

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 15, 2023
Meeting Time: 5:30 closed session (president's evaluation); 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 9, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, June 15, 2023, beginning at 5:30 p.m. The meeting will immediately go into closed session to conduct the president's yearly evaluation. The regular meeting will begin at approximately 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 open part of 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): 2436 563 2763#

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://24365632763@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2436 563 2763

Meeting password: mNZp3ufH34

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, June 15, 2023, 5:30 p.m. closed session, 7:00 p.m. regular meeting
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 17, 2023, 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
 - 2.875 Proposed Fiscal Year 2024 Budget.....2
 - 2.876 Bids: Tables and Chairs for the Oscoda Campus.....25
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 - 2.878 Bids: Carpeting for the Alpena Campus Library27
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- 12) Information Items
 - 4.088 Financial Report.....29
 - 4.089 Personnel Report.....33
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: August 17, 2023, 7:00 p.m. The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 17) Adjournment

2.875 Proposed Fiscal Year 2024 Budget

General Operating Fund

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 2024 budgeting. State aid is estimated at \$6,659,311, an increase by 4.0% over FY 2023, This comprises 41.1% of the total revenue budget. Student enrollment is estimated to be slightly higher with a one percent increase from FY 2023, which saw 7% increase from FY 2022. Tuition and fees look to be about \$6,132,000. This comprises 38.5% of the total revenue budget. Local property taxes are expected to increase by 5.9%, Local Property Tax budget for FY 2024 of \$3,158,500 requires the use of the full voter approved 2.5 mill levy, adjusted for the Headlee Amendment rollback to 2.4806 mills. 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 4.1% for calendar year 2024 due to continued legislative action.

Therefore, the 2023-2024 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 1,800 enrollees (930 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 2023-2024.

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget

Proposed Revenue Budget — General Operating Fund

Description	Budget 2022-2023	Proposed Budget 2023-2024
Property Taxes	\$2,981,212	\$3,158,500
Tuition/Fees	5,712,193	6,230,213
State Aid	6,728,571	6,659,311
Other	144,920	149,120
Totals	\$15,566,896	\$16,197,144

Proposed Expenditure Budget — General Operating Fund

Description	Budget 2022-2023	Proposed Budget 2023-2024
Fine Arts	\$316,647	\$329,507
Communications	921,838	883,806
Social Sciences	671,099	659,324
Mathematics	701,310	714,643
Sciences	1,167,258	1,192,709
Physical Education	17,685	15,971
Health Education	5,561	3,799
Business	266,084	279,457
Data Processing / Computer Science	259,141	263,274
Secretarial & Office	80,120	81,905
Law Enforcement / Public Service	110,751	118,940
Media Production Technology	2,000	2,000
Design Technology	164,108	172,782
Mechanical Trades & Service Technology	449,941	485,321
Construction Trades Technology	284,983	284,783
Electrical & Electronic Trades	692,807	804,562
UAV Technologies	0	0
Apprenticeship Instruction	78,181	27,515

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget

Proposed Expenditure Budget — General Operating Fund, Continued

Description	Budget 2022-2023	Proposed Budget 2023-2024
Marine	77,446	83,853
Electrical Bachelors	156,157	158,250
Nursing	916,555	1,030,262
Other Health Related	155,930	22,892
Learning Labs	3,000	1,500
Career Guidance	4,172	8,546
Library / Media Services	261,704	249,299
Off-Campus Admin. / Oscoda Campus	240,749	392,030
Instruction Administration	1,038,507	957,424
Student Services	204,122	212,739
Financial Aid	463,216	499,549
Admissions / Records	722,474	777,418
Data Processing	1,086,452	1,320,869
General Administration	420,274	448,808
Word Processing and Copiers	28,709	29,193
Institutional Administration	1,257,240	1,300,836
Public Relations	285,060	293,514
Resource Development	220,831	235,521
Physical Plant	1,678,511	1,762,106
Transfers	183,397	92,237
Total	\$15,594,020	\$16,197,144

Unrestricted General Operating Fund Balance	Budget 2022-2023	Proposed Budget 2023-2024
Beginning Balance	\$2,253,555	\$2,226,431
Transfer From Fund Balance	(27,124)	0
Ending Balance	\$2,226,431	\$2,226,431

Designated Fund, 2023-2024

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 \$7,180.

