

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, April 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, April 12, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, April 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): 2428 569 2816#

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://24285692816@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2428 569 2816

Meeting password: wE82ca39aZr

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, April 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 March 21, 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
 - 2.896 Resolution in Support of Expanding Student Housing at the Alpena Campus.....2
- 12) Information Items
 - 4.115 Financial Report.....3
 - 4.116 Personnel Report.....8
 - 4.117 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: May 16, 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

2.896 Resolution in Support of Expanding Student Housing at the Alpena Campus

Over a period of several years the Alpena Community College Board of Trustees and President MacMaster have discussed the need to provide additional and accessible student housing on the Alpena Campus. The rental housing market in the community is very tight and can only accommodate a limited number of students. A large majority of ACC students receive financial aid (especially Pell grants) and have limited resources. Annual requests for housing in College Park Apartments are more than twice the beds available. Unfortunately, ACC is losing many qualified prospective students from outside the area who need to be on campus for laboratory and related skills-based training. ACC needs more adequate and appropriate housing.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees unanimously supports expanding student housing opportunities on the Alpena Campus; furthermore, the trustees encourage all interested parties to vigorously pursue activities which lead to the addition of new housing opportunities.

Signed this day, April 18, 2024, by the trustees of Alpena Community College

John Briggs, Chair

Joseph Gentry II

Tom Townsend, Vice Chair

Dr. Lisa Hilberg

Susan Stender, Treasurer

Florence Stibitz

Teresa Duncan

4.115 Financial Report

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

- The property tax receipts of \$3,153,534 are \$202,912 more than those for March 2023, as expected.
- Tuition/fee receipts of \$6,636,668 are \$690,487 more primarily due to higher-than-expected billable contact hours and running nursing packages through course fees.
- State aid for the current year is \$3,760,409, \$289,389 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 \$92,518 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 (\$77,000), timing of advertising costs (\$45,000) and changes in fringe benefit selections (\$16,000).
- Net income through the ninth month of the fiscal year shows as a gain of \$1,489,675 which is expected this time of year.

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

- Outside Services are higher due to the Ellucian software expense and because of higher legal and advertising fees as noted above.
- Supplies are much higher due to running nursing packages through course fees as noted above. These packages are purchased 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 March 2024

- The Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the first three quarters of FY 2024

- The deficit in Endowments and Scholarships is due to the delayed payment of the Michigan Achievement Scholarships. That payment is expected to be received from the State in May.
- 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 Nine Months Ending March 31, 2024

Description	YTD Actual FY 2024	YTD Actual FY 2023	YTD Actual Variance
Revenue			
Property Tax	3,153,534	2,950,622	202,912
Tuition/Fees	6,636,668	5,946,181	690,487
Sales, Service, and Rent	27,375	28,260	(885)
State Aid	3,760,409	3,471,020	289,389
State	0	0	0
Federal	21,540	31,762	(10,222)
Cost Recovery	0	0	0
Interest	94,524	15,012	79,512
Other	99,782	7,264	92,518
Revenue	13,793,832	12,450,121	1,343,711
Expense			
Instruction	5,799,514	5,470,881	328,633
OIT	1,142,089	837,587	304,502
Public Service	0	0	0
Instruction Support	1,121,791	1,244,132	(122,341)
Student Services	1,079,311	1,068,415	10,896
Institutional Administration	1,895,450	1,650,625	244,825
Physical Plant	1,266,002	1,185,833	80,169
Expense	12,304,157	11,457,473	846,684
Income	1,489,675	992,648	497,027
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	4,044,993	3,246,203	798,790

Alpena Community College
Comparative Income Statement
General Fund
For the Nine Months Ending March 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	3,153,534	(4,966)	99.84%	98.97%
Tuition/Fees	6,230,213	6,636,668	406,455	106.52%	104.10%
Sales, Services, and Rent	29,200	27,375	(1,825)	93.75%	128.45%
State Aid	6,659,311	3,760,409	(2,898,902)	56.47%	51.59%
Federal	29,000	21,540	(7,460)	74.28%	90.75%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	94,524	89,524	1890.48%	300.24%
Other	370,757	99,782	(270,975)	26.91%	91.72%
Revenue	16,559,981	13,793,832	(2,766,149)	83.30%	79.98%
Expense					
Salaries	9,015,270	6,868,761	2,146,509	76.19%	76.86%
Fringe Benefits	4,474,299	3,110,243	1,364,056	69.51%	70.83%
Outside Services	1,039,522	1,042,953	(3,431)	100.33%	77.50%
Advertising	241,500	153,524	87,976	63.57%	64.29%
Supplies	190,700	264,145	(73,445)	138.51%	57.23%
Utilities	487,390	300,126	187,264	61.58%	59.41%
Telephone	9,000	15,309	(6,309)	170.10%	135.53%
Postage	30,000	19,563	10,437	65.21%	59.27%
Insurance	135,000	154,432	(19,432)	114.39%	100.95%
Travel & Mileage	65,396	34,170	31,226	52.25%	34.49%
Tuition Waivers and Dues	241,000	218,303	22,697	90.58%	93.59%
Library Books & Equipment	82,830	69,101	13,729	83.43%	66.30%
Other	77,000	53,527	23,473	69.52%	55.14%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	12,304,157	4,255,824	74.30%	73.47%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	1,489,675
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	2,555,318	4,044,993

