

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, May 16, 2024
Meeting Time: 6:00 p.m. budget workshop; 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, May 10, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, May 16, 2024, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. A budget workshop will be held at 6:00 p.m.; the regular meeting will begin at 7:00 p.m. The budget workshop and the regular 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 244 6517

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://24282446517@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2428 244 6517

Meeting password: tF3JTapPJ48

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, May 16, 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 April 18, 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
 - 2.897 Bids: Incubator for Oscoda Campus2
 - 2.898 Tuition Rate for Fiscal Year 20253
- 12) Information Items
 - 4.118 Financial Report.....4
 - 4.119 Personnel Report.....8
 - 4.120 Gifts and Grants Report9
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: June 20, 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 trustees will conduct a closed session beginning at 5:30 p.m. to conduct the president’s yearly evaluation.
- 17) Adjournment

2.897 Bids: Incubator for Oscoda Campus

Alpena Community College was awarded the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant earmark in 2022. This earmark was to help implement new programs as well as maintain and improve the Oscoda Campus.

The Oscoda Campus currently has an incubator used by the health sciences programs, but that incubator has become unreliable. To remedy that situation a Request for Proposals (RFP) was written. Originally the RFP was for a single unit; however, no bids were received for a single unit.

A bid was received from Fisher Science Education for two stackable units. The quoted units met or exceeded all other requirements stated in the RFP. Stackable units will allow for the instructor to use only one if needed, while leaving the other off. This will create a more energy efficient lab.

Fisher Science Education Quote:

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	2	Ea	151031562	Heratherm Peltier IMP180 US	\$7,563.22	\$15,126.44
				Thermo Scientific Heratherm Refrigerated Incubators, 6.3 cu. ft., 1.9 - 4.5A, Model: IMP180, Description: Benchtop Model, Capacity: 178 L, 6.3 cu. ft., Chamber Material: Stainless Steel 1.4301/304, Coated Steel, Temperature Range: 5 deg.C to 70 deg.C, Certifications/Compliance: CE, CSA Vendor Catalog # 51031562 This item is being sold as 1 per each Original Catalog Number 51031562		
				Merchandise Total		\$15,126.44

Despite only receiving one quote, the Oscoda Campus would like to proceed with the purchase of two Heratherm Peltier IMP180 US Refrigerated Incubators for a total cost of \$15,126.44 for the Oscoda biology lab. This project would be fully funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase two Heratherm Peltier IMP180 US Refrigerated Incubators for a total cost not to exceed \$15,126.44. This purchase will be 100% funded by the Alpena Community College FIPSE Oscoda Campus Improvement Project Grant.

2.898 Tuition Rate for Fiscal Year 2025

Alpena Community College receives revenue from three main sources: appropriations from the State of Michigan, a 2.5 mills assessment on properties in the Alpena Public Schools district, and tuition and fees. In recent years, revenue from state appropriations and property taxes have been limited due to downward economic influences in Michigan. In order to maintain a balanced budget, Alpena Community College looks first to managing expenses wherever feasible. Secondly, the College looks to bring in additional revenue to maintain high standards of service to students and community members.

The College is always mindful of the cost of education and its impact on students. There are a number of scholarship and grant opportunities available to students to help defray the cost of education, including a number of scholarships given annually by the ACC Foundation.

For Fiscal Year 2025, College officials are proposing to increase tuition approximately 3%; this modest increase along with an anticipated small enrollment increase should be sufficient to meet the College's projected needs. No fees changes are proposed.

ACC continues to be highly affordable to students especially compared to four-year institutions, and continues to provide great value to all in Northeast Lower Michigan. ACC's costs are also competitive with similar community colleges who enjoy better property tax revenues.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the following tuition rate for Fiscal Year 2025 effective with Fall Semester 2024.

Tuition	From	To
In-District Tuition (per contact hour)	\$150.00	\$154.00
Out-of-District Tuition (per contact hour, applicable to students from the rest of Michigan, all other states, and foreign countries, with the exception of dual-enrolled and early college students, whose high schools are all charged In-District Tuition)	\$239.00	\$246.00

4.118 Financial Report

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

- The property tax receipts of \$3,176,210 are \$204,402 more than those for April 2023, as expected.
- Tuition/fee receipts of \$6,699,829 are \$676,547 more primarily due to higher-than-expected billable contact hours and running the nursing book packages through course fees.
- State aid for the current year is \$4,335,598, \$315,443 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 and certificates of deposit. The increase from last year is due to changing the way the College invests current asset funds. We are now taking full advantage of the higher rates available.
- Other revenue is \$119,712 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 (\$63,000), timing of advertising costs (\$51,000) and changes in fringe benefit selections (\$40,000).
- Net income through the tenth month of the fiscal year shows as a gain of \$1,115,942 which is expected this time of year when spring tuition receipts have leveled.