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 \$199,000 has been established with approximately \$100,000 earmarked for the transition of the student data management system to the cloud.

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget — Designated Fund

Athletics/Student Activities

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Fees	\$200,049	\$195,049
Gate Receipts / Miscellaneous	1,000	1,000
Fitness Wellness Center Fees	16,000	9,000
Donations	0	25,000
Transfers	187,993	319,996
	<hr/>	<hr/>
Total Revenues	\$405,042	\$550,045
	<hr/> <hr/>	<hr/> <hr/>

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Administration	\$70,902	\$156,045
Men's Basketball	36,113	39,956
Women's Basketball	36,112	39,956
Women's Volleyball	17,932	24,030
Women's Softball	30,330	44,700
Baseball	29,480	46,700
Cross Country	14,272	16,870
Subtotal (Athletics)	235,141	368,257
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Fitness Wellness Center	161,604	171,788
Campus Activity Board	8,297	10,000
	<hr/>	<hr/>
Subtotal (Student Activities)	169,901	181,788
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Total Expenses	\$405,042	\$550,045
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ALPENA COMMUNITY COLLEGE

2023-2024 Proposed Budget — Designated Fund (Continued)

Workforce Development

	Budget 2022-2023	Proposed Budget 2023-2024
<u>Proposed Revenue Budget</u>		
Sales & Services	\$177,242	\$234,250
Facility Rental	20,000	10,000
Transfers	102,242	144,779
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Total Revenue	\$299,484	\$389,029
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	Budget 2022-2023	Proposed Budget 2023-2024
<u>Proposed Expense Budget</u>		
Wages	\$89,866	\$134,640
Fringe Benefits	42,376	60,979
Contract Services	21,500	23,500
Supplies	8,500	8,500
Transfers	137,242	144,779
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Total Expenses	\$299,484	\$372,398
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Special Events/Staff Development

	Budget 2022-2023	Proposed Budget 2023-2024
<u>Proposed Revenue Budget</u>		
Special Events - Gen. Fund Transfer	\$6,500	\$6,500
Staff Development - Gen. Fund Transfer	16,000	16,000
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Total Revenues	\$22,500	\$22,500
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	Budget 2022-2023	Proposed Budget 2023-2024
<u>Proposed Expense Budget</u>		
Special Events - Supplies / Awards	\$6,500	\$6,500
Staff Development - Workshops / Grants	16,000	16,000
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Total Expenses	\$22,500	\$22,500
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ALPENA COMMUNITY COLLEGE

2023-2024 Proposed Budget — Designated Fund (Continued)

Madeline Briggs University Center

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Sales and Service	\$7,000	\$7,000
Reimbursements	250	180
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Total Revenues	\$7,250	\$7,180
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<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Other	\$7,250	\$7,180
Transfer	0	0
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Total Expenses	\$7,250	\$7,180
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Technology

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Technology Fee	\$195,000	\$199,000
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<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Transfer	\$0	\$100,000
Equipment and Services	97,000	99,000
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	\$97,000	\$199,000
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<u>TOTAL DESIGNATED FUND</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Revenue	\$929,276	\$1,167,754
Expense	\$831,276	\$1,151,123
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Auxiliary Enterprises Fund, 2023-2024

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 FY24.

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 2023-2024 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 \$294,000 with expenses to be approximately \$214,000.

