

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, September 21, 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, September 15, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, September 21, 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): 2443 131 6812#

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://24431316812@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2443 131 6812

Meeting password: anKVHDhC683

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, September 21, 2023, 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 August 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
  - 2.885 Bids: Bus Transportation for Basketball, Baseball, and Softball Teams .....2
  - 2.886 Anatomage Table Purchase.....4
  - 2.887 Neonatal Simulator Purchase.....6
- 12) Information Items
  - 4.094 Financial Report.....7
  - 4.095 Personnel Report.....11
  - 4.096 Gifts and Grants Report .....12
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: October 19, 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

## **2.885 Bids: Bus Transportation for Basketball, Baseball, and Softball Teams**

Alpena Community College solicited bids for providing bus transportation to away games for the men's and women's basketball teams, the baseball team, and the softball team for the 2023-24 season. The request for proposals (RFP) asked for the following details to be addressed in the bid:

- Mileage charge
- Overnight charge (if any)
- Age of buses (including mileage of buses)
- Capacity of buses
- Amenities of buses (TV, stereo, etc.)
- Include specific bids for basketball (men's and women's), softball, and baseball
- All buses will leave from Alpena Community College

While two vendors responded to the College's RFP, only one submitted a bid: Beyond Horizons Tour & Travel of Mt. Pleasant, Michigan. Beyond Horizons's bid was for two years, 2023-24 and 2024-25. Beyond Horizons has offered to add ACC logos and identification on their buses as an incentive for ACC to sign a two-year contract.

Following are specifics related to the Beyond Horizons bid.

- Vehicle Information:
  - 56-passenger motorcoaches: 2011-2019 MCI/Van Hool/Temsa (mileage ranges from 78,000-492,000)
  - 38-passenger motorcoaches: 2015-2018 Temsa (mileage ranges from 119,000-202,000)
- All Motorcoaches Include:
  - High back reclining seats w/ foot & arm rests
  - Video/audio system w/CD & DVD players
  - WIFI
  - PA system
  - Air conditioning
  - Underbody luggage compartments
  - Restroom
  - Overhead storage compartments
  - Kneeling capabilities for passenger loading/unloading
  - Individual overhead climate control adjustment vents
- Driver's Lodging:
  - When staying overnight, charter client is responsible for providing adequate lodging for motorcoach driver at a hotel that meets the standards of Beyond Horizons Tour & Travel, and provides for parking of the vehicle.

- Fuel Surcharge:
  - Will apply when cost of diesel is at or above \$5.009 per gallon (based on cost of diesel fuel at MI Stop – Citgo Station in Alpena). Surcharge is 0.50% for every \$0.10 increase of fuel cost.

<u>Other Charges</u>	<u>56-passenger bus</u>	<u>38-passenger bus</u>
Mileage Charge	\$5.00 per mile	\$4.50 per mile
Single Day Minimum Charge	\$1,050.00	\$975.00
Overnight Charge	\$750 per night	\$550 per night

A breakdown of the costs for bus transportation for each sport and each year is as follows. The breakdown assumes the use of the 38-passenger bus for transporting the men’s and women’s basketball teams, and the use of the 56-passenger bus to transport the combined baseball and softball teams. Please note: the 2024-25 basketball season schedule is not yet set so the costs associated with it are estimates based on the 2023-24 schedule.

<u>Team</u>	<u>Bus Size</u>	<u>Cost</u>
2023-24 Men’s and Women’s Basketball	38-passenger bus	\$21,437.00
2024 Baseball and Softball	56-passenger bus	\$11,600.00
2024-25 Men’s and Women’s Basketball	38-passenger bus	\$21,362.00
2025 Baseball and Softball	56-passenger bus	<u>\$13,400.00</u>
<b>Total 2023-25 (Estimated)</b>		<b><u>\$67,799.00</u></b>

College officials have reviewed the bids. Athletic Director Allen Telgenhof supports the bid from Beyond Horizons, noting that the bus company has performed well in previous years and is operated by a person with Alpena ties who has an active presence in Alpena. Adding ACC logos to the Beyond Horizons buses fits well with ACC’s improved branding and marketing in athletics and will be impressive for student-athletes, prospective student-athletes, and members of the public. Beyond Horizons is also aware of concerns about bus breakdowns that have happened in the past and is working to prevent those problems from reoccurring.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to contract with Beyond Horizons Tour & Travel of Mt. Pleasant, Michigan, to provide bus transportation for the men’s and women’s basketball teams and the baseball and softball teams for the 2023-24 and 2024-25 seasons. The cost of that travel is estimated to be \$67,799.00 but that may change due to scheduling changes and other factors.

