

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, March 21, 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, March 15, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, March 21, 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.

Prior to the regular meeting, the trustees will gather at 6:15 p.m. in the Besser Technical Center lobby for a tour of the Besser Technical Center Facilities Office, the Welding Lab, and the Manufacturing Tech lab.

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): 2421 396 6428#

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://24213966428@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2421 396 6428

Meeting password: BkP56E2Mu7x

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, March 21, 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 February 15, 2024 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
  - 4.112 Financial Report.....2
  - 4.113 Personnel Report.....6
  - 4.114 Gifts and Grants Report .....7
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: April 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

#### 4.112 Financial Report

##### Monthly General Fund Revenue and Expense through February 2024 (Year to Year Actual Comparison)

- The property tax receipts of \$2,564,306 are \$215,013 more than those for February 2023. Much of the positive variance from last year was expected as property tax revenue was budgeted to increase this year. However, a portion of the variance is due to receiving some payments earlier compared to this time last year.
- Tuition/fee receipts of \$6,548,323 are \$670,039 more than last year largely due to higher-than-expected billable contact hours.
- State aid for the current year is \$3,185,220 and is \$263,335 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 \$93,108 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 (\$75,000), timing of advertising costs (\$42,000) and changes in fringe benefit selections (\$31,000).
- Net income through the first eight months of the fiscal year shows a gain of \$1,431,948, which is typical for this time of year.

##### Monthly General Fund Revenue and Expense through February 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 purchasing nursing student books/supplies packages through nursing instructional supplies and receiving for those supplies through course fees.
- All categories are in acceptable ranges for this stage of the year except as noted above.

##### General Fund Month to Month Comparison through February 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 Eight Months Ending February 29, 2024**

<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	2,564,306	2,349,293	215,013
Tuition/Fees	6,548,323	5,878,284	670,039
Sales, Service, and Rent	25,690	27,013	(1,323)
State Aid	3,185,220	2,921,885	263,335
State	0	0	0
Federal	19,299	29,272	(9,973)
Cost Recovery	0	0	0
Interest	94,524	2	94,522
Other	98,027	4,919	93,108
<b>Revenue</b>	12,535,389	11,210,668	1,324,721
<b>Expense</b>			
Instruction	5,193,494	4,946,254	247,240
OIT	1,075,829	770,442	305,387
Public Service	0	0	0
Instruction Support	1,008,286	1,183,010	(174,724)
Student Services	995,589	974,448	21,141
Institutional Administration	1,725,932	1,497,944	227,988
Physical Plant	1,104,311	1,045,695	58,616
<b>Expense</b>	11,103,441	10,417,793	685,648
Income	1,431,948	792,875	639,073
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	3,987,266	3,046,430	940,836

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Eight Months Ending February 29, 2024**

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	2,564,306	(594,194)	81.19%	78.80%
Tuition/Fees	6,230,213	6,548,323	318,110	105.11%	102.91%
Sales, Services, and Rent	29,200	25,690	(3,510)	87.98%	122.79%
State Aid	6,659,311	3,185,220	(3,474,091)	47.83%	43.43%
Federal	29,000	19,299	(9,701)	66.55%	83.63%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	94,524	89,524	1890.48%	0.04%
Other	370,757	98,027	(272,730)	26.44%	62.11%
Revenue	16,559,981	12,535,389	(4,024,592)	75.70%	72.02%
<b>Expense</b>					
Salaries	9,015,270	6,151,250	2,864,020	68.23%	69.99%
Fringe Benefits	4,474,299	2,771,520	1,702,779	61.94%	63.82%
Outside Services	1,039,522	987,265	52,257	94.97%	73.54%
Advertising	241,500	144,714	96,786	59.92%	59.61%
Supplies	190,700	248,098	(57,398)	130.10%	52.86%
Utilities	487,390	247,214	240,176	50.72%	49.46%
Telephone	9,000	13,960	(4,960)	155.11%	23.92%
Postage	30,000	19,439	10,561	64.80%	54.71%
Insurance	135,000	147,656	(12,656)	109.37%	99.75%
Travel & Mileage	65,396	32,031	33,365	48.98%	30.92%
Tuition Waivers and Dues	241,000	218,303	22,697	90.58%	88.05%
Library Books & Equipment	82,830	68,688	14,142	82.93%	64.58%
Other	77,000	53,303	23,697	69.22%	54.64%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	11,103,441	5,456,540	67.05%	66.81%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	1,431,948
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	2,555,318	3,987,266

## Alpena Community College General Fund Month-to-Month Tracking For the Eight Months Ending February 29, 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	918,100	0	0	0	0	2,564,307	3,158,500
Tuition/Fees	3,149,811	230,926	(43,336)	734,307	1,281,554	844,337	346,210	4,514	0	0	0	0	6,548,323	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	1,895	7,155	405	0	0	0	0	25,691	29,200
State Aid	0	9,499	0	651,378	716,446	575,189	575,189	657,519	0	0	0	0	3,185,220	6,659,311
Federal	0	837	7,017	2,205	1,914	2,690	1,197	3,438	0	0	0	0	19,298	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	15,058	0	0	0	0	94,523	5,000
Other	0	23	861	1,910	174	93,809	985	265	0	0	0	0	98,027	370,757
Revenue	3,308,583	747,136	(19,391)	1,427,289	2,015,462	1,739,296	1,717,715	1,599,299	0	0	0	0	12,535,389	16,559,981
Expense														
Salaries	642,520	580,153	663,796	856,151	697,238	1,016,580	664,426	1,030,382	0	0	0	0	6,151,246	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	323,506	430,987	313,318	440,589	0	0	0	0	2,771,520	4,474,299
Outside Services	50,345	54,714	76,028	74,233	507,903	69,486	100,403	54,153	0	0	0	0	987,265	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	13,735	33,932	18,866	0	0	0	0	144,715	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	11,917	18,424	64,233	0	0	0	0	248,098	190,700
Utilities	176	5,512	28,204	27,241	34,362	47,130	48,364	56,225	0	0	0	0	247,214	487,390
Telephone	0	1,373	1,736	2,140	2,153	2,163	1,689	2,707	0	0	0	0	13,961	9,000
Postage	0	111	6,292	194	2,768	5,309	2,801	1,964	0	0	0	0	19,439	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	705	0	0	0	0	32,031	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	9,529	69,423	11,706	0	0	0	0	218,305	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	1,156	3,708	3,230	0	0	0	0	68,688	82,830
Other	1,603	6,189	16,843	3,352	1,677	9,292	8,569	5,778	0	0	0	0	53,303	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	1,690,538	0	0	0	0	11,103,441	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	74,981	450,941	(91,239)	0	0	0	0	1,431,948	0

#### **4.113 Personnel Report**

New hires, terminations, and status changes from February 6 to March 8, 2024.

##### New Hires:

- None.

##### Re-Hires:

- None.

##### Transfers:

- Julie Nowak, transferred from Substitute – Campus Services Receptionist to ESP2 Campus Services Receptionist, effective 02/26/2024.

##### Resignations:

- None.

##### Terminations:

- None.

##### Retirements:

- None.

##### Name Changes:

- None.

##### Position Name Changes:

- None.

#### **4.114 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the ACC Foundation between February 8, 2024 and March 11, 2024.

<b>Total Donors:</b>	<b>114</b>
New Gifts:	\$43,724.00
Pledge Payments:	\$3,740.00
New Pledges:	\$15,740.00