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget — Auxiliary Enterprises Fund

	<u>Bookstore</u>	
<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Book Sales	\$27,000	\$27,000
Total Revenues	<u>\$27,000</u>	<u>\$27,000</u>

	<u>Food Service</u>	
<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Transfers	\$27,000	\$27,000
Total Expenses	<u>\$27,000</u>	<u>\$27,000</u>

	<u>Food Service</u>	
<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Sales & Service	\$3,000	\$3,000
Transfer	7,000	7,000
Total Revenues	<u>\$10,000</u>	<u>\$10,000</u>

	<u>Food Service</u>	
<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Contract Service	\$10,000	\$10,000
Total Expenses	<u>\$10,000</u>	<u>\$10,000</u>

ALPENA COMMUNITY COLLEGE

2023-2024 Proposed Budget — Auxiliary Enterprises Fund (Continued)

Auto Service

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Sales and Service	\$30,000	\$30,000
Total Revenues	<u>\$30,000</u>	<u>\$30,000</u>

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Cost of Goods / Services Sold	\$30,000	\$30,000
Total Expenses	<u>\$30,000</u>	<u>\$30,000</u>

Transportation

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Total Revenues	<u>\$7,000</u>	<u>\$7,000</u>

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Maintenance	\$7,000	\$7,000
Total Expenses	<u>\$7,000</u>	<u>\$7,000</u>

ALPENA COMMUNITY COLLEGE

2023-2024 Proposed Budget — Auxiliary Enterprises Fund (Continued)

	<u>Housing</u>	
	Budget	Proposed
<u>Proposed Revenue Budget</u>	<u>2022-2023</u>	<u>2023-2024</u>
Apartment Rental	\$249,450	\$287,460
Apartment Cleaning Fee	7,000	7,000
Total Revenues	<u>\$256,450</u>	<u>\$294,460</u>
	Budget	Proposed
<u>Proposed Expense Budget</u>	<u>2022-2023</u>	<u>2023-2024</u>
Wages	\$68,283	\$78,304
Fringe Benefits	22,289	24,097
Services	6,500	5,200
Utilities	20,100	22,000
Maintenance and Other	26,400	26,800
Depreciation, Interest, Overhead	57,606	57,733
Total Expenses	<u>\$201,178</u>	<u>\$214,134</u>
	Budget	Proposed
<u>TOTAL AUXILIARY ENTERPRISES FUND</u>	<u>2022-2023</u>	<u>2023-2024</u>
Revenue	<u>\$330,450</u>	<u>\$368,460</u>
Expense	<u>\$275,178</u>	<u>\$288,134</u>

Restricted Fund, 2023-2024

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 grant at the College. 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 FY2024 it would be helpful to the achievement of College objectives that these external “soft” monies be obtained during the coming year.

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget — Restricted Fund

TRIO Grant (Talent Search)

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Grant Funds	\$372,932	\$333,696
Indirect Cost Recovery	(24,858)	(20,044)
Total Revenues	<u>\$348,074</u>	<u>\$313,652</u>

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Wages / Salaries	\$213,875	\$173,311
Fringe Benefits	114,530	122,251
Supplies and Other	19,669	18,090
Total Expenses	<u>\$348,074</u>	<u>\$313,652</u>

SIP Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Grant	\$410,976	\$428,121
Indirect Cost Recovery	0	0
Total Revenue	<u>\$410,976</u>	<u>\$428,121</u>

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Salary	\$222,226	\$160,018
Fringe Benefits	77,750	78,798
Contracted Services	42,000	42,000
Equipment	50,000	129,406
Other	19,000	17,899
Total Expenses	<u>\$410,976</u>	<u>\$428,121</u>

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget — Restricted Fund (Continued)

Perkins Vocational/Applied Technical Education

	Budget 2022-2023	Proposed Budget 2023-2024
Special Populations Grant Funds	\$45,624	\$49,400
Instructional Equipment Grant Funds	39,170	39,170
College Local Leadership Grant Funds	9,200	9,200
Total Revenues	\$93,994	\$97,770

<u>Proposed Expense Budget</u>	Budget 2022-2023	Proposed Budget 2023-2024
Special Populations Wages	\$30,876	\$31,666
Special Populations Fringe Benefits	14,748	17,734
Special Populations Travel	0	0
Subtotal	45,624	49,400
Instructional Equipment	\$39,170	\$39,170
College Local Leadership	\$9,200	\$9,200
Total Expenses	\$93,994	\$97,770