Alpena Community College General Fund Month-to-Month Tracking For the Nine Months Ending March 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	918,100	589,228	0	0	0	3,153,535	3,158,500
Tuition/Fees	3,149,811	230,926	(43,336)	734,307	1,281,554	844,337	346,210	4,515	88,345	0	0	0	6,636,669	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	1,895	7,155	475	1,615	0	0	0	27,376	29,200
State Aid	0	9,499	0	651,378	716,446	575,189	575,189	657,519	575,189	0	0	0	3,760,409	6,659,311
Federal	0	837	7,017	2,205	1,914	2,690	1,197	3,438	2,240	0	0	0	21,538	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	1,755	0	0	0	99,782	370,757
Revenue	3,308,583	747,136	(19,391)	1,427,289	2,015,462	1,739,296	1,717,715	1,599,370	1,258,372	0	0	0	13,793,832	16,559,981
Expense														
Salaries	642,520	580,153	663,796	856,151	697,238	1,016,580	664,426	1,030,385	717,512	0	0	0	6,868,761	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	323,506	430,987	313,318	440,589	338,723	0	0	0	3,110,243	4,474,299
Outside Services	50,345	54,714	76,028	74,233	507,903	69,486	100,403	54,153	55,688	0	0	0	1,042,953	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	13,735	33,932	18,866	8,810	0	0	0	153,525	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	11,917	18,424	64,233	16,047	0	0	0	264,145	190,700
Utilities	176	5,512	28,204	27,241	34,362	47,130	48,364	56,225	52,912	0	0	0	300,126	487,390
Telephone	0	1,373	1,736	2,140	2,153	2,163	1,689	2,707	1,348	0	0	0	15,309	9,000
Postage	0	111	6,292	194	2,768	5,309	2,801	1,964	124	0	0	0	19,563	30,000
Insurance	71,137	31,652	5,715	724	0	38,428	0	0	6,776	0	0	0	154,432	135,000
Travel & Mileage	836	1,640	9,516	2,542	6,472	8,603	1,717	705	2,139	0	0	0	34,170	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	9,529	69,423	11,704	0	0	0	0	218,303	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	1,156	3,708	3,230	413	0	0	0	69,101	82,830
Other	1,603	6,189	16,843	3,352	1,677	9,292	8,569	5,778	223	0	0	0	53,526	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	1,690,539	1,200,715	0	0	0	12,304,157	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	74,981	450,941	(91,169)	57,657	0	0	0	1,489,675	0

Alpena Community College
Consolidated Income Statement
For the Nine Months Ending March 31, 2024

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	3,153,534	0	0	0	0	0	0	0	0	3,153,534
Tuition/Fees	6,636,668	400,855	39,500	0	(12,692)	0	0	166,990	0	7,231,321
Sales, Services, and Rent	27,375	360,235	346,903	0	(12,974)	0	0	0	0	721,539
State aid	3,760,409	0	0	0	0	0	0	0	0	3,760,409
Local	0	0	0	0	0	0	0	0	0	0
State	0	4,705	0	0	790,808	0	104,839	0	0	900,352
Federal	21,540	0	0	0	2,601,606	917,840	0	0	0	3,540,986
Gifts and Donations	0	1,501	0	0	112,640	0	368,105	485,730	0	967,976
Interest	94,524	0	0	0	0	0	0	0	0	94,524
Other	99,782	(2,500)	256	0	0	257,703	0	811	2,515	358,567
Total Revenue	13,793,832	764,796	386,659	0	3,479,388	1,175,543	472,944	653,531	2,515	20,729,208
Expenditures										
Salaries	6,868,761	273,467	64,399	0	487,319	0	0	0	0	7,693,946
Fringe Benefits	3,110,243	114,108	17,599	0	219,756	0	0	0	0	3,461,706
Outside Services	1,042,953	104,014	49,071	0	73,954	0	0	465,927	0	1,735,919
Advertising	153,524	0	0	0	1,354	0	0	0	0	154,878
Supplies	264,145	66,490	40,108	0	66,710	0	0	0	0	437,453
Rental	0	0	0	0	2,250	0	0	0	0	2,250
Utilities	300,126	2,834	15,534	0	0	0	0	0	0	318,494
Telephone	15,309	0	0	0	0	0	0	0	0	15,309
Postage	19,563	0	0	0	0	0	0	0	0	19,563
Insurance	154,432	20,259	0	0	0	0	0	0	0	174,691
Travel & Mileage	34,170	64,594	0	0	39,905	0	0	0	0	138,669
Tuition Waivers	218,303	10,364	1,500	0	1,660,877	1,175,543	561,621	0	0	3,628,208
Library Books & Equipment	69,101	52,978	2,097	0	567,226	0	0	1,999,949	0	2,691,351
Other	53,527	8,896	0	0	32,183	0	0	7,411	4,612	106,629
Transfers	0	0	0	0	92,054	0	0	0	0	92,054
Total Expenditures	12,304,157	718,004	190,308	0	3,243,588	1,175,543	561,621	2,473,287	4,612	20,671,120
Net Revenue (Expense)	1,489,675	46,792	196,351	0	235,800	0	(88,677)	(1,819,756)	(2,097)	58,088
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	4,044,993	319,291	671,081	(25,807,651)	723,063	0	(70,354)	26,878,155	18,036	6,776,614

4.116 Personnel Report

New hires, terminations, and status changes from March 9 to April 11, 2024.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Joshua Holman, Women's Assistant Basketball Coach, effective immediately (his position as ESP2 TRiO Advisor is unaffected).

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.117 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation between March 12 and April 11, 2024.

Total Donors:	46
New Gifts:	\$21,687.00
Pledge Payments:	\$30,000.00
New Pledges:	\$0.00