

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, June 20, 2024
Meeting Time: 5:00 closed session (president's evaluation); 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, June 14, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, June 20, 2024, beginning at 5:00 p.m. The meeting will immediately go into closed session to conduct the president's yearly evaluation. The regular meeting will begin at approximately 7:00 p.m. The meeting will be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street. The open part of 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): 2425 406 4468 #

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://24254064468@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2425 406 4468

Meeting password: UVifBzfa837

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, June 20, 2024, 5:00 p.m. closed session, 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 May 16, 2024, Regular Board Meeting and the June 4, 2024, Special 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

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- 12) Information Items

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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: August 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.
- 17) Adjournment

2.900 Proposed Fiscal Year 2025 Budget

General Operating Fund

The General Operating Fund provides those resources necessary to carry out the day-to-day activities of the College. Several major economic factors impact FY 2025 budgeting. State aid is estimated at \$6,825,794, an increase by 2.5% over FY 2024, This comprises 40.1% of the total revenue budget. Student enrollment is estimated to be slightly lower with a one percent decrease from FY 2024, which saw a 4.4% increase in contact hours from FY 2023. Tuition and fees projected to be about \$6,640,000. This comprises 39.0% of the total revenue budget. Local property taxes are expected to increase by 6.8%, Local Property Tax budget for FY 2025 of \$3,372,500 requires the use of the full voter approved 2.5 mill levy, adjusted for the Headlee Amendment rollback to 2.4794 mils. This comprises 19.8% of the total revenue budget. It is anticipated that the full amount available will be needed for the foreseeable future.

Pay increases for all bargaining units will be at a step, if available, as contractually obligated. The College's health care cost increases are capped at 4.1% for calendar year 2024 and 0.2% for calendar year 2025 due to continued legislative action.

Therefore, the 2024-2025 year will require continued close monitoring of the budget throughout the entire year and adjustments may be necessary to be brought before the Board of Trustees. In addition, the College will focus on accomplishing the following objectives:

- 1) Provide an adequate schedule of course offerings to serve a projected annualized enrollment of approximately 1,800 enrollees (930 FYES)
- 2) Continue the assessment process of assuring the delivery of quality instruction and student services programs.
- 3) Continue refinement of selected career programs to assure that the offerings are attuned to modern technology and graduates are job ready.
- 4) Provide more defined and focused attention to recruitment and admission and retention activities in all areas through the marketing plan.
- 5) Further increase enrollments and refine services to be delivered by the Oscoda Campus that will meet the needs of Iosco County and the surrounding area.
- 6) Further implement personnel realignments to continue to improve the effectiveness of the capacity to deliver education services.
- 7) Address the needs of our K-12 partners and the home-schooled students in the area of early college and dual enrollment.
- 8) Reassess the Campus Master Plan while considering the future use of the College's full 680 acres.
- 9) Continue implementing and developing other aspects of the College's strategic plan.

The various objectives specified have been identified with input from the Strategic Planning and Budgeting Committee and will be achieved through the proposed financial plan for the General Operating Fund for 2024-2025.

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget

Proposed Revenue Budget — General Operating Fund

Description	Budget 2023-2024	Proposed Budget 2024-2025
Property Taxes	\$3,158,500	\$3,372,500
Tuition/Fees	6,230,213	6,643,144
State Aid	6,659,311	6,825,794
Other	149,120	187,874
Totals	\$16,197,144	\$17,029,312

Proposed Expenditure Budget — General Operating Fund

Description	Budget 2023-2024	Proposed Budget 2024-2025
Fine Arts	\$329,507	\$353,983
Communications	883,806	782,430
Social Sciences	659,324	676,064
Mathematics	714,643	705,980
Sciences	1,192,709	1,090,835
Physical Education	15,971	16,322
Health Education	3,799	3,883
Business	279,457	300,591
Data Processing / Computer Science	263,274	289,950
Secretarial & Office	81,905	88,626
Law Enforcement / Public Service	118,940	155,400
Media Production Technology	2,000	0
Design Technology	172,782	180,316
Mechanical Trades & Service Technology	485,321	491,285
Construction Trades Technology	284,783	292,114
Electrical & Electronic Trades	804,562	1,007,311
UAV Technologies	0	0
Apprenticeship Instruction	27,515	40,534