CET Grant

<u>Proposed Revenue Budget</u>	Budget 2022-2023	Proposed Budget 2023-2024
State Support	\$45,000	\$45,000

<u>Proposed Expense Budget</u>	Budget 2022-2023	Proposed Budget 2023-2024
Wages / Salaries	\$27,926	\$29,387
Fringe Benefits	14,686	15,192
Other	2,388	421
Total Expenses	\$45,000	\$45,000

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget — Restricted Fund (Continued)

College Work Study

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Grants	\$38,000	\$38,000

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Student Wages	\$38,000	\$38,000

Pell Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Federal Grant	\$1,425,000	\$1,425,000

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Awards	\$1,425,000	\$1,425,000

Supplemental Education Opportunity Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Federal Grant	\$82,000	\$82,000

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Awards	\$82,000	\$82,000

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget — Restricted Fund (Continued)

<u>TOTAL RESTRICTED FUND</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Revenue	<u>\$2,443,044</u>	<u>\$2,429,543</u>
Expense	<u>\$2,443,044</u>	<u>\$2,429,543</u>

Capital Equipment/Building Maintenance Fund, 2023-2024

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.

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget

2023-2024 Capital Equipment/Building Maintenance Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Facilities Fee	\$165,000	\$170,000
Transfer from General Fund	115,032	0
Transfer	0	252,924
Mandatory Transfer	0	0
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Total Revenues	<u>\$280,032</u>	<u>\$422,924</u>
<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Equipment	\$40,000	\$40,000
Contract Services - Renovations	35,000	30,000
Contract Services - Maint. Projects	100,000	100,000
Debt Service Transfer	204,700	0
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Total Expenses	<u>\$379,700</u>	<u>\$170,000</u>

Plant Fund, 2023-2024

The Plant Fund is the depository for various state/local grants that are directed toward the construction of capital projects. The planning for the renovation and repurposing of the Besser Annex autobody lab is complete. The construction for the \$3,000,000 project, 80% funded by the USDA, has begun to transform the vacant 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.

ALPENA COMMUNITY COLLEGE

2023-2024 Proposed Budget

2023-2024 Plant Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
State Capital Outlay	\$300,000	\$ -
Transfer from Prior Year Revenues	1,000,000	
Federal Funding	0	2,400,000
Donations	750,000	600,000
Total Revenues	<u>\$2,050,000</u>	<u>\$3,000,000</u>

<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Professional Fees	\$75,000	\$75,000
Site Improvements	5,000	15,000
Construction in Progress	570,000	2,000,000
Equipment	400,000	910,000
Total Expenses	<u>\$1,050,000</u>	<u>\$3,000,000</u>

Debt Service Fund, 2023-2024

The College refinanced a General Obligation Limited Tax Bond in 2013 and has finished paying off the bond. 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.

ALPENA COMMUNITY COLLEGE

2023-2024 Proposed Budget

2023-2024 Debt Service Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Transfer Facility Fee	\$204,700	\$ -
Transfer Housing Fund	48,851	48,512
Total Revenues	\$253,551	\$48,512
<u>Proposed Expense Budget</u>	<u>Budget 2022-2023</u>	<u>Proposed Budget 2023-2024</u>
Interest	\$19,551	\$14,512
Principal	234,000	34,000
Total Expenses	\$253,551	\$48,512

ALPENA COMMUNITY COLLEGE
2023-2024 Proposed Budget

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2024.