## 2.886 Anatomage Table Purchase

In 2020 and 2022 Alpena Community College purchased Anatomage tables to upgrade the instructional technology in the Nursing Program. Currently Anatomage tables are located at both the Alpena and Oscoda campuses.

As use of the Anatomage tables has increased, the location of the Alpena Campus table has become an issue. Courses located in different rooms across campus have begun using the device but the table is not readily portable. One solution to alleviate this challenge is to acquire another table for the Alpena Campus. Funding tied to the State of Michigan’s BSN program legislation can be used for the purchase of equipment such as the Anatomage table.

Following is a description of the Anatomage Table Clinical virtual dissection table:

“The Anatomage Table Clinical (the Table Clinical) is a system that has been created with clinical applications in mind. Users can load in medical image data from their PACS and see it reconstructed in 3D. Clinicians, residents, and medical students can visualize internal and surface anatomy in 3D space dynamically, with high resolution and great accuracy. The Table Clinical is the premier solution for looking at real patient anatomy, medical education, clinical planning, and is FDA cleared for use in medical diagnosis.”

The Anatomage Table Clinical, made by Anatomage Inc., is the only piece of equipment that exists with the specifications desired by ACC. College officials have determined that:

- Anatomage Inc. is the sole manufacturer and distributor of Anatomage tables;
- The Anatomage Table Application installed on the Anatomage table is proprietary software designed and distributed exclusively by Anatomage Inc.
- Anatomage tables are serviced and supported exclusively by Anatomage, Inc.

Following is a cost breakdown for the purchase.

Anatomage Table Clinical .....	\$59,500.00
Crate .....	\$725.00
Online training .....	Included
Table on cloud (warranty).....	Included
First Year Warranty .....	Included
Shipping and handling .....	<u>\$1,975.00</u>
<b>Total .....</b>	<b>\$62,200.00</b>

ACC proposes to use state funding tied to the BSN legislation to pay for the purchase.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of one Anatomage Table Clinical with a one-year warranty from Anatomage Inc. at a cost not to exceed \$62,795.00.

**2.887 Neonatal Simulator Purchase**

Alpena Community College was granted the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant in 2022. This earmark is intended to create and improve nursing lab spaces on the Oscoda Campus. The Oscoda Campus Nursing Program has experienced significant improvements recently and now wishes to add a neonatal simulator. Students are limited in the amount of time they are able to spend with newborn babies; a neonatal simulator will allow them to become comfortable with neonates before going into the clinical setting. Gaumard makes the only high-fidelity neonatal simulator currently available.

Gaumard is a sole provider and manufacturer of this type of product. Laerdal and CAE do make a product, but they are low- to medium-fidelity manikins. Super Tory is a neonatal simulator that is a fully programable high-fidelity manikin (much like the HAL units), and is able to run simulation scenarios that cannot be duplicated with other neonatal simulators. This technology is currently used on the Alpena Campus Nursing Department.

Following is a cost breakdown from Gaumard.