Monthly General Fund Revenue and Expense through April 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.
- Library books and equipment is up due to the payment timing for software subscriptions.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through April 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 Ten Months Ending April 30, 2024

Description	YTD Actual FY 2024	YTD Actual FY 2023	YTD Actual Variance
Revenue			
Property Tax	3,176,210	2,971,808	204,402
Tuition/Fees	6,699,829	6,023,282	676,547
Sales,Service,and Rent	34,275	36,095	(1,820)
State Aid	4,335,598	4,020,155	315,443
State	0	0	0
Federal	23,698	33,987	(10,289)
Cost Recovery	0	0	0
Interest	128,476	15,749	112,727
Other	127,076	7,364	119,712
Revenue	14,525,162	13,108,440	1,416,722
Expense			
Instruction	6,390,134	6,015,578	374,556
OIT	1,225,895	901,321	324,574
Public Service	0	0	0
Instruction Support	1,231,379	1,378,375	(146,996)
Student Services	1,167,635	1,174,393	(6,758)
Institutional Administration	2,054,463	1,803,205	251,258
Physical Plant	1,424,450	1,314,841	109,609
Expense	13,493,956	12,587,713	906,243
Income	1,031,206	520,727	510,479
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	3,586,524	2,774,282	812,242

Alpena Community College
Comparative Income Statement
General Fund
For the Ten Months Ending April 30, 2024

Description	FY 2024 Budget	FY 2024 YTD Actual	FY 2024 Variance	FY 2024 Complete	FY 2023 Complete
Revenue					
Property Tax	3,158,500	3,176,210	17,710	100.56%	99.68%
Tuition/Fees	6,230,213	6,699,829	469,616	107.54%	105.45%
Sales, Services, and Rent	29,200	34,275	5,075	117.38%	164.07%
State Aid	6,659,311	4,335,598	(2,323,713)	65.11%	59.75%
Federal	29,000	23,698	(5,302)	81.72%	97.11%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	128,476	123,476	2569.52%	314.98%
Other	370,757	127,076	(243,681)	34.27%	92.98%
Revenue	16,559,981	14,525,162	(2,034,819)	87.71%	84.21%
Expense					
Salaries	9,015,270	7,548,105	1,467,165	83.73%	84.20%
Fringe Benefits	4,474,299	3,445,140	1,029,159	77.00%	78.21%
Outside Services	1,039,522	1,104,452	(64,930)	106.25%	88.93%
Advertising	241,500	164,717	76,783	68.21%	68.78%
Supplies	190,700	287,432	(96,732)	150.72%	64.91%
Utilities	487,390	348,431	138,959	71.49%	68.79%
Telephone	9,000	16,716	(7,716)	185.73%	138.31%
Postage	30,000	24,563	5,437	81.88%	59.73%
Insurance	135,000	154,432	(19,432)	114.39%	100.95%
Travel & Mileage	65,396	36,960	28,436	56.52%	40.72%
Tuition Waivers and Dues	241,000	218,603	22,397	90.71%	93.59%
Library Books & Equipment	82,830	87,061	(4,231)	105.11%	71.11%
Other	77,000	57,344	19,656	74.47%	57.79%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	13,493,956	3,066,025	81.49%	80.72%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	1,031,206
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	2,555,318	3,586,524

Alpena Community College General Fund Month-to-Month Tracking For the Ten Months Ending April 30, 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	22,677	0	0	3,176,212	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	63,160	0	0	6,699,829	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	1,895	7,155	475	1,615	6,900	0	0	34,276	29,200
State Aid	0	9,499	0	651,378	716,446	575,189	575,189	657,519	575,189	575,189	0	0	4,335,598	6,659,311
Federal	0	837	7,017	2,205	1,914	2,690	1,197	3,438	2,240	2,160	0	0	23,698	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	33,953	0	0	128,476	5,000
Other	0	23	861	1,910	174	93,809	985	265	28,826	223	0	0	127,076	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	1,285,443	704,262	0	0	14,525,165	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	679,343	0	0	7,548,104	9,015,270
Fringe Benefits	302,353	271,697	303,192	385,878	323,506	430,987	313,318	440,589	338,723	334,897	0	0	3,445,140	4,474,299
Outside Services	50,345	54,714	76,028	74,233	507,903	69,486	100,403	54,153	55,688	61,499	0	0	1,104,452	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	13,735	33,932	18,866	8,810	11,193	0	0	164,718	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	11,917	18,424	64,233	16,047	23,287	0	0	287,432	190,700
Utilities	176	5,512	28,204	27,241	34,362	47,130	48,364	56,225	52,912	48,305	0	0	348,431	487,390
Telephone	0	1,373	1,736	2,140	2,153	2,163	1,689	2,707	1,349	1,408	0	0	16,718	9,000
Postage	0	111	6,292	194	2,768	5,309	2,801	1,964	124	5,000	0	0	24,563	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	2,790	0	0	36,960	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	9,529	69,423	11,706	0	300	0	0	218,605	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	1,156	3,708	3,230	413	17,960	0	0	87,061	82,830
Other	1,603	6,189	16,843	3,352	1,677	9,292	8,569	5,778	223	3,817	0	0	57,343	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	1,690,541	1,200,716	1,189,799	0	0	13,493,959	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	74,981	450,941	(91,171)	84,727	(485,537)	0	0	1,031,206	0

4.119 Personnel Report

New hires, terminations, and status changes from April 12 to May 3, 2024.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.120 Gifts and Grants Report

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

Total Donors:	347
New Gifts:	\$76,445.92
Pledge Payments:	\$0.00
New Pledges:	\$0.00