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, August 17, 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, August 11, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, August 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): 2434 739 7245#
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://24347397245@alpenacc.webex.com
You can also dial 173.243.2.68 and enter your meeting number.
Meeting number (access code): 2434 739 7245
Meeting password: iDFEWFfE738

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

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REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Thursday, August 17, 2023, 7:00 p.m. regular meeting
665 Johnson Street, Alpena, MI 49707

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1) Call to Order

2) Pledge of Allegiance

3) Approval of Agenda

4) Approval of the Proposed Minutes of the June 15, 2023, Regular Board Meeting and Closed Session, and Proposed Minutes of the July 31, 2023, Special Meeting and Closed Session

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

12) Information Items

13) Board Discussion

14) New Business

15) Suggested Future Agenda Items

16) Next Regular Meeting: September 21, 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

2.884 Bids: Security Guard Services for the Alpena Campus

In October 2018 the Board of Trustees approved a contract with the City of Alpena and the Alpena Police Department to provide enhanced law enforcement coverage for the Alpena Campus for the period of January 1, 2019, to December 31, 2024. That agreement provided a certified police officer to the Alpena Campus for general coverage as well as attending Board of Trustees meetings and other College activities.

Changes in Alpena Police Department staffing have impacted the availability of an officer to be present on the Alpena Campus for regular activities. Officers continue to attend ACC board meetings. The shortage of officers is forecasted to last through the 2023-24 ACC school year.

In an effort to augment the contract with Alpena Police Department, ACC officials circulated a Request for Proposals (RFP) for security services for the Alpena Campus. The RFP was published in *The Alpena News*.

One business responded to the RFP. Allied Universal of Conshohocken, PA, provides physical security, technology security, risk advising and consulting, executive protection and intelligence services, and security/safety training and currently employs nearly 300,000 security professionals protecting over 50,000 client sites.

Allied Universal submitted a bid with a total price of $73,222.40, which includes Allied Universal supplying its own vehicle, gasoline being billed as expenses are incurred, and a cell phone.

College officials have reviewed the bid information and continue to negotiate with Allied Universal to refine the services to be provided. To expedite the process of hiring Allied Universal, College officials are asking the Board of Trustees to approve the bid at a cost not to exceed the amount listed above.

Funding for the new security services would come from the General Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes College officials to contract with Allied Universal of Conshohocken, PA, for security services for a cost not to exceed $73,222.40.

4.091 Financial Report

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

- The property tax receipts of $152,574 are $35,692 less than those for July 2022, due to timing of receipts.
- Tuition/fee receipts of $3,149,811 are $353,160 more primarily due to higher-than-expected registrations at this time of year.
- State aid for the current year is zero because of the normal start month of October.
- There were only two payrolls processed in July for FY 24 and three payrolls for July FY 24.
- Net income through the first month of the new fiscal year shows as a gain of $2,179,925, which is typical for this time of year, when fall tuition receipts have built up.

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

- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through July 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 Month Ending July 31, 2023

Description	YTD Actual FY 2023	YTD Actual FY 2022	YTD Actual Variance
Revenue			
Property Tax	152,574	188,266	(35,692)
Tuition/Fees	3,149,811	2,796,651	353,160
Sales, Service, and Rent	6,198	6,528	(330)
State Aid	0	0	0
State	0	0	0
Federal	0	2,711	(2,711)
Cost Recovery	0	0	0
Interest	0	0	0
Other	0	25	(25)
Revenue	3,308,583	2,994,181	314,402
Expense			
Instruction	430,155	649,660	(219,505)
OIT	106,727	280,251	(173,524)
Public Service	0	0	0
Instruction Support	161,160	170,031	(8,871)
Student Services	99,975	116,989	(17,014)
Institutional Administration	224,382	253,052	(28,670)
Physical Plant	106,258	150,260	(44,002)
Expense	1,128,657	1,620,243	(491,586)
Income	2,179,926	1,373,938	805,988
Net Assets - Beginning of Year	2,253,555	2,253,555	0
Net Assets - End of Year	4,433,481	3,627,493	805,988

Alpena Community College
Comparative Income Statement
General Fund
For the Month Ending July 31, 2023

Description	FY 2024 Budget	FY 2024 YTD Actual	FY 2024 Variance	FY 2024 Complete	FY 2023 Complete
Revenue					
Property Tax	3,158,500	152,574	(3,005,926)	4.83%	6.32%
Tuition/Fees	6,230,213	3,149,811	(3,080,402)	50.56%	48.96%
Sales, Services, and Rent	29,200	6,198	(23,002)	21.23%	29.67%
State Aid	6,659,311	0	(6,659,311)	0.00%	0.00%
Federal	29,000	0	(29,000)	0.00%	7.75%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	0	(5,000)	0.00%	0.00%
Other	370,757	0	(370,757)	0.00%	0.32%
Revenue	16,559,981	3,308,583	(13,251,398)	19.98%	0.00%
Expense					
Salaries	9,018,770	642,520	8,376,250	7.12%	10.08%
Fringe Benefits	4,474,299	302,353	4,171,946	6.76%	8.87%
Outside Services	1,036,022	50,345	985,677	4.86%	27.88%
Advertising	241,500	2,170	239,330	0.90%	0.42%
Supplies	190,700	3,692	187,008	1.94%	3.33%
Utilities	487,390	176	487,214	0.04%	0.04%
Telephone	9,000	0	9,000	0.00%	4.06%
Postage	30,000	0	30,000	0.00%	0.22%
Insurance	135,000	71,137	63,863	52.69%	55.51%
Travel & Mileage	65,396	836	64,560	1.28%	0.36%
Tuition Waivers and Dues	241,000	7,828	233,172	3.25%	0.36%
Library Books & Equipment	82,830	45,998	36,832	55.53%	49.52%
Other	77,000	1,603	75,397	2.08%	1.37%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	1,128,658	15,431,323	6.82%	10.39%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	2,179,925
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,253,555	4,433,480