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget

Proposed Expenditure Budget — General Operating Fund, Continued

Description	Budget 2023-2024	Proposed Budget 2024-2025
Marine	83,853	92,098
Electrical Bachelors	158,250	162,410
Nursing	1,030,262	1,139,114
Other Health Related	22,892	18,054
Learning Labs	1,500	1,500
Career Guidance	8,546	4,160
Library / Media Services	249,299	236,430
Off-Campus Admin. / Oscoda Campus	392,030	258,247
Instruction Administration	957,424	1,089,022
Student Services	212,739	223,499
Financial Aid	499,549	527,078
Admissions / Records	777,418	756,967
Data Processing	1,320,869	1,403,076
General Administration	448,808	492,343
Word Processing and Copiers	29,193	28,382
Institutional Administration	1,300,836	1,355,909
Public Relations	293,514	303,458
Resource Development	235,521	317,408
Physical Plant	1,762,106	1,874,008
Transfers	92,237	270,525
Total	\$16,197,144	\$17,029,312
	Budget	Proposed
Unrestricted General Operating Fund Balance	2023-2024	2024-2025
Beginning Balance	\$2,226,431	\$2,226,431
Transfer From Fund Balance	0	0
Ending Balance	\$2,226,431	\$2,226,431

Designated Fund, 2024-2025

The Designated Fund encompasses a variety of funds that service the non-curricular activities of students, staff and faculty. Specifically, this fund supports activities in five categories:

Athletics/Student Activities

All co-curricular activities of the institution are supported from this budget, which derives its revenue primarily from a student services fee that the student pays upon enrolling in classes at the College. The budget provides support for a broad range of student needs, including student activities, athletics, intramurals, and the Wellness Center.

Workforce Development

Workforce Development is charged with carrying out a varied array of contracted services for area business and industry. The World Center for Concrete Technology falls under its supervision.

Special Events/Staff Development

Each year the College supports with \$16,000 for a wide range of activities that enhance the capacity of our staff to be more productive and valuable employees. The College is able to support a number of special events to assist the College in better communicating its leadership role to the service area (e.g. Science Olympiad, counselor workshops, etc.) A budget of \$6,500 is projected for these activities.

Madeline Briggs University Center

In order to provide additional educational opportunities for our graduates who wish to stay close to home, partnerships were established with four-year institutions to offer classes on campus. This year's budget is \$1,700.

Technology

This fund is for the acquisition of new or updated technology. The fund allows for updating the College's computer labs and funding our Learning Management System, Blackboard. A budget of \$197,130 has been established with \$99,600 being expensed in FY 2025 and the remainder to increase the balance of the fund for future technology needs and replacement.

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Designated Fund

Athletics/Student Activities

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Fees	\$195,049	\$194,734
Gate Receipts / Miscellaneous	1,000	5,000
Fitness Wellness Center Fees	9,000	10,000
Donations	25,000	25,000
Transfers	319,996	331,746
	<hr/>	<hr/>
Total Revenues	\$550,045	\$566,480
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<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Administration	\$156,045	\$155,153
Men's Basketball	39,956	39,956
Women's Basketball	39,956	39,956
Women's Volleyball	24,030	24,030
Women's Softball	44,700	44,700
Baseball	46,700	46,700
Cross Country	16,870	16,530
E-Sports	0	7,604
Subtotal (Athletics)	368,257	374,629
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Fitness Wellness Center	161,604	181,851
Campus Activity Board	8,297	10,000
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Subtotal (Student Activities)	169,901	191,851
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Total Expenses	\$538,158	\$566,480
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ALPENA COMMUNITY COLLEGE

2024-2025 Proposed Budget — Designated Fund (Continued)

Workforce Development

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Revenue Budget</u>		
Sales & Services	\$234,250	\$234,250
Facility Rental	10,000	10,000
Transfers	144,779	135,072
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Total Revenue	\$389,029	\$379,322
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	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Expense Budget</u>		
Wages	\$134,640	\$126,672
Fringe Benefits	60,979	61,136
Contract Services	23,500	21,500
Supplies	8,500	5,820
Transfers	144,779	135,072
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Total Expenses	\$372,398	\$350,200
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Special Events/Staff Development

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Revenue Budget</u>		
Special Events - Gen. Fund Transfer	\$6,500	\$6,500
Staff Development - Gen. Fund Transfer	16,000	16,000
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Total Revenues	\$22,500	\$22,500
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	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Expense Budget</u>		
Special Events - Supplies / Awards	\$6,500	\$6,500
Staff Development - Workshops / Grants	16,000	16,000
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Total Expenses	\$22,500	\$22,500
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ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Designated Fund (Continued)

Madeline Briggs University Center

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Sales and Service	\$7,000	\$1,520
Reimbursements	180	180
Total Revenues	\$7,180	\$1,700
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Other	\$7,180	\$1,700
Transfer	0	0
Total Expenses	\$7,180	\$1,700

