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, February 15, 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, February 9, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, February 15, 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): 2428 383 3023#
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://24283833023@alpenacc.webex.com
You can also dial 173.243.2.68 and enter your meeting number.
Meeting number (access code): 2428 383 3023
Meeting password: pvE2kQqtM22

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, February 15, 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 January 18, 2024 Regular Board Meeting and January 30, 2024 Retreat 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

12) Information Items

13) Board Discussion

14) New Business

15) Suggested Future Agenda Items

16) Next Regular Meeting: March 21, 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

2.894 Bids: Course Scheduling Software

Scheduling academic courses and utilization of physical and personnel resources are integral parts of Alpena Community College's core operations. College officials periodically review the processes involved in managing these resources in an effort to increase efficiency and provide students the courses they need to attain their educational goals.

Recently ACC officials investigated several course scheduling software packages that could help improve the College's scheduling processes. Based on this investigation, ACC developed a Request for Pricing (RFP) which was distributed to three potential software vendors.

The specifications in the RFP included:

- The software must be SaaS/cloud compliant with Ellucian Colleague.
- The software must be accessible through a web-based interface with multiple users able to collaborate on scheduling.
- The software must include predictive analytics.
- The software must include validation and optimization features.
- The software must include real-time monitoring.

Three vendors were solicited; two bids — from Ad Astra of Overland Park, Kansas, and Coursedog, Inc., of New York, New York — were received. Following is a breakdown of costs for each software package for five years.

Vendor	Year 1	Year 2	Year 3	Year 4	Year 5
Ad Astra					
Essential Scheduling	$38,000	$39,140	$40,314	$41,524	$42,769
Registration Monitoring	$5,500	$5,665	$5,835	$6,010	$6,190
Implementation Fee	$19,500	$0	$0	$0	$0
Discount	($6,525)	($6,721)	($6,922)	($7,130)	($7,344)
Yearly Total	$56,475	$38,084	$39,227	$40,404	$41,615
5-Year Total					$215,805
Coursedog					
Class	$35,606	$38,454	$41,530	$44,853	$48,441
Events	$8,902	$9,614	$10,383	$11,214	$12,111
Course Demand Projections	$24,083	$26,010	$28,090	$30,338	$32,765
Implementation Fee	$86,424	$0	$0	$0	$0
Yearly Total	$155,015	$74,078	$80,004	$86,405	$93,317
5-Year Total					$488,819

The bid from Ad Astra was determined to have met the RFP specifications and was the low bid.

<u>Therefore, the following resolution is proposed:</u>

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Ad Astra of Overland Park, Kansas, for a five-year contract for course scheduling software at a cost not to exceed $215,805.

2.895 Bids: Facilities Assessment Services

Alpena Community College periodically uses a facilities assessment and deferred maintenance capital planning report as part of its application for capital outlay funding from the State of Michigan. The latest report, created by SHW Group, dates from 2011 and does not reflect the current state of most ACC facilities. In preparation for future state capital outlay requests, College officials decided to pursue a new facilities assessment report.

A Request for Proposal (RFP) for a facilities assessment and deferred maintenance capital planning study was written; it called for the facilities assessment to be developed through a combination of personnel interviews, facility walk-throughs and building system analysis. The goals of the assessment include the following:

- Provide an inventory of the College's facilities in a format to be easily updated and maintained by College personnel and allow for quick access to facilities information.

- Determine the general condition of the buildings and grounds of the College and provide the data in a concise format, allowing quick determination of the current replacement value and condition of each facility.

- Determine a Facilities Condition Index for each building and the College as a whole. This index will provide a benchmark to rate the condition of existing College buildings and will be used by administration to quantify and prioritize deferred maintenance projects for capital planning purposes.

- Assist the College in meeting the goals of its Mission Statement through information guiding timely maintenance of the campus buildings.

- Clearly define code deficiencies and functional effectiveness while being mindful of energy consumption. The study shall include but not be limited to mechanical systems, plumbing, architectural, roofing, electrical, and civil disciplines.

The College advertised the facilities assessment RFP in *The Alpena News*, shared it with the Builders Exchange of Michigan, and also shared it through direct contacts with a number of various firms throughout the state. A total of four companies submitted complete bids.

