

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, November 16, 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, November 10, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 16, 2023, at 7:00 p.m. in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The meeting will be broadcast remotely via Webex videoconferencing software.

All citizens are invited to participate in the meeting either in person or remotely via phone, computer, or a video conferencing system. Participants should be aware that the meeting may be recorded.

Join by phone:

+1-415-655-0003

Meeting number (access code): 2441 501 4176#

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://24415014176@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2441 501 4176

Meeting password: 5qC486irMRY

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, November 16, 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 October 19, 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
 - 2.892 Bids: Roof Removal and Replacement Over Besser Technical Center Welding Area2
 - 2.893 Bids: Signage for Renovated Welding and Manufacturing Labs3
- 12) Information Items
 - 4.100 Financial Report.....4
 - 4.101 Personnel Report.....8
 - 4.102 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: December 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

2.892 Bids: Roof Removal and Replacement Over Besser Technical Center Welding Area

The newly renovated welding lab in Besser Technical Center has been significantly updated and upgraded as part of the Center for Manufacturing Excellence project. While the building interior and mechanicals of the lab were addressed, the roof over the lab space was not included in the project. The roof in that area was last replaced in 2001 and is showing signs of leakage and failure.

College officials created a request for proposals (RFP) for roof removal and replacement for the roof area over the welding lab. RFP specifications included:

- Roof work will be performed in accordance with Duro-Last specifications.
- Removal and disposal of the existing roofing and insulation.
- Installation of two layers of insulation to provide R30, proper roof drainage, and a smooth surface to accept the new membrane.
- Flash all parapet and adjacent building walls.
- Flash all roof penetrations.
- Replace damaged decking.
- Provide a 20-year material and labor warranty from Duro-Last Roofing.

Two bids were received.

Vendor	Location	Bid
TRC Roofing	Alpena, MI	\$125,971
Great Lakes Roofing and Insulation Systems, Inc.	Sault Ste. Marie, MI	\$160,000

The bid from TRC Roofing of Alpena, Michigan, was determined to have met the RFP specifications and was the low bid.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with TRC Roofing of Alpena, Michigan, for roofing repair and replacement services for Besser Technical Center at a cost not to exceed \$125,971.

2.893 Bids: Signage for Renovated Welding and Manufacturing Labs

Alpena Community College solicited bids for signage design, manufacturing, and installation for the Center for Manufacturing Excellence project. This signage will be placed in the newly renovated welding lab — renamed as the Holcim Industrial Education and Welding Center — and the new manufacturing technology lab — now named the Besser Company Center for Manufacturing Excellence.

Specifications for bids must include:

- Total design costs for the project.
- Cost to manufacture each category of signage for the project.
- Cost to install each category of signage.

One bid was received.

Vendor	Location	Bid
Image360	Traverse City, MI	\$25,294.15

The bid from Image360 was determined to meet the RFP specifications.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Image360 of Traverse City, Michigan, for signage design, manufacturing, and installation at a cost not to exceed \$25,294.15.

4.100 Financial Report

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

- The property tax receipts of \$662,244 are \$55,989 more than those for October 2022, as expected.
- Tuition/fee receipts of \$4,071,707 are \$913,798 more primarily due to higher-than-expected billable contact hours and earlier registrations.
- State aid for the current year is \$660,877, \$30,363 more than last year, as expected. This is normal for the month of October, which is the first appropriation payment of the new year.
- Interest income is derived from the significant cash balances swept into money market accounts.
- There were nine payrolls in the first four months of FY 2023 and only eight in FY 2024.
- OIT is lower due to how the annual Ellucian software cost is to be expensed. GASB 96 causes it to be capitalized and then amortized annually.
- Institutional Administration is significantly higher primarily due to legal fees (\$67,000), timing of advertising costs (\$16,000) and changes in fringe benefit selections (\$10,000).
- Net income through the fourth month of the fiscal year shows as a gain of \$607,182, which is typical for this time of year, when spring tuition receipts start to build up.

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

- Outside Services is lower due to the Ellucian software expensing issue.
- Professional fees are higher than last year as noted above.
- Supplies are much higher due to running nursing packages through course fees and purchasing the packages through nursing instructional supplies.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through October 2023

- Payroll and fringe benefits are higher due to processing overload and specialty pays in October.
- Tuition waivers and dues are up because of processing employee and senior tuition waivers.
- 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 Four Months Ending October 31, 2023

Description	YTD Actual FY 2024	YTD Actual FY 2023	YTD Actual Variance
Revenue			
Property Tax	662,244	606,255	55,989
Tuition/Fees	4,071,707	3,157,909	913,798
Sales, Service, and Rent	15,580	15,248	332
State Aid	660,877	630,514	30,363
State	0	0	0
Federal	10,060	14,218	(4,158)
Cost Recovery	0	0	0
Interest	40,354	0	40,354
Other	2,794	2,810	(16)
Revenue	5,463,616	4,426,954	1,036,662
Expense			
Instruction	2,243,002	2,275,409	(32,407)
OIT	315,373	511,051	(195,678)
Public Service	0	0	0
Instruction Support	498,532	558,999	(60,467)
Student Services	467,994	493,876	(25,882)
Institutional Administration	864,823	766,594	98,229
Physical Plant	466,710	475,500	(8,790)
Expense	4,856,434	5,081,429	(224,995)
Income	607,182	(654,475)	1,261,657
Net Assets - Beginning of Year	2,253,555	2,253,555	0
Net Assets - End of Year	<u>2,860,737</u>	<u>1,599,080</u>	<u>1,261,657</u>

Alpena Community College
Comparative Income Statement
General Fund
For the Four Months Ending October 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	662,244	(2,496,256)	20.97%	20.34%
Tuition/Fees	6,230,213	4,071,707	(2,158,506)	65.35%	55.28%
Sales, Services, and Rent	29,200	15,580	(13,620)	53.36%	69.31%
State Aid	6,659,311	660,877	(5,998,434)	9.92%	9.37%
Federal	29,000	10,060	(18,940)	34.69%	40.62%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	40,354	35,354	807.08%	0.00%
Other	370,757	2,794	(367,963)	0.75%	35.48%
Revenue	16,559,981	5,463,616	(11,096,365)	32.99%	28.44%
Expense					
Salaries	9,015,270	2,742,620	6,272,650	30.42%	32.89%
Fringe Benefits	4,474,299	1,263,120	3,211,179	28.23%	30.66%
Outside Services	1,039,522	255,320	784,202	24.56%	49.33%
Advertising	241,500	57,339	184,161	23.74%	24.35%
Supplies	190,700	133,660	57,040	70.09%	21.16%
Utilities	487,390	61,134	426,256	12.54%	11.73%
Telephone	9,000	5,249	3,751	58.32%	13.19%
Postage	30,000	6,598	23,402	21.99%	18.67%
Insurance	135,000	109,228	25,772	80.91%	78.23%
Travel & Mileage	65,396	14,533	50,863	22.22%	15.86%
Tuition Waivers and Dues	241,000	129,430	111,570	53.71%	56.92%
Library Books & Equipment	82,830	50,214	32,616	60.62%	60.01%
Other	77,000	27,987	49,013	36.35%	26.99%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	4,856,432	11,703,549	29.33%	32.59%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	607,184
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,253,555	2,860,739

Alpena Community College
General Fund Month-to-Month Tracking
For the Four Months Ending October 31, 2023

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD	Budget
Revenue														
Property Tax	152,574	490,879	15,049	3,743	0	0	0	0	0	0	0	0	662,245	3,158,500
Tuition/Fees	3,149,811	230,926	(43,336)	734,307	0	0	0	0	0	0	0	0	4,071,708	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	0	0	0	0	0	0	0	0	15,581	29,200
State Aid	0	9,499	0	651,378	0	0	0	0	0	0	0	0	660,877	6,659,311
Federal	0	837	7,017	2,205	0	0	0	0	0	0	0	0	10,059	29,000
Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0	78,000
Interest	0	14,967	0	25,386	0	0	0	0	0	0	0	0	40,353	5,000
Other	0	23	861	1,910	0	0	0	0	0	0	0	0	2,794	370,757
Revenue	3,308,583	747,136	(19,391)	1,427,289	0	0	0	0	0	0	0	0	5,463,617	16,559,981
Expense														
Salaries	642,520	580,153	663,796	856,151	0	0	0	0	0	0	0	0	2,742,620	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	0	0	0	0	0	0	0	0	1,263,120	4,474,299
Outside Services	50,345	54,714	76,028	74,233	0	0	0	0	0	0	0	0	255,320	1,039,522
Advertising	2,170	9,969	33,509	11,692	0	0	0	0	0	0	0	0	57,340	241,500
Supplies	3,692	6,844	69,219	53,905	0	0	0	0	0	0	0	0	133,660	190,700
Utilities	176	5,512	28,204	27,241	0	0	0	0	0	0	0	0	61,133	487,390
Telephone	0	1,373	1,736	2,140	0	0	0	0	0	0	0	0	5,249	9,000
Postage	0	111	6,292	194	0	0	0	0	0	0	0	0	6,597	30,000
Insurance	71,137	31,652	5,715	724	0	0	0	0	0	0	0	0	109,228	135,000
Travel & Mileage	836	1,640	9,516	2,542	0	0	0	0	0	0	0	0	14,534	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	0	0	0	0	0	0	0	0	129,431	241,000
Library Books & Equipment	45,998	4,155	14	47	0	0	0	0	0	0	0	0	50,214	82,830
Other	1,603	6,189	16,843	3,352	0	0	0	0	0	0	0	0	27,987	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	471,074
Expense	1,128,658	1,075,518	1,218,732	1,433,525	0	0	0	0	0	0	0	0	4,856,433	16,559,981
Income	2,179,925	(328,382)	(1,238,123)	(6,236)	0	0	0	0	0	0	0	0	607,184	0

4.101 Personnel Report

New hires, terminations, and status changes from September 2 to October 11, 2023.

New Hires:

- Alexa Ramacher, FT Faculty – Nursing Program Instructor, effective 11/01/2023.

Re-Hires:

- None.

Transfers:

- Matthew Plante, Transfer from Substitute – Library to Part-Time Learning Resource Center Technician, effective 10/23/2023.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.102 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between October 9 and November 8, 2023.

Total Donors:	32
New Gifts:	\$364,009.76
Pledge Payments:	\$22,500.00
New Pledges:	\$0.00