

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: Wednesday, May 17, 2023 (Please note the date change)
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, May 12, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Wednesday, May 17, 2023, beginning at 7:00 p.m. The meeting will be held 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): 2422 415 9985#

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://24224159985@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2422 415 9985

Meeting password: jSxBra5yK29

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
Wednesday, May 17, 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 April 19, 2023, Regular Board Meeting and the Proposed Minutes of the April 25, 2023, Board Retreat
- 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

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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: June 15, 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

2.871 Bids: Copiers

Alpena Community College periodically evaluates office equipment used in support of academic and administrative activities. As part of this process, ACC staff assessed the current conditions and capabilities of three high-usage copy machines on the Alpena and Oscoda campuses. Based on that assessment it was determined the College should solicit bids for replacing the three copiers.

The Business Office created a Request for Proposals which included minimum requirements for each copier and circulated the RFP to potential vendors. Vendors were instructed to include the cash price of each machine along with the service cost per printed page including all toner, service calls, labor, and support.

The following bids were submitted:

Description	Applied Innovations, Alpena, MI	Miller Office Machines, Alpena, MI	Visual Edge, Gaylord, MI
Machine 1 - EPTC	\$4,522.00	\$3,236.46	\$3,490.20
Machine 2 - President's Office	\$9,301.00	\$7,219.05	\$6,737.40
Machine 3 - Oscoda Campus	\$6,020.00	\$3,888.98	\$4,624.20
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	\$19,843.00	\$14,344.49	\$14,851.80
B&W	\$0.0068	\$0.0071	\$0.00931
Color	\$0.037	\$0.05	\$0.05606
Estimated B&W Copies/YR - 72000	\$489.60	\$511.20	\$670.32
Estimated Color Copies/YR - 7800	\$288.60	\$390.00	\$437.268
Estimated Annual Service Cost	<hr/>	<hr/>	<hr/>
	\$778.20	\$901.20	\$1,107.59
Estimated Three-Year Service Cost	\$2,334.60	\$2,703.60	\$3,322.76
Estimated Overall 3 YR W/ Svc & Purchase of Machines	\$22,177.60	\$17,048.09	\$18,174.56

The bids were reviewed by appropriate College officials and the bid from Miller Office Machines of Alpena was determined to meet the minimum requirements and was the low bid.

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

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to contract with Miller Office Machines of Alpena, Michigan, for the purchase and maintenance of three copiers for an amount not to exceed \$17,048.09.

2.872 Fiscal Year 2024 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 other employees will receive.

In light of these conditions, modifications are proposed that will raise the respective administrative salary levels by 3.0% 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 Activities; Simulation Lab Manager	\$55,710	\$87,133
B	Director of Learning Technology; Director of Admissions; Director of the Wellness Center; Director of SIP Grant; Director of Utility/Tree Trimming Program	\$61,217	\$93,739
C	Executive Director of ACC Foundation; Controller; Director of TRiO/Educational Talent Search; Director of Facilities Management; Director of Financial Aid; Director of Human Resources; Director of Information Technology; Director of Public Information & Marketing; Registrar; Dean of Workforce Development; Director of Nursing — Oscoda Campus	\$71,653	\$104,610
D	Dean of Students; Director of Nursing — Alpena Campus; Executive Director of Office of Information Technology; Director of Special Projects	\$85,182	\$119,179
E	Vice Presidents	\$115,066	\$150,976
F	President	\$154,952	\$192,663

Therefore, the following resolution is proposed:

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2024 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

2.873 Bids: Oscoda Campus Advanced Simulation Nursing Lab Equipment

Alpena Community College was awarded the federal Alpena Community College FIPSE Oscoda Campus Improvement Project Grant in 2022. This earmark was intended to create and improve nursing lab spaces at the Oscoda Campus. Evidence-based practice in nursing indicates that high-quality simulation can improve student outcomes and improve confidence for nursing students within clinical nursing.

At the root of high-fidelity simulation is the high-fidelity manikin. ACC currently has a high-fidelity birthing simulator at the Oscoda Campus but not a high-fidelity advanced lab manikin.

An RFP was sent to three providers of nursing instruction manikins: Laerdal, Gaumard, and CAE Healthcare. Two RFPs were returned; CAE did not send a proposal.

Following is a breakdown of the two quotes.

<u>Laerdal</u>	
Manikin:	\$107,273.00
Shipping:	<u>\$810.00</u>
Total:	\$108,083.00

<u>Guamard</u>	
Manikin:	\$48,995.00
Installation and service:	\$2,500.00
3-year service plan:	\$15,595.00
Shipping:	<u>\$813.00</u>
Total:	\$67,093.00

While the Laerdal and Gaumard simulators are both high-quality products, Oscoda Campus officials prefer the Gaumard HAL 3201 Patient Simulator since this technology is currently used on the Alpena Campus. This will allow both campuses to use simulation packages that have already been purchased, and will allow for consistency of simulation within both programs.