2.876 Bids: Tables and Chairs for the Oscoda Campus

Alpena Community College solicited bids for 216 replacement chairs and 103 replacement tables to be used at the Oscoda Campus. Specifications are as follows:

- **Tables**
 - 60"x24"
 - Cherry Laminate Top
 - Training Table W/ T-Legs
 - Quantity: 103

- **Chairs**
 - Black with Mesh Back fabric chair
 - Armless
 - Adjustable height
 - Casters for mobility/Swivel
 - Quantity: 216

Each bidder was asked to submit bids for each product individually and together. Three vendors responded to the solicitation; the results are as follows:

Equipment	Neuco Seating, Inc. Traverse City, MI	Staples Advantage, Framingham, MA	Custer, Traverse City, MI
Tables	\$22,004.45	\$33,138.17	\$33,717.17
Chairs	\$31,498.20	\$18,252.00	\$34,264.40
Tables & Chairs	\$53,216.65	\$51,390.17	\$67,981.57

College officials have reviewed the bids and recommend accepting the chairs bid from Staples Advantage and the tables bid from Neuco Seating, Inc.

Funding for the purchases would come from the Maintenance Replacement Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes College officials to purchase 103 tables from Neuco Seating, Inc., of Traverse City, Michigan, for a cost not to exceed \$22,004.45, and to purchase 216 chairs from Staples Advantage of Framingham, Massachusetts, for a cost not to exceed \$18,252.00, to be used at the Oscoda Campus.

2.877 Bids: Programmable 16 mm LED Outdoor Display Sign

Alpena Community College received the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant in 2022. This earmark was intended to help implement new programs as well as maintain and improve the Oscoda Campus.

A digital sign for the Oscoda Campus located on Skeel Avenue will aid in promoting the campus, improve marketing, and be a recruitment aid. This signage will also help students, faculty, staff and the community to know about events occurring at the Oscoda Campus. The current Oscoda Campus signage has become outdated and no longer assists in the campus's overall promotion.

A Request for Proposals (RFP) was sent to Omega Electric and Sign Company, Stewart Signs, and Mega Sign Inc. Only one proposal — from Omega Electric — was submitted.

The Omega proposal includes:

- Produce and install custom monument sign with LED message centers by Watchfire
- LED-illuminated main ID sign
- Aluminum sign body and pole cover
- Cement foundation
- Structural steel
- Permit fees
- Total cost of \$26,150

Despite only receiving one quote, the Oscoda Campus would like to proceed with the purchase of the outdoor digital LED sign from Omega Electric and Sign Company. This company is currently held in high regard by the Alpena Campus. Omega is also a local company so the purchase will benefit the Alpena community. The digital sign will give the Oscoda Campus an advertising opportunity as well as help maintain relationships with Northeast Michigan community partners and commerce.

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

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase one programable 16mm LED outdoor digital sign, including installation, permits, fees, and a 5-year warranty on manufactured parts and factory labor for a total of not to exceed \$26,150.00 This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

2.878 Bids: Carpeting for the Alpena Campus Library

Alpena Community College periodically assesses the condition of College buildings and facilities with the goal of providing attractive, high quality learning spaces for students and employees.

A recent assessment of the Stephen H. Fletcher Library on the Alpena Campus indicated the need for replacing the old carpeting throughout the library space. College officials distributed a Request for Proposals (RFP) soliciting bids for carpet tiles, vinyl cove base, carpet removal, and installation with a project size of approximately 8,470 square feet. The RFP was advertised in The Alpena News beginning May 17, 2023.

Two bids were received.

Vendor	Total Bid
Stanson Floor Covering & Furniture, Inc., Alpena, MI	\$46,729.80
Youngs Flooring, Alpena, MI	\$36,846.00

College officials have evaluated the bids and recommend the low bid of Youngs Flooring of Alpena, Michigan. The cost of the project would come from the Maintenance Replacement Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes College officials to contract with Youngs Flooring of Alpena, Michigan, for replacement carpeting in the Stephen H. Fletcher Library at a cost not to exceed \$36,846.00

2.879 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 2023-24 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2023.

