>
<td>7,920</td>
<td>4,825</td>
<td>(3,095)</td>
<td>60.92%</td>
<td>43.93%</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>15,566,896</td>
<td>8,215,970</td>
<td>(7,350,926)</td>
<td>52.78%</td>
<td>54.76%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>8,810,786</td>
<td>4,544,500</td>
<td>4,266,286</td>
<td>51.58%</td>
<td>53.21%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>4,256,695</td>
<td>2,025,439</td>
<td>2,231,256</td>
<td>47.58%</td>
<td>49.30%</td>
</tr>
<tr>
<td>Outside Services</td>
<td>787,516</td>
<td>515,173</td>
<td>272,343</td>
<td>65.42%</td>
<td>55.99%</td>
</tr>
<tr>
<td>Advertising</td>
<td>241,500</td>
<td>96,982</td>
<td>144,518</td>
<td>40.16%</td>
<td>41.60%</td>
</tr>
<tr>
<td>Supplies</td>
<td>171,250</td>
<td>60,578</td>
<td>110,672</td>
<td>35.37%</td>
<td>37.04%</td>
</tr>
<tr>
<td>Rental</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Utilities</td>
<td>459,390</td>
<td>131,630</td>
<td>327,760</td>
<td>28.65%</td>
<td>28.27%</td>
</tr>
<tr>
<td>Telephone</td>
<td>18,000</td>
<td>3,198</td>
<td>14,802</td>
<td>17.77%</td>
<td>38.14%</td>
</tr>
<tr>
<td>Postage</td>
<td>35,000</td>
<td>13,869</td>
<td>21,131</td>
<td>39.63%</td>
<td>24.13%</td>
</tr>
<tr>
<td>Insurance</td>
<td>135,000</td>
<td>134,144</td>
<td>856</td>
<td>99.37%</td>
<td>87.45%</td>
</tr>
<tr>
<td>Travel &amp; Mileage</td>
<td>65,396</td>
<td>18,166</td>
<td>47,230</td>
<td>27.78%</td>
<td>9.25%</td>
</tr>
<tr>
<td>Tuition Waivers and Dues</td>
<td>235,000</td>
<td>133,925</td>
<td>101,075</td>
<td>56.99%</td>
<td>62.62%</td>
</tr>
<tr>
<td>Library Books &amp; Equipment</td>
<td>102,090</td>
<td>63,716</td>
<td>38,374</td>
<td>62.41%</td>
<td>45.47%</td>
</tr>
<tr>
<td>Other</td>
<td>77,000</td>
<td>25,664</td>
<td>51,336</td>
<td>33.33%</td>
<td>37.15%</td>
</tr>
<tr>
<td>Transfers</td>
<td>199,397</td>
<td>0</td>
<td>199,397</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>15,594,020</td>
<td>7,766,984</td>
<td>7,827,036</td>
<td>49.81%</td>
<td>50.03%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2023 Budget</th>
<th>FY 2023 YTD Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>(27,124)</td>
<td>448,986</td>
</tr>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>2,253,555</td>
<td>2,253,555</td>
</tr>
<tr>
<td>Net Assets - End of Year</td>
<td>2,226,431</td>
<td>2,702,541</td>
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</tbody>
</table>
Alpena Community College  
General Fund Month to Month Tracking  
For the Six Months Ending December 31, 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>YTD</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>188,266</td>
<td>403,589</td>
<td>12,233</td>
<td>2,167</td>
<td>3,780</td>
<td>231,380</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>841,415</td>
<td>2,981,212</td>
</tr>
<tr>
<td>Property Tax</td>
<td>2,796,651</td>
<td>289,806</td>
<td>(48,523)</td>
<td>120,577</td>
<td>1,622,699</td>
<td>754,226</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,535,436</td>
<td>5,712,193</td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>6,528</td>
<td>665</td>
<td>1,898</td>
<td>6,158</td>
<td>2,468</td>
<td>566</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>18,283</td>
<td>22,000</td>
</tr>
<tr>
<td>Sales, Services, and Rent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>630,514</td>
<td>614,877</td>
<td>549,135</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,794,526</td>
<td>6,728,571</td>
</tr>
<tr>
<td>State Aid</td>
<td>2,711</td>
<td>800</td>
<td>8,246</td>
<td>2,461</td>
<td>2,918</td>
<td>4,350</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21,486</td>
<td>35,000</td>
</tr>
<tr>
<td>Federal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Cost Recovery</td>
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<td>0</td>
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<td>75,000</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>Other</td>
<td>25</td>
<td>1,080</td>
<td>855</td>
<td>850</td>
<td>430</td>
<td>1,585</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,825</td>
<td>7,920</td>
</tr>
<tr>
<td>Revenue</td>
<td>2,994,181</td>
<td>695,940</td>
<td>(25,291)</td>
<td>762,727</td>
<td>2,247,172</td>
<td>1,541,242</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,215,971</td>
<td>15,566,896</td>
</tr>
<tr>
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1,147,435  
1,538,120  
0  
0  
0  
0  
0  
0  
7,766,984  
15,594,020

(1,077,616)

Income  
1,373,938  
(415,548)  
(534,646)  
1,099,737  
3,122  
0  
0  
0  
0  
0  
0  
448,987  
(27,124)

January 19, 2023, ACC Board of Trustees Meeting Agenda, Pg. 7
## Alpena Community College
### Consolidated Income Statement
#### For the Six Months Ending December 31, 2022

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<th>General</th>
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<th>Auxiliary</th>
<th>Unfunded Pension Liability</th>
<th>Restricted</th>
<th>Loan</th>
<th>Endowment &amp; Scholarship</th>
<th>Plant</th>
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January 19, 2023, ACC Board of Trustees Meeting Agenda, Pg. 8
4.077 Personnel Report

New hires, terminations, and status changes from December 9, 2022, to January 10, 2023.

New Hires:
• Cora Dykes, ESP1 Campus Services Coordinator for the Oscoda Campus, effective 01/03/2023.
• Allen Telgenhof, Athletic Director, effective 01/03/2023.

Re-Hires:
• Melissa Guy, Director of Human Resources/Title IX Coordinator, effective 01/03/2023.

Transfers:
• Amanda Campbell, FT Faculty – History/Geography Instructor, effective 01/09/2023.

Resignations:
• None.

Terminations:
• None.

Retirements:
• Priscilla Homola #0012923, Faculty – English, effective 01/01/2023.

Name Changes:
• None.

Position Name Changes:
• None.
4.078 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 7, 2022, to January 10, 2023.

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