Super Tory S2220 Neonatal Manikin:

Manikin .....	\$43,945
Bedside Virtual Monitor .....	\$2,305
3-year service plan .....	\$11,765
Installation and in-Service for multiple simulators.....	\$3,250
Shipping .....	<u>\$112</u>
<b>Total .....</b>	<b>\$61,377</b>

Because Gaumard is the only maker of this kind of product, the Oscoda Campus would like to proceed with the purchase of a Super Tory S2220 Patient Simulator. This technology is currently used at the Alpena Campus so this purchase will allow both campuses to use simulation packages 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 Super Tory medium skin tone advanced neonatal simulator package, installation, in-service, and 3-year service plan for a total of no more than \$61,377. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

#### **4.094 Financial Report**

##### Monthly General Fund Revenue and Expense through August 2023 (Year-to-Year Actual Comparison)

- The property tax receipts of \$643,453 are \$51,598 more than those for August 2022, as expected.
- Tuition/fee receipts of \$3,380,736 are \$294,279 more primarily due to higher-than-expected billable contact hours.
- State aid for the current year is usually zero because of the normal start month of October. The small amount is typically transferred out in the same month received to other accounts.
- Interest income is derived from the significant cash balances swept into money market accounts.
- Net income through the second month of the new fiscal year shows as a gain of \$1,851,543, which is typical for this time of year, when fall tuition receipts have built up.
- There were five payrolls in the first two months of FY 2023 and only four in FY 2024.
- OIT is lower due to how the annual Ellucian software cost is to be expensed, still to be determined.

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

- Professional fees are higher than last year by \$13,000 and liability insurance was higher by \$31,000 due to timing of invoice.
- All categories are in acceptable ranges for this stage of the year except as noted above.

##### General Fund Month to Month Comparison through August 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 Two Months Ending August 31, 2023**

<b>Description</b>	<b>YTD Actual FY 2024</b>	<b>YTD Actual FY 2023</b>	<b>YTD Actual Variance</b>
<b>Revenue</b>			
Property Tax	643,453	591,855	51,598
Tuition/Fees	3,380,736	3,086,457	294,279
Sales, Service, and Rent	6,203	7,193	(990)
State Aid	9,499	0	9,499
State	0	0	0
Federal	837	3,511	(2,674)
Cost Recovery	0	0	0
Interest	14,967	0	14,967
Other	23	1,105	(1,082)
<b>Revenue</b>	4,055,718	3,690,121	365,597
<b>Expense</b>			
Instruction	872,433	1,124,045	(251,612)
OIT	186,699	384,215	(197,516)
Public Service	0	0	0
Instruction Support	242,646	269,680	(27,034)
Student Services	250,891	286,159	(35,268)
Institutional Administration	453,804	424,713	29,091
Physical Plant	197,702	242,920	(45,218)
<b>Expense</b>	2,204,175	2,731,732	(527,557)
Income	1,851,543	958,389	893,154
Net Assets - Beginning of Year	2,253,555	2,253,555	0
Net Assets - End of Year	4,105,098	3,211,944	893,154

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Two Months Ending August 31, 2023**

Description	FY 2024 Budget	FY 2024 YTD Actual	FY 2024 Variance	FY 2024 Complete	FY 2023 Complete
<b>Revenue</b>					
Property Tax	3,158,500	643,453	(2,515,047)	20.37%	19.85%
Tuition/Fees	6,230,213	3,380,736	(2,849,477)	54.26%	54.03%
Sales, Services, and Rent	29,200	6,203	(22,997)	21.24%	32.70%
State Aid	6,659,311	9,499	(6,649,812)	0.14%	0.00%
Federal	29,000	837	(28,163)	2.89%	10.03%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	14,967	9,967	299.34%	0.00%
Other	370,757	23	(370,734)	0.01%	13.95%
Revenue	16,559,981	4,055,718	(12,504,263)	24.49%	23.70%
<b>Expense</b>					
Salaries	9,018,770	1,222,673	7,796,097	13.56%	16.74%
Fringe Benefits	4,474,299	574,050	3,900,249	12.83%	15.54%
Outside Services	1,036,022	105,059	930,963	10.14%	37.13%
Advertising	241,500	12,139	229,361	5.03%	5.47%
Supplies	190,700	10,537	180,163	5.53%	10.43%
Utilities	487,390	5,689	481,701	1.17%	3.27%
Telephone	9,000	1,373	7,627	15.26%	5.79%
Postage	30,000	111	29,889	0.37%	0.53%
Insurance	135,000	102,789	32,211	76.14%	58.11%
Travel & Mileage	65,396	2,475	62,921	3.78%	2.83%
Tuition Waivers and Dues	241,000	109,336	131,664	45.37%	47.62%
Library Books & Equipment	82,830	50,153	32,677	60.55%	56.65%
Other	77,000	7,792	69,208	10.12%	7.50%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	2,204,176	14,355,805	13.31%	17.52%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	1,851,542
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,253,555	4,105,097