_____ is appointed to the 2023-24 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2023.

_____ is appointed to the 2023-24 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2023.

4.088 Financial Report

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

- The property tax receipts of \$2,971,808 are \$135,643 more than those for May 2022, as expected.
- Tuition/fee receipts of \$6,040,749 are \$362,282 more than last year at this time because of higher-than-expected enrollments.
- State aid for the current year is \$4,751,807 because of the normal start month of October, regular appropriations are \$85,518 less than last year. Additionally, \$214,556, \$133,192 in May, was received for personal property tax, approximately \$7,400 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 May 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 May 2023

- 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 Eleven Months Ending May 31, 2023

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	2,971,808	2,836,165	135,643
Tuition/Fees	6,040,749	5,678,467	362,282
Sales, Service, and Rent	37,295	28,214	9,081
State Aid	4,751,807	4,851,314	(99,507)
Local	0	0	0
State	0	0	0
Federal	36,250	43,032	(6,782)
Federal - HEERF	0	649,487	(649,487)
Cost Recovery	0	397	(397)
Interest	30,080	0	30,080
Other	7,394	8,234	(840)
Revenue	13,875,383	14,095,310	(219,927)
Expense			
Instruction	6,608,472	6,795,301	(186,829)
OIT	963,344	895,078	68,266
Public Service	0	0	0
Instruction Support	1,519,776	1,347,603	172,173
Student Services	1,269,244	1,264,495	4,749
Institutional Administration	1,990,188	1,844,295	145,893
Physical Plant	1,440,078	1,455,995	(15,917)
Expense	13,791,102	13,602,767	188,335
Income	84,281	492,543	(408,262)
Net Assets - Beginning of Year	2,253,555	2,004,253	249,302
Net Assets - End of Year	2,337,836	2,496,796	(158,960)

Alpena Community College
Comparative Income Statement
General Fund
For the Eleven Months Ending May 31, 2023

Description	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Variance	FY 2023 Comple te	FY 2022 Comple te
Revenue					
Property Tax	2,981,212	2,971,808	(9,404)	99.68%	100.43%
Tuition/Fees	5,712,193	6,040,749	328,556	105.75%	92.41%
Sales, Services, and Rent	22,000	37,295	15,295	169.52%	128.25%
State Aid	6,728,571	4,751,807	(1,976,764)	70.62%	79.05%
Federal	35,000	36,250	1,250	103.57%	70.54%
Federal - HEERF	0	0	0	0.00%	0.55%
Cost Recovery	75,000	0	(75,000)	0.00%	0.55%
Interest	5,000	30,080	25,080	601.60%	0.00%
Other	7,920	7,394	(526)	93.36%	103.96%
Revenue	<u>15,566,896</u>	<u>13,875,383</u>	<u>(1,691,513)</u>	<u>89.13%</u>	<u>92.29%</u>
Expense					
Salaries	8,810,786	8,150,573	660,213	92.51%	94.39%
Fringe Benefits	4,256,695	3,668,723	587,972	86.19%	88.40%
Outside Services	788,286	748,294	39,992	94.93%	92.94%
Advertising	241,500	179,180	62,320	74.19%	81.55%
Supplies	170,980	133,654	37,326	78.17%	77.24%
Rental	0	0	0	0.00%	0.00%
Utilities	459,390	348,636	110,754	75.89%	81.40%
Telephone	18,000	25,294	(7,294)	140.52%	57.49%
Postage	35,000	26,092	8,908	74.55%	55.29%
Insurance	135,000	136,279	(1,279)	100.95%	87.14%
Travel & Mileage	65,396	31,166	34,230	47.66%	33.57%
Tuition Waivers and Dues	235,000	219,560	15,440	93.43%	98.40%
Library Books & Equipment	101,590	76,381	25,209	75.19%	52.02%
Other	77,000	47,267	29,733	61.39%	75.09%
Transfers	199,397	0	199,397	0.00%	0.00%
Expense	<u>15,594,020</u>	<u>13,791,099</u>	<u>1,802,921</u>	<u>88.44%</u>	<u>89.06%</u>

Description	FY 2023 Budget	FY 2023 YTD Actual
Income	(27,124)	84,284
Net Assets - Beginning of Year	<u>2,253,555</u>	<u>2,253,555</u>
Net Assets - End of Year	<u><u>2,226,431</u></u>	<u><u>2,337,839</u></u>