This project would be fully funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to purchase one Hal 3201 Multi-Purpose Simulator Package, installation and in-service, and 3-year service plan for a total of no more than \$67,093. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

2.874 Bids: Oscoda Campus Advanced Simulation Nursing Lab Communications Equipment

Alpena Community College was awarded the federal Alpena Community College FIPSE Oscoda Campus Improvement Project Grant in 2022. This earmark was intended to create and improve nursing lab spaces at the Oscoda Campus. Evidence-based practice in nursing indicates that high-quality simulation can improve student outcomes and improve confidence for nursing students within clinical nursing.

KBPort equipment is used to create a technology system that connects two different rooms to a control room and a debriefing room. Two simulation labs will be created at the Oscoda Campus using existing space. Room one will be an advanced simulation lab, room two will be a birthing simulation lab. The debriefing room will be created across the hall for conferences after simulations.

KBPort will place microphones, cameras, computers, and visual equipment to monitor, direct, and record simulations as they occur and review simulations in the debriefing room after they have taken place. The proposed technology mirrors the technology currently being used in the simulation lab at Alpena Campus. Using the same technology on both campuses allows for decreased training time, increased familiarity, and improves the ability for servicing should it be necessary.

KBPort is a sole proprietor and is the only source for this type of equipment.

This project would be fully Funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to purchase two KBPort Simplicity Hi-Fidelity Rooms with paging (which includes control area), one extra Lumens VC-A51P camera for the Birthing Suite, and one Debrief Room system for a cost not to exceed \$64,244.00. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

4.085 Financial Report

Monthly General Fund Revenue and Expense through April 2023 (Year to Year Actual Comparison)

- The property tax receipts of \$2,971,808 are \$160,348 more than those for April 2022, as expected.
- Tuition/fee receipts of \$6,023,282 are \$344,479 more than last year at this time because of higher-than-expected enrollments.
- State aid for the current year is \$4,043,034 because of the normal start month of October, regular appropriations are \$96,925 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.
- Instruction is lower due to a couple of faculty retirements and timing of a large Consumers Energy training invoice.
- OIT's increase is due to planned wage increases and timing of SAS transition costs.
- Instruction support is elevated because of the addition of two nursing administrative positions, vacation payout, and scheduled payroll increases.
- Institutional Administration is higher than expected increased due to legal proceedings.
- Net income through the first ten months of this fiscal year shows as a gain of \$485,614.

Monthly General Fund Revenue and Expense through April 2023 (Budget to Actual Comparison)

- Library Books and equipment is up due to timing of purchases.
- Telephone is high due to delay in receiving prior period CISCO invoicing.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through April 2023

- Outside services remains higher due to legal and snow removal costs.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Ten Months Ending April 30, 2023

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	2,971,808	2,811,460	160,348
Tuition/Fees	6,023,282	5,678,803	344,479
Sales,Service,and Rent	36,095	26,589	9,506
State Aid	4,043,034	4,139,859	(96,825)
Local	0	0	0
State	0	0	0
Federal	32,625	39,972	(7,347)
Federal - HEERF	0	649,487	(649,487)
Cost Recovery	0	397	(397)
Interest	15,749	0	15,749
Other	7,364	7,034	330
Revenue	13,129,957	13,353,601	(223,644)
Expense			
Instruction	6,020,163	6,245,477	(225,314)
OIT	902,326	837,058	65,268
Public Service	0	0	0
Instruction Support	1,397,586	1,240,996	156,590
Student Services	1,175,987	1,173,830	2,157
Institutional Administration	1,831,041	1,702,358	128,683
Physical Plant	1,317,240	1,305,419	11,821
Expense	12,644,343	12,505,138	139,205
Income	485,614	848,463	(362,849)
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	2,739,169	2,852,716	(113,547)

Alpena Community College
Comparative Income Statement
General Fund
For the Ten Months Ending April 30, 2023

Description	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Variance	FY 2023 Complete	FY 2022 Complete
Revenue					
Property Tax	2,981,212	2,971,808	(9,404)	99.68%	99.55%
Tuition/Fees	5,712,193	6,023,282	311,089	105.45%	92.42%
Sales, Services, and Rent	22,000	36,095	14,095	164.07%	120.86%
State Aid	6,728,571	4,043,034	(2,685,537)	60.09%	67.46%
Federal	35,000	32,625	(2,375)	93.21%	65.53%
Federal - HEERF	0	0	0	0.00%	0.55%
Cost Recovery	75,000	0	(75,000)	0.00%	0.55%
Interest	5,000	15,749	10,749	314.98%	0.00%
Other	7,920	7,364	(556)	92.98%	88.81%
Revenue	15,566,896	13,129,957	(2,436,939)	84.35%	87.43%
Expense					
Salaries	8,810,786	7,445,120	1,365,666	84.50%	87.07%
Fringe Benefits	4,256,695	3,359,683	897,012	78.93%	80.84%
Outside Services	788,286	701,048	87,238	88.93%	84.80%
Advertising	241,500	166,102	75,398	68.78%	71.01%
Supplies	170,980	110,984	59,996	64.91%	66.51%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	316,004	143,386	68.79%	72.40%
Telephone	18,000	24,896	(6,896)	138.31%	53.18%
Postage	35,000	20,906	14,094	59.73%	55.01%
Insurance	135,000	136,279	(1,279)	100.95%	87.14%
Travel & Mileage	65,396	26,630	38,766	40.72%	28.24%
Tuition Waivers and Dues	235,000	219,948	15,052	93.59%	98.14%
Library Books & Equipment	101,590	72,241	29,349	71.11%	50.94%
Other	77,000	44,500	32,500	57.79%	69.08%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	15,594,020	12,644,341	2,949,679	81.08%	81.88%

Description	FY 2023 Budget	FY 2023 YTD Actual
Income	(27,124)	485,616
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,226,431	2,739,171

Alpena Community College General Fund Month to Month Tracking For the Ten Months Ending April 30, 2023

Description	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	188,266	403,589	12,233	2,167	3,780	231,380	872,228	635,650	601,329	21,186	0	0	2,971,808	2,981,212
Tuition/Fees	2,796,651	289,806	(48,523)	119,975	1,622,699	754,226	290,973	52,478	67,897	77,101	0	0	6,023,283	5,712,193
Sales, Services, and Rent	6,528	665	1,898	6,158	2,468	1,316	7,290	693	1,248	7,835	0	0	36,099	22,000
State Aid	0	0	0	630,514	614,877	549,135	549,135	601,102	549,135	549,135	0	0	4,043,033	6,728,571
Federal	2,711	800	8,246	2,461	2,918	4,350	2,938	3,485	2,490	2,226	0	0	32,625	35,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	75,000
Interest	0	0	0	0	0	0	0	0	15,011	0	0	0	15,011	5,000
Other	25	1,080	855	850	430	1,585	45	49	2,345	100	0	0	7,364	7,920
Revenue	2,994,181	695,940	(25,291)	762,125	2,247,172	1,541,992	1,722,609	1,293,457	1,239,455	657,583	0	0	13,129,223	15,566,896
Expense														
Salaries	887,814	587,043	621,423	801,802	644,185	998,668	621,505	1,004,424	631,017	647,239	0	0	7,445,120	8,810,786
Fringe Benefits	377,519	283,798	292,416	351,516	306,738	411,781	287,947	422,698	311,190	314,081	0	0	3,359,684	4,256,695
Outside Services	219,803	72,908	51,614	44,498	114,376	11,974	15,086	49,444	31,183	90,161	0	0	701,047	788,286
Advertising	1,010	12,207	33,118	12,467	24,510	13,670	13,193	33,773	11,305	10,850	0	0	166,103	241,500
Supplies	5,702	12,123	6,847	11,509	16,931	7,466	8,991	20,818	7,457	13,140	0	0	110,984	170,980
Utilities	205	14,839	13,198	25,663	34,347	43,378	48,033	47,540	45,703	43,099	0	0	316,005	459,390
Telephone	730	313	0	1,332	415	408	709	399	20,090	500	0	0	24,896	18,000
Postage	76	109	6,223	126	228	7,106	278	5,000	1,597	162	0	0	20,905	35,000
Insurance	74,933	3,511	2,068	25,098	0	28,534	(921)	1,444	1,612	0	0	0	136,279	135,000
Travel & Mileage	238	1,614	6,834	1,686	2,465	5,330	983	1,073	2,332	4,076	0	0	26,631	65,396
Tuition Waivers and Dues	846	111,067	1,250	20,592	1,150	175	69,971	1,876	13,021	0	0	0	219,948	235,000
Library Books & Equipment	50,309	7,240	3,273	139	1,808	946	796	1,094	1,750	4,886	0	0	72,241	101,590
Other	1,058	4,716	14,061	945	282	4,601	8,881	7,531	380	2,045	0	0	44,500	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	199,397
Expense	1,620,243	1,111,488	1,052,325	1,297,373	1,147,435	1,534,037	1,075,452	1,597,114	1,078,637	1,130,239	0	0	12,644,343	15,594,020
Income	1,373,938	(415,548)	(1,077,616)	(535,248)	1,099,737	7,955	647,157	(303,657)	160,818	(472,656)	0	0	484,880	(27,124)

4.086 Personnel Report

New hires, terminations, and status changes from April 14 to May 11, 2023.

New Hires:

- Robert Corwin, Custodian, effective 04/25/2023.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.087 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between April 12 to May 11, 2023.

Total Donors:	71
New Gifts:	\$160,717.90
Pledge Payments:	\$30,000.00
New Pledges:	\$0.00