**Alpena Community College**  
**General Fund Month-to-Month Tracking**  
**For the Two Months Ending August 31, 2023**

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
<b>Revenue</b>														
Property Tax	152,574	490,879	0	0	0	0	0	0	0	0	0	0	643,453	3,158,500
Tuition/Fees	3,149,811	230,926	0	0	0	0	0	0	0	0	0	0	3,380,737	6,230,213
Sales, Services, and Rent	6,198	5	0	0	0	0	0	0	0	0	0	0	6,203	29,200
State Aid	0	9,499	0	0	0	0	0	0	0	0	0	0	9,499	6,659,311
Federal	0	837	0	0	0	0	0	0	0	0	0	0	837	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,000
Interest	0	14,967	0	0	0	0	0	0	0	0	0	0	14,967	5,000
Other	0	23	0	0	0	0	0	0	0	0	0	0	23	370,757
Revenue	<u>3,308,583</u>	<u>747,136</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,055,719</u>	<u>16,559,981</u>
<b>Expense</b>														
Salaries	642,520	580,153	0	0	0	0	0	0	0	0	0	0	1,222,673	9,018,770
Fringe Benefits	302,353	271,697	0	0	0	0	0	0	0	0	0	0	574,050	4,474,299
Outside Services	50,345	54,714	0	0	0	0	0	0	0	0	0	0	105,059	1,036,022
Advertising	2,170	9,969	0	0	0	0	0	0	0	0	0	0	12,139	241,500
Supplies	3,692	6,844	0	0	0	0	0	0	0	0	0	0	10,536	190,700
Utilities	176	5,512	0	0	0	0	0	0	0	0	0	0	5,688	0
Telephone	0	1,373	0	0	0	0	0	0	0	0	0	0	1,373	487,390
Postage	0	111	0	0	0	0	0	0	0	0	0	0	111	9,000
Insurance	71,137	31,652	0	0	0	0	0	0	0	0	0	0	102,789	30,000
Travel & Mileage	836	1,640	0	0	0	0	0	0	0	0	0	0	2,476	135,000
Tuition Waivers and Dues	7,828	101,509	0	0	0	0	0	0	0	0	0	0	109,337	65,396
Library Books & Equipment	45,998	4,155	0	0	0	0	0	0	0	0	0	0	50,153	241,000
Other	1,603	6,189	0	0	0	0	0	0	0	0	0	0	7,792	82,830
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	77,000
Expense	<u>1,128,658</u>	<u>1,075,518</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,204,176</u>	<u>16,088,907</u>
Income	<u>2,179,925</u>	<u>(328,382)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,851,543</u>	<u>471,074</u>

#### **4.095 Personnel Report**

New hires, terminations, and status changes from August 11 to September 1, 2023.

##### New Hires:

- Denise Wekwert, ADM Simulation Lab Manager, effective 09/05/2023.
- Andrew Ornelas, Women's Softball Head Coach, effective 09/01/2023.
- Wayne Karsten, Women's Softball Assistant Coach, effective 09/01/23.
- Kristen Wisniewski, ADM Director of Strengthening Institutions Program Grant, effective 09/06/2023.

##### Re-Hires:

- None.

##### Transfers:

- None

##### Resignations:

- Melanie Thomas, FT Faculty – Nursing Program Instructor, effective immediately.

##### Terminations:

- None.

##### Retirements:

- None.

##### Name Changes:

- None.

##### Position Name Changes:

- None.

#### **4.096 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between August 11 and September 14, 2023.

<b>Total Donors:</b>	<b>86</b>
New Gifts:	\$57,215.27
Pledge Payments:	\$3,750.00
New Pledges:	\$0.00