Alpena Community College General Fund Month to Month Tracking For the Eleven Months Ending May 31, 2023

Description	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	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	17,467	0	6,040,750	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	1,200	0	37,299	22,000
State Aid	0	0	0	630,514	614,877	549,135	526,256	601,102	549,135	549,135	731,652	0	4,751,806	6,728,571
Federal	2,711	800	8,246	2,461	2,918	4,350	4,300	3,485	2,490	2,226	2,263	0	36,250	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	736	14,331	0	30,078	5,000
Other	25	1,080	855	850	430	1,585	45	49	2,345	100	30	0	7,394	7,920
Revenue	2,994,181	695,940	(25,291)	762,125	2,247,172	1,541,992	1,701,092	1,293,457	1,239,455	658,319	766,943	0	13,875,385	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	705,454	0	8,150,574	8,810,786
Fringe Benefits	377,519	283,798	292,416	351,516	306,738	411,781	270,275	422,698	311,190	314,081	326,713	0	3,668,725	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	47,246	0	748,293	788,286
Advertising	1,010	12,207	33,118	12,467	24,510	13,670	13,193	33,773	11,305	10,850	13,078	0	179,181	241,500
Supplies	5,702	12,123	6,847	11,509	16,931	7,466	8,991	20,818	7,457	13,140	22,669	0	133,653	170,980
Utilities	205	14,839	13,198	25,663	34,347	43,378	48,033	47,540	45,703	43,099	32,632	0	348,637	459,390
Telephone	730	313	0	1,332	415	408	709	399	20,090	500	398	0	25,294	18,000
Postage	76	109	6,223	126	228	7,106	278	5,000	1,597	162	5,187	0	26,092	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	4,535	0	31,166	65,396
Tuition Waivers and Dues	846	111,067	1,250	20,592	1,150	175	69,971	1,876	13,021	0	(388)	0	219,560	235,000
Library Books & Equipment	50,309	7,240	3,273	139	1,808	946	796	1,094	1,750	4,886	4,140	0	76,381	101,590
Other	1,058	4,716	14,061	945	282	4,601	8,881	7,531	380	2,045	2,767	0	47,267	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	1,057,780	1,597,114	1,078,637	1,130,239	1,164,431	0	13,791,102	15,594,020
Income	1,373,938	(415,548)	(1,077,616)	(535,248)	1,099,737	7,955	643,312	(303,657)	160,818	(471,920)	(397,488)	0	84,283	(27,124)

4.089 Personnel Report

New hires, terminations, and status changes from May 12 to May 31, 2023.

New Hires:

- Angela Soltysiak, FT Faculty – Nursing Program Instructor, effective 07/01/2023.

Re-Hires:

- None.

Transfers:

- Terry McKenzie, Transfer from ADM Simulation Lab Manager to FT Faculty – Nursing Program Instructor (Psychiatric Specialty), effective 08/01/2023.
- Melanie Rowden, Transfer from Adjunct – Nursing to FT Faculty – Nursing Program Instructor - Oscoda Campus, effective 07/01/2023.
- Kristen Schnell #0140828, Transfer from TRiO Talent Search Secretary to Financial Aid Office Coordinator, effective 07/01/2023

Resignations:

- Steven Fosgard, Vice President of Instruction, effective 05/12/2023.
- Robert Kutschman, FT Faculty – Nursing Instructor, effective 05/11/2023.

Terminations:

- None.

Retirements:

- Brenda Kelley, FT Faculty – Biological Sciences Instructor, effective 05/15/2023.
- Kimberly Salziger, FT Faculty – Medical Assistant Program Instructor, effective 05/31/2023.

Name Changes:

- None.

Position Name Changes:

- None.

4.090 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between May 12 to June 5, 2023.

Total Donors:	37
New Gifts:	\$19,025.15
Pledge Payments:	\$0.00
New Pledges:	\$0.00