

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, January 18, 2024
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, January 12, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, January 18, 2024, 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): 2431 392 3869#

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://24313923869@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2431 392 3869

Meeting password: PFyiRhBY792

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, January 18, 2024, 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 December 21, 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

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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: February 15, 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.

Please note: the ACC Board of Trustees will conduct a retreat session on January 30, 2024, beginning at 8:00 a.m. in the Board Room, 400 NRC.
- 17) Adjournment

4.106 Financial Report

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

- The property tax receipts of \$875,245 are \$33,830 more than those for December 2022, as expected.
- Tuition/fee receipts of \$6,197,598 are \$662,765 more primarily due to higher-than-expected billable contact hours and earlier registrations.
- State aid for the current year is \$1,952,512, \$157,985 more than last year with the 2024 cost offset payment being \$65,840 more than last year. The remaining portion of state aid 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.
- Other revenue is \$91,952 higher than last year primarily due to the timing of the ADN to BSN Completion grant transfer.
- There were fourteen payrolls in the first six months of FY 2023 and only thirteen in FY 2024.
- OIT is higher due to the annual Ellucian software cost expensed.
- Institutional Administration is significantly higher primarily due to legal fees (\$50,000), timing of advertising costs (\$26,000) and changes in fringe benefit selections (\$15,000).
- Net income through the sixth month of the fiscal year shows as a gain of \$1,072,245, which is typical for this time of year, when spring tuition receipts start to build up.

Monthly General Fund Revenue and Expense through December 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 December 2023

- Salaries and fringe expenses were higher in December due to three payrolls in the month.
- The Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the first half of FY 2024

- The deficit in restricted funds is due to the timing of drawdowns of federal aid.
- The deficit in plant funds is due to timing of receipts for the Center for Manufacturing Excellence project.
- Other balances are reasonable for this time of year.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Six Months Ending December 31, 2023

Description	YTD Actual FY 2024	YTD Actual FY 2023	YTD Actual Variance
Revenue			
Property Tax	875,245	841,415	33,830
Tuition/Fees	6,197,598	5,534,833	662,765
Sales, Service, and Rent	18,130	19,031	(901)
State Aid	1,952,512	1,794,527	157,985
State	0	0	0
Federal	14,664	21,486	(6,822)
Cost Recovery	0	0	0
Interest	63,448	1	63,447
Other	96,777	4,825	91,952
Revenue	9,218,374	8,216,118	1,002,256
Expense			
Instruction	3,669,844	3,569,968	99,876
OIT	940,154	655,841	284,313
Public Service	0	0	0
Instruction Support	743,544	879,509	(135,965)
Student Services	683,714	704,926	(21,212)
Institutional Administration	1,329,476	1,181,641	147,835
Physical Plant	779,397	771,016	8,381
Expense	8,146,129	7,762,901	383,228
Income	1,072,245	453,217	619,028
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	3,627,563	2,706,772	920,791

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 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	875,245	(2,283,255)	27.71%	28.22%
Tuition/Fees	6,230,213	6,197,598	(32,615)	99.48%	96.90%
Sales, Services, and Rent	29,200	18,130	(11,070)	62.09%	86.50%
State Aid	6,659,311	1,952,512	(4,706,799)	29.32%	26.67%
Federal	29,000	14,664	(14,336)	50.57%	61.39%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	63,448	58,448	1268.96%	0.02%
Other	370,757	96,777	(273,980)	26.10%	60.92%
Revenue	<u>16,559,981</u>	<u>9,218,374</u>	<u>(7,341,607)</u>	<u>55.67%</u>	<u>52.78%</u>
Expense					
Salaries	9,015,270	4,456,438	4,558,832	49.43%	51.54%
Fringe Benefits	4,474,299	2,017,613	2,456,686	45.09%	47.54%
Outside Services	1,039,522	832,709	206,813	80.10%	65.35%
Advertising	241,500	91,916	149,584	38.06%	40.16%
Supplies	190,700	165,441	25,259	86.75%	35.43%
Utilities	487,390	142,626	344,764	29.26%	28.65%
Telephone	9,000	9,565	(565)	106.28%	17.77%
Postage	30,000	14,675	15,325	48.92%	39.63%
Insurance	135,000	147,656	(12,656)	109.37%	99.37%
Travel & Mileage	65,396	29,608	35,788	45.27%	27.78%
Tuition Waivers and Dues	241,000	137,175	103,825	56.92%	57.48%
Library Books & Equipment	82,830	61,750	21,080	74.55%	62.72%
Other	77,000	38,957	38,043	50.59%	33.33%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	<u>16,559,981</u>	<u>8,146,129</u>	<u>8,413,852</u>	<u>49.19%</u>	<u>49.78%</u>

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	1,072,245
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	<u>2,555,318</u>	<u>3,627,563</u>

Alpena Community College General Fund Month-to-Month Tracking For the Six Months Ending December 31, 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	210,129	0	0	0	0	0	0	875,246	3,158,500
Tuition/Fees	3,149,811	230,926	(43,336)	734,307	1,281,554	844,337	0	0	0	0	0	0	6,197,599	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	1,895	0	0	0	0	0	0	18,131	29,200
State Aid	0	9,499	0	651,378	716,446	575,189	0	0	0	0	0	0	1,952,512	6,659,311
Federal	0	837	7,017	2,205	1,914	2,690	0	0	0	0	0	0	14,663	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	11,247	0	0	0	0	0	0	63,447	5,000
Other	0	23	861	1,910	174	93,809	0	0	0	0	0	0	96,777	370,757
Revenue	3,308,583	747,136	(19,391)	1,427,289	2,015,462	1,739,296	0	0	0	0	0	0	9,218,375	16,559,981
Expense														
Salaries	642,520	580,153	663,796	856,151	697,238	1,016,580	0	0	0	0	0	0	4,456,438	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	323,506	430,987	0	0	0	0	0	0	2,017,613	4,474,299
Outside Services	50,345	54,714	76,028	74,233	507,903	69,486	0	0	0	0	0	0	832,709	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	13,735	0	0	0	0	0	0	91,917	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	11,917	0	0	0	0	0	0	165,441	190,700
Utilities	176	5,512	28,204	27,241	34,362	47,130	0	0	0	0	0	0	142,625	487,390
Telephone	0	1,373	1,736	2,140	2,153	2,163	0	0	0	0	0	0	9,565	9,000
Postage	0	111	6,292	194	2,768	5,309	0	0	0	0	0	0	14,674	30,000
Insurance	71,137	31,652	5,715	724	0	38,428	0	0	0	0	0	0	147,656	135,000
Travel & Mileage	836	1,640	9,516	2,542	6,472	8,603	0	0	0	0	0	0	29,609	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	9,529	0	0	0	0	0	0	137,176	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	1,156	0	0	0	0	0	0	61,750	82,830
Other	1,603	6,189	16,843	3,352	1,677	9,292	0	0	0	0	0	0	38,956	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	1,664,315	0	0	0	0	0	0	8,146,129	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	74,981	0	0	0	0	0	0	1,072,246	0

Alpena Community College
Consolidated Income Statement
For the Six Months Ending December 31, 2023

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	875,245	0	0	0	0	0	0	0	0	875,245
Tuition/Fees	6,197,598	373,720	1,000	0	(12,342)	0	0	157,740	0	6,717,716
Sales, Services, and Rent	18,130	239,870	314,960	0	(8,723)	0	0	0	0	564,237
State aid	1,952,512	0	0	0	0	0	0	0	0	1,952,512
Local	0	0	0	0	0	0	0	0	0	0
State	0	4,265	0	0	337,608	0	99,402	0	0	441,275
Federal	14,664	0	0	0	1,457,746	496,114	0	0	0	1,968,524
Gifts and Donations	0	593	0	0	65,846	0	231,740	485,730	0	783,909
Interest	63,448	0	0	0	0	0	0	0	0	63,448
Other	96,777	(2,500)	147	0	0	185,668	0	671	2,500	283,263
Total Revenue	9,218,374	615,948	316,107	0	1,840,135	681,782	331,142	644,141	2,500	13,650,129
Expenditures										
Salaries	4,456,438	185,835	46,495	0	323,520	0	0	0	0	5,012,288
Fringe Benefits	2,017,613	75,525	12,036	0	144,500	0	0	0	0	2,249,674
Outside Services	832,709	75,411	20,332	0	31,819	0	0	335,048	0	1,295,319
Advertising	91,916	0	0	0	1,354	0	0	0	0	93,270
Supplies	165,441	51,049	18,273	0	51,020	0	0	0	0	285,783
Rental	0	0	0	0	1,500	0	0	0	0	1,500
Utilities	142,626	1,603	8,882	0	0	0	0	0	0	153,111
Telephone	9,565	0	0	0	0	0	0	0	0	9,565
Postage	14,675	0	0	0	0	0	0	0	0	14,675
Insurance	147,656	20,259	0	0	0	0	0	0	0	167,915
Travel & Mileage	29,608	34,506	0	0	30,179	0	0	0	0	94,293
Tuition Waivers	137,175	10,364	1,500	0	854,876	601,540	264,436	0	0	1,869,891
Library Books & Equipment	61,750	50,094	2,097	0	481,746	0	0	1,542,354	0	2,138,041
Other	38,957	5,016	0	0	36,201	0	0	7,411	4,462	92,047
Transfers	0	0	0	0	92,054	0	0	0	0	92,054
Total Expenditures	8,146,129	509,662	109,615	0	2,048,769	601,540	264,436	1,884,813	4,462	13,569,426
Net Revenue (Expense)	1,072,245	106,286	206,492	0	(208,634)	80,242	66,706	(1,240,672)	(1,962)	80,703
Beginning Net Position	2,555,318	272,499	474,730	(25,807,651)	487,263	0	18,323	28,697,911	20,133	6,718,526
Period Ending Net Position	3,627,563	378,785	681,222	(25,807,651)	278,629	80,242	85,029	27,457,239	18,171	6,799,229

4.107 Personnel Report

New hires, terminations, and status changes from December 5, 2023, to January 3, 2024.

New Hires:

- Louis “Kurt” Konieczny, Director of Facilities Management, effective 12/18/2023.
- Danielle Kollen, ESP2 Accounts Receivable Technician/Cashier, effective 01/02/2024.
- Joshua Holman, ESP2 TRiO Advisor – South, effective 01/02/2024.
- Francis Carvalho, FT Faculty – Nursing Program Instructor, effective 12/27/2023.

Re-Hires:

- None.

Transfers:

- Nicholas Brege transferred from Director of Facilities Management to Vice President for Administration & Finance, 01/01/2024.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.108 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between December 12, 2023, and January 8, 2024.

Total Donors:	103
New Gifts:	\$157,860.00
Pledge Payments:	\$22,500.00
New Pledges:	\$0.00