Scoring criteria for the bids included the experience level of each firm, the organization, thoroughness, clarity and digestibility of a sample project they submitted, and a bid cost tabulation that shows the direct, fixed fee, and reimbursable costs associated with this project.

Bid Cost Tabulation	Corner Stone	Progressive a/e	Kingscott	IDI
Fixed Fee	115,350.00	92,280.00	118,204.00	59,250.00
Reimbursables	9,700.00	6,000.00	17,910.00	11,500.00
Total	125,050.00	98,280.00	136,114.00	70,750.00

After completing the bid scoring process and post-bid interview, College officials recommend that Integrated Designs Inc., (IDI) be approved to contract with Alpena Community

College for a comprehensive facilities assessment at total cost of $70,750. IDI comes equipped with in-house team members serving in structural, mechanical, civil, architectural, and electrical disciplines.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to contract with Integrated Designs, Inc., of Marquette, Michigan, for facilities assessment services at a cost not to exceed $70,750.

4.109 Financial Report

Monthly General Fund Revenue and Expense through January 2024 (Year-to-Year Actual Comparison)

- The property tax receipts of $1,646,207 are $67,436 less than those for January 2023 due to the timing of receipts of property tax revenue from certain taxing units compared to last year.
- Tuition/fee receipts of $6,543,808 are $718,002 more than last year largely due to higher-than-expected billable contact hours.
- State aid for the current year is $2,527,701 and is $206,918 more than last year 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 $92,892 higher than last year primarily due to the timing of the ADN-to-BSN Completion grant transfer.
- OIT is higher due to the annual Ellucian software cost expensed.
- Institutional Administration is significantly higher primarily due to legal fees ($70,000), timing of advertising costs ($34,000) and changes in fringe benefit selections ($31,000).
- Net income through the first seven months of the fiscal year shows a gain of $1,523,187, which is typical for this time of year, when spring tuition receipts start to build up.

Monthly General Fund Revenue and Expense through January 2024 (Budget-to-Actual Comparison)

- Outside Services are higher due to the Ellucian software expense and because of changes in legal and advertising fees 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 January 2024

- 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 Seven Months Ending January 31, 2024

Description	YTD Actual FY 2024	YTD Actual FY 2023	YTD Actual Variance
Revenue			
Property Tax	1,646,207	1,713,643	(67,436)
Tuition/Fees	6,543,808	5,825,806	718,002
Sales, Service, and Rent	25,285	26,320	(1,035)
State Aid	2,527,701	2,320,783	206,918
State	0	0	0
Federal	15,861	25,787	(9,926)
Cost Recovery	0	0	0
Interest	79,466	2	79,464
Other	97,762	4,870	92,892
Revenue	10,936,090	9,917,211	1,018,879
Expense			
Instruction	4,163,110	4,004,580	158,530
OIT	1,012,365	712,593	299,772
Public Service	0	0	0
Instruction Support	856,345	1,006,322	(149,977)
Student Services	885,292	858,283	27,009
Institutional Administration	1,557,103	1,341,966	215,137
Physical Plant	938,688	896,936	41,752
Expense	9,412,903	8,820,680	592,223
Income	1,523,187	1,096,531	426,656
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	4,078,505	3,350,086	728,419

Alpena Community College
Comparative Income Statement
General Fund
For the Seven Months Ending January 31, 2024

Description	FY 2024 Budget	FY 2024 YTD Actual	FY 2024 Variance	FY 2024 Complete	FY 2023 Complete
Revenue					
Property Tax	3,158,500	1,646,207	(1,512,293)	52.12%	57.48%
Tuition/Fees	6,230,213	6,543,808	313,595	105.03%	101.99%
Sales, Services, and Rent	29,200	25,285	(3,915)	86.59%	119.64%
State Aid	6,659,311	2,527,701	(4,131,610)	37.96%	34.49%
Federal	29,000	15,861	(13,139)	54.69%	73.68%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	79,466	74,466	1589.32%	0.04%
Other	370,757	97,762	(272,995)	26.37%	61.49%
Revenue	16,559,981	10,936,090	(5,623,891)	66.04%	63.71%
Expense					
Salaries	9,015,270	5,120,864	3,894,406	56.80%	58.59%
Fringe Benefits	4,474,299	2,330,931	2,143,368	52.10%	53.89%
Outside Services	1,039,522	933,112	106,410	89.76%	67.27%
Advertising	241,500	125,849	115,651	52.11%	45.62%
Supplies	190,700	183,865	6,835	96.42%	40.69%
Utilities	487,390	190,989	296,401	39.19%	39.11%
Telephone	9,000	11,254	(2,254)	125.04%	21.71%
Postage	30,000	17,475	12,525	58.25%	40.42%
Insurance	135,000	147,656	(12,656)	109.37%	98.68%
Travel & Mileage	65,396	31,326	34,070	47.90%	29.28%
Tuition Waivers and Dues	241,000	206,599	34,401	85.73%	87.26%
Library Books & Equipment	82,830	65,458	17,372	79.03%	63.50%
Other	77,000	47,525	29,475	61.72%	44.86%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	9,412,903	7,147,078	56.84%	56.56%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	1,523,187
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	2,555,318	4,078,505

Alpena Community College
General Fund Month-to-Month Tracking
For the Seven Months Ending January 31, 2024

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	770,961	0	0	0	0	0	1,646,207	3,158,500
Tuition/Fees	3,149,811	230,926	(43,336)	734,307	1,281,554	844,337	346,210	0	0	0	0	0	6,543,809	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	1,895	7,155	0	0	0	0	0	25,286	29,200
State Aid	0	9,499	0	651,378	716,446	575,189	575,189	0	0	0	0	0	2,527,701	6,659,311
Federal	0	837	7,017	2,205	1,914	2,690	1,197	0	0	0	0	0	15,860	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	16,018	0	0	0	0	0	79,465	5,000
Other	0	23	861	1,910	174	93,809	985	0	0	0	0	0	97,762	370,757
Revenue	3,308,583	747,136	(19,391)	1,427,289	2,015,462	1,739,296	1,717,715	0	0	0	0	0	10,936,090	16,559,981
Expense														
Salaries	642,520	580,153	663,796	856,151	697,238	1,016,580	664,426	0	0	0	0	0	5,120,864	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	323,506	430,987	313,318	0	0	0	0	0	2,330,931	4,474,299
Outside Services	50,345	54,714	76,028	74,233	507,903	69,486	100,403	0	0	0	0	0	933,112	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	13,735	33,932	0	0	0	0	0	125,849	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	11,917	18,424	0	0	0	0	0	183,865	190,700
Utilities	176	5,512	28,204	27,241	34,362	47,130	48,364	0	0	0	0	0	190,989	487,390
Telephone	0	1,373	1,736	2,140	2,153	2,163	1,689	0	0	0	0	0	11,254	9,000
Postage	0	111	6,292	194	2,768	5,309	2,801	0	0	0	0	0	17,475	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	1,717	0	0	0	0	0	31,326	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	9,529	69,423	0	0	0	0	0	206,599	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	1,156	3,708	0	0	0	0	0	65,458	82,830
Other	1,603	6,189	16,843	3,352	1,677	9,292	8,569	0	0	0	0	0	47,525	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	1,266,774	0	0	0	0	0	9,412,903	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	74,981	450,941	0	0	0	0	0	1,523,187	0

4.110 Personnel Report

New hires, terminations, and status changes from January 4 to February 5, 2024.

New Hires:

- Nicholas McDonald, eSports Head Coach, effective 01/22/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Michael Blewett, ESP2 TRiO Advisor – South, effective 12/15/2023.
- Lori Stoen, Women's Assistant Volleyball Coach, effective 01/26/2024.
- Lorie Cadieux-Lawrence, Accounts Receivable Technician/Cashier, effective 01/05/2024.

Terminations:

- Ruth McClean, ESP2 Campus Services Receptionist, effective 02/05/2024.

Retirements:

- Yuko Fellows, ESP2 Computer Technician, effective 01/01/2024.
- Richard Sutherland, Vice President for Administration & Finance, effective 01/01/2024.

Name Changes:

- None.

Position Name Changes:

- None.

4.111 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between January 9 and February 7, 2024.

Total Donors:	**66**
New Gifts:	$118,179.00
Pledge Payments:	$0.00
New Pledges:	$0.00