Alpena Community College
General Fund Month-to-Month Tracking
For the Month Ending July 31, 2023

Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	152,574	0	0	0	0	0	0	0	0	0	0	0	152,574	3,158,500
Tuition/Fees	3,149,811	0	0	0	0	0	0	0	0	0	0	0	3,149,811	6,230,213
Sales, Services, and Rent	6,198	0	0	0	0	0	0	0	0	0	0	0	6,198	29,200
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	6,659,311
Federal	0	0	0	0	0	0	0	0	0	0	0	0	0	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,000
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	370,757
Revenue	3,308,583	0	0	0	0	0	0	0	0	0	0	0	3,308,583	16,559,981
Expense														
Salaries	642,520	0	0	0	0	0	0	0	0	0	0	0	642,520	9,018,770
Fringe Benefits	302,353	0	0	0	0	0	0	0	0	0	0	0	302,353	4,474,299
Outside Services	50,345	0	0	0	0	0	0	0	0	0	0	0	50,345	1,036,022
Advertising	2,170	0	0	0	0	0	0	0	0	0	0	0	2,170	241,500
Supplies	3,692	0	0	0	0	0	0	0	0	0	0	0	3,692	190,700
Utilities	176	0	0	0	0	0	0	0	0	0	0	0	176	487,390
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	9,000
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000
Insurance	71,137	0	0	0	0	0	0	0	0	0	0	0	71,137	135,000
Travel & Mileage	836	0	0	0	0	0	0	0	0	0	0	0	836	65,396
Tuition Waivers and Dues	7,828	0	0	0	0	0	0	0	0	0	0	0	7,828	241,000
Library Books & Equipment	45,998	0	0	0	0	0	0	0	0	0	0	0	45,998	82,830
Other	1,603	0	0	0	0	0	0	0	0	0	0	0	1,603	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	471,074
Expense	1,128,658	0	0	0	0	0	0	0	0	0	0	0	1,128,658	16,559,981
Income	2,179,925	0	0	0	0	0	0	0	0	0	0	0	2,179,925	0

4.092 Personnel Report

New hires, terminations, and status changes from June 1 to August 10, 2023.

New Hires:

- Paige Gordier, Vice President of Instruction, effective 07/03/2023.
- Sebastian Frost, FT Faculty - Speech, effective 08/01/2023.
- Chelsea Leeck-Putkamer, ESP1 Part-Time TRiO Talent Search Secretary, effective 07/26/2023.

Re-Hires:

- Joseph Bastow, FT Faculty – English Instructor, effective 08/01/2023.
- Ginger Bohlen, FT Faculty – Biology Instructor, effective 08/01/2023.

Transfers:

- Kristen Schnell, Transfer from TRiO Talent Search Secretary to Financial Aid Office Coordinator, effective 07/01/2023.
- Christal Wiltse, Transfer from Substitute – Custodian to Full Time Custodian, effective 07/03/2023.
- Terry McKenzie, Transfer from Simulation Lab Manager to FT Faculty – Nursing Instructor (Psychiatry), effective 08/01/2023.
- Lauren Mantlo, Transfer from FT Learning Resources Center Library Technician to Director of Learning Resources Center, effective 07/01/2023.
- Lisa Snyder, Transfer from Director of Institutional Research to Executive Director of the Office of Information Technology, effective 07/01/2023.
- Pat Manning, Transfer from PT Learning Resources Center Library Technician to FT Learning Resources Center Library Technician, effective 07/01/2023.
- Vicki McCoy, Transfer from Adjunct – Biology to FT Faculty – Biology Instructor, effective 08/01/2023.

Resignations:

- Melissa Fournier-Thomas, Director of Special Projects, effective 06/30/2023.
- Amanda Sumerix, Director of the SIP Grant, effective 07/07/2023.
- Brian Colorite, TRiO Advisor – South, effective 06/18/2023.
- Jake Gallagher, Part Time Custodian, effective 06/09/2023.
- Christine Gibson, Student Success Center Technician – Alpena Campus, effective 08/04/2023.
- Anthony Pratt, FT Faculty – Nursing Program Instructor, effective 08/06/2023.

Terminations:

- None.

Retirements:

- Wendy Brooks, Director of the Learning Resources Center, effective 07/06/2023.
- Jeffrey Blumenthal, Director of Administrative Information Systems, effective 07/01/2023.
- Karol Walchak, FT Faculty – Speech Instructor, effective 07/01/2023.
- Nathaniel Salziger, Learning Resources Center Library Technician, effective 07/01/2023
- Ronald Bellenir, Custodian, effective 07/01/2023.
- Connie Kaczorowski, Financial Aid Office Coordinator, effective 07/01/2023.

Name Changes:

- None.

Position Name Changes:

- None.

4.093   Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between June 6 to August 10, 2023.

Total Donors: **226**
New Gifts: $67,445.62
Pledge Payments: $0.00
New Pledges: $3,000.00