Technology

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Technology Fee	\$199,000	\$197,130

<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Transfer	100,000	0
Equipment and Services	99,000	99,600
	\$199,000	\$99,600

<u>TOTAL DESIGNATED FUND</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Revenue	\$1,167,754	\$1,167,132
Expense	\$1,139,236	\$1,040,480

Auxiliary Enterprises Fund, 2024-2025

The Auxiliary Enterprises Fund consists of those activities that directly generates revenue to accomplish their objectives. The following five areas constitute “enterprises” within the fund:

College Bookstore

The Bookstore continues to contribute a high level of service to the College community. The Bookstore is now operating under a third party, Follett. The bookstore projects a \$7,000 sales commission contribution to the General Fund.

Food Service

The College has contracted with Fremont Catering of Alpena, Michigan, for operation of the cafeteria. A management fee of \$10,000 per year is budgeted out of the vending proceeds and General Funds.

Auto Service

The College operates various special services keyed to individual instructional areas to improve the economic viability and quality of life throughout Northeast Michigan. There are \$30,000 in services to be delivered in FY25.

Transportation

Transportation covers all College functions related to the use of College-owned vehicles and is paid for through interdepartmental transfers. The revenue budget for 2024-2025 activities is estimated at \$7,000.

Housing

The College has available 16 units of affordable housing for 80 students. The College is holding the rent charged level for this year. It is anticipated that rental income will exceed \$350,000 with expenses to be approximately \$230,000.

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Auxiliary Enterprises Fund

<u>Bookstore</u>		
	<u>Budget</u> 2023-2024	<u>Proposed</u> <u>Budget</u> 2024-2025
<u>Proposed Revenue Budget</u>		
Book Sales (Commission)	\$27,000	\$7,000
Total Revenues	\$27,000	\$7,000
	<u>Budget</u> 2023-2024	<u>Proposed</u> <u>Budget</u> 2024-2025
<u>Proposed Expense Budget</u>		
Transfers	\$27,000	\$7,000
Total Expenses	\$27,000	\$7,000

<u>Food Service</u>		
	<u>Budget</u> 2023-2024	<u>Proposed</u> <u>Budget</u> 2024-2025
<u>Proposed Revenue Budget</u>		
Sales & Service	\$3,000	\$3,000
Transfer	7,000	7,000
Total Revenues	\$10,000	\$10,000
	<u>Budget</u> 2023-2024	<u>Proposed</u> <u>Budget</u> 2024-2025
<u>Proposed Expense Budget</u>		
Contract Service	\$10,000	\$10,000
Total Expenses	\$10,000	\$10,000

ALPENA COMMUNITY COLLEGE

2024-2025 Proposed Budget — Auxiliary Enterprises Fund (Continued)

	<u>Auto Service</u>	
	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Revenue Budget</u>		
Sales and Service	\$30,000	\$30,000
Total Revenues	\$30,000	\$30,000

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Expense Budget</u>		
Cost of Goods / Services Sold	\$30,000	\$30,000
Total Expenses	\$30,000	\$30,000

	<u>Transportation</u>	
	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Revenue Budget</u>		
Total Revenues	\$7,000	\$7,000

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Expense Budget</u>		
Maintenance	\$7,000	\$7,000
Total Expenses	\$7,000	\$7,000

ALPENA COMMUNITY COLLEGE

2024-2025 Proposed Budget — Auxiliary Enterprises Fund (Continued)

	<u>Housing</u>	
	Budget	Proposed
	2023-2024	Budget
	2024-2025	
<u>Proposed Revenue Budget</u>		
Apartment Rental	\$287,460	\$343,650
Apartment Application Fee	7,000	7,500
Total Revenues	\$294,460	\$351,150
	Budget	Proposed
	2023-2024	Budget
	2024-2025	
<u>Proposed Expense Budget</u>		
Wages	\$78,304	\$88,977
Fringe Benefits	24,097	25,357
Services	5,200	5,200
Utilities	22,000	23,000
Maintenance and Other	26,800	26,800
Depreciation, Interest, Overhead	57,733	60,375
Total Expenses	\$214,134	\$229,710
	Budget	Proposed
	2023-2024	Budget
	2024-2025	
<u>TOTAL AUXILIARY ENTERPRISES FUND</u>		
Revenue	\$368,460	\$405,150
Expense	\$288,134	\$283,710

Restricted Fund, 2024-2025

Various external grants from both private (e.g., foundations) and public (e.g., state and federal) sources support several activities of the College that are critical to providing quality educational experiences for our students. Seven primary areas are directly affected by these grants and individual budgets are provided for each. Funding has been in place for many years for Educational Talent Search (ETS), the only remaining TRIO grant at the College. In other areas, regulations are changing and competition is increasing (e.g., private and governmental contract training), and in selected areas, new territories are being explored to provide external support for important College objectives. It should be noted that funding for various student aid programs (e.g., Pell, SEOG, etc.) is also classified in the Restricted Fund. The College is managing a five-year Strengthening Institution Program Grant (SIP) averaging \$450,000 per year. This is the closing year of the grant, which ends in October of 2024.

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Restricted Fund

TRIO Grant (Talent Search)

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Grant Funds	\$333,696	\$277,305
Indirect Cost Recovery	(20,044)	(18,857)
Total Revenues	\$313,652	\$258,448
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Wages / Salaries	\$173,311	\$131,097
Fringe Benefits	122,251	106,829
Supplies and Other	18,090	20,522
Total Expenses	\$313,652	\$258,448

SIP Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Grant	\$428,121	\$196,828
Indirect Cost Recovery	0	0
Total Revenue	\$428,121	\$196,828
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Salary	\$160,018	\$110,148
Fringe Benefits	78,798	45,505
Contracted Services	42,000	35,000
Equipment	129,406	0
Other	17,899	6,175
Total Expenses	\$428,121	\$196,828

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Restricted Fund (Continued)

Perkins Vocational/Applied Technical Education

	Budget 2023-2024	Proposed Budget 2024-2025
Special Populations Grant Funds	\$49,400	\$49,710
Instructional Equipment Grant Funds	39,170	33,871
College Local Leadership Grant Funds	9,200	9,200
	\$97,770	\$92,781

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Expense Budget</u>		
Special Populations Wages	\$31,666	\$28,286
Special Populations Fringe Benefits	17,734	21,424
Special Populations Travel	0	0
Subtotal	49,400	49,710
Instructional Equipment	\$39,170	\$33,871
College Local Leadership	\$9,200	\$9,200
Total Expenses	\$97,770	\$92,781

CET Grant

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Revenue Budget</u>		
State Support	\$45,000	\$45,000

	Budget 2023-2024	Proposed Budget 2024-2025
<u>Proposed Expense Budget</u>		
Wages / Salaries	\$29,387	\$30,945
Fringe Benefits	15,192	11,022
Other	421	3,033
Total Expenses	\$45,000	\$45,000

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Restricted Fund (Continued)

College Work Study

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Grants	\$38,000	\$30,000
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Student Wages	\$38,000	\$30,000

Pell Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Federal Grant	\$1,425,000	\$1,425,000
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Awards	\$1,425,000	\$1,425,000

Supplemental Education Opportunity Grant

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Federal Grant	\$82,000	\$58,000
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Awards	\$82,000	\$58,000

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget — Restricted Fund (Continued)

<u>TOTAL RESTRICTED FUND</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Revenue	<u>\$2,429,543</u>	<u>\$2,106,057</u>
Expense	<u>\$2,429,543</u>	<u>\$2,106,057</u>

Capital Equipment/Building Maintenance Fund, 2024-2025

The Capital Equipment/Building Maintenance Fund provides the financial resources necessary to undertake those critical projects included in the planning process for the College to preserve and enhance its capital assets. The past five years have seen an extensive amount of work accomplished in this area with well over 100 individual projects completed. A major portion of institutional equipment will be purchased through the fund rather than the General Operating Fund of the College, and these purchases will be institution-wide. Additionally, the Board-authorized facility fee is receipted in this fund to support long-term capital needs of the institution.

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget

2024-2025 Capital Equipment/Building Maintenance Fund

<u>Proposed Revenue Budget</u>	Budget 2023-2024	Proposed Budget 2024-2025
Facilities Fee	\$170,000	\$168,300
Transfer from General Fund	0	192,485
Transfer	0	0
Mandatory Transfer	0	0
Total Revenues	\$170,000	\$360,785
<u>Proposed Expense Budget</u>	Budget 2023-2024	Proposed Budget 2024-2025
Equipment	\$40,000	\$338,000
Contract Services - Renovations	35,000	30,000
Contract Services - Maint. Projects	100,000	232,000
Debt Service Transfer	204,700	0
Total Expenses	\$379,700	\$600,000

Plant Fund, 2024-2025

The Plant Fund is the depository for various state/local grants that are directed toward the construction of capital projects. The renovation and repurposing of the Besser Annex autobody lