

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, December 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, December 15, 2023

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, December 21, 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): 2425 153 7509#

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://24251537509@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2425 153 7509

Meeting password: SFhN3MtdH88

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, December 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 November 16, 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
None
- 12) Information Items
 - 4.103 Financial Report.....2
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: January 18, 2024, 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

4.103 Financial Report

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

- The property tax receipts of \$665,116 are \$55,081 more than those for November 2022, as expected.
- Tuition/fee receipts of \$5,353,261 are \$572,654 more primarily due to higher-than-expected billable contact hours and earlier registrations.
- State aid for the current year is \$1,377,323, \$131,931 more than last year with the Renaissance Zone and 2024 cost offset payment is \$65,840 more than last year, the rest is as expected.
- Interest income is derived from the significant cash balances swept into money market accounts. The increase from last year is due to changing the way the College invests those funds. We are now taking full advantage of the higher rates available.
- There were eleven payrolls in the first five months of FY 2023 and only ten in FY 2024.
- OIT is higher due to the annual Ellucian software cost expensed.
- Institutional Administration is significantly higher primarily due to legal fees (\$90,000), timing of advertising costs (\$20,000) and changes in fringe benefit selections (\$10,000).
- Net income through the fifth month of the fiscal year shows as a gain of \$997,266, which is typical for this time of year, when spring tuition receipts start to build up.

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

- Outside Services is higher due to the Ellucian software expensing issue and 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 November 2023

- OIT purchased \$9,020 worth of equipment.
- 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 Five Months Ending November 30, 2023

Description	YTD Actual FY 2024	YTD Actual FY 2023	YTD Actual Variance
Revenue			
Property Tax	665,116	610,035	55,081
Tuition/Fees	5,353,261	4,780,607	572,654
Sales, Service, and Rent	16,235	17,715	(1,480)
State Aid	1,377,323	1,245,392	131,931
State	0	0	0
Federal	11,974	17,137	(5,163)
Cost Recovery	0	0	0
Interest	52,201	1	52,200
Other	2,968	3,240	(272)
Revenue	7,479,078	6,674,127	804,951
Expense			
Instruction	2,832,408	2,801,808	30,600
OIT	844,908	608,638	236,270
Public Service	0	0	0
Instruction Support	610,841	691,240	(80,399)
Student Services	562,450	586,043	(23,593)
Institutional Administration	1,034,088	935,303	98,785
Physical Plant	597,117	605,832	(8,715)
Expense	6,481,812	6,228,864	252,948
Income	997,266	445,263	552,003
Net Assets - Beginning of Year	2,253,555	2,253,555	0
Net Assets - End of Year	3,250,821	2,698,818	552,003

Alpena Community College
Comparative Income Statement
General Fund
For the Five Months Ending November 30, 2023

Description	FY 2024 Budget	FY 2024 YTD Actual	FY 2024 Variance	FY 2024 Complete	FY 2023 Complete
Revenue					
Property Tax	3,158,500	665,116	(2,493,384)	21.06%	20.46%
Tuition/Fees	6,230,213	5,353,261	(876,952)	85.92%	83.69%
Sales, Services, and Rent	29,200	16,235	(12,965)	55.60%	80.52%
State Aid	6,659,311	1,377,323	(5,281,988)	20.68%	18.51%
Federal	29,000	11,974	(17,026)	41.29%	48.96%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	52,201	47,201	1044.02%	0.02%
Other	370,757	2,968	(367,789)	0.80%	40.91%
Revenue	16,559,981	7,479,078	(9,080,903)	45.16%	42.87%
Expense					
Salaries	9,015,270	3,439,858	5,575,412	38.16%	40.20%
Fringe Benefits	4,474,299	1,586,626	2,887,673	35.46%	37.87%
Outside Services	1,039,522	763,223	276,299	73.42%	63.83%
Advertising	241,500	78,181	163,319	32.37%	34.50%
Supplies	190,700	153,524	37,176	80.51%	31.06%
Utilities	487,390	95,495	391,895	19.59%	19.21%
Telephone	9,000	7,402	1,598	82.24%	15.50%
Postage	30,000	9,366	20,634	31.22%	19.32%
Insurance	135,000	109,228	25,772	80.91%	78.23%
Travel & Mileage	65,396	21,006	44,390	32.12%	19.63%
Tuition Waivers and Dues	241,000	127,646	113,354	52.97%	57.41%
Library Books & Equipment	82,830	60,594	22,236	73.15%	61.79%
Other	77,000	29,665	47,335	38.53%	27.35%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	6,481,814	10,078,167	39.14%	39.94%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	997,264
Net Assets - Beginning of Year	2,253,555	2,253,555
Net Assets - End of Year	2,253,555	3,250,819

Alpena Community College
General Fund Month-to-Month Tracking
For the Five Months Ending November 30, 2023

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Budget
Revenue														
Property Tax	152,574	490,879	15,049	3,743	2,872	0	0	0	0	0	0	0	665,117	3,158,500
Tuition/Fees	3,149,811	230,926	(43,336)	734,307	1,281,554	0	0	0	0	0	0	0	5,353,262	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	0	0	0	0	0	0	0	16,236	29,200
State Aid	0	9,499	0	651,378	716,446	0	0	0	0	0	0	0	1,377,323	6,659,311
Federal	0	837	7,017	2,205	1,914	0	0	0	0	0	0	0	11,973	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	11,847	0	0	0	0	0	0	0	52,200	5,000
Other	0	23	861	1,910	174	0	0	0	0	0	0	0	2,968	370,757
Revenue	3,308,583	747,136	(19,391)	1,427,289	2,015,462	0	0	0	0	0	0	0	7,479,079	16,559,981
Expense														
Salaries	642,520	580,153	663,796	856,151	697,238	0	0	0	0	0	0	0	3,439,858	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	323,506	0	0	0	0	0	0	0	1,586,626	4,474,299
Outside Services	50,345	54,714	76,028	74,233	507,903	0	0	0	0	0	0	0	763,223	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	0	0	0	0	0	0	0	78,182	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	0	0	0	0	0	0	0	153,524	190,700
Utilities	176	5,512	28,204	27,241	34,362	0	0	0	0	0	0	0	95,495	487,390
Telephone	0	1,373	1,736	2,140	2,153	0	0	0	0	0	0	0	7,402	9,000
Postage	0	111	6,292	194	2,768	0	0	0	0	0	0	0	9,365	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	6,472	0	0	0	0	0	0	0	21,006	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	0	0	0	0	0	0	0	127,647	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	0	0	0	0	0	0	0	60,594	82,830
Other	1,603	6,189	16,843	3,352	1,677	0	0	0	0	0	0	0	29,664	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	1,218,752	1,433,525	1,625,361	0	0	0	0	0	0	0	6,481,814	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	0	0	0	0	0	0	0	997,265	0

4.104 Personnel Report

New hires, terminations, and status changes from November 7 to December 4, 2023.

New Hires:

- Michael Belusar, ESP2 Computer Technician, effective 11/13/2023.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.105 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between November 9 and December 11, 2023.

Total Donors:	119
New Gifts:	\$405,102.81
Pledge Payments:	\$2,000.00
New Pledges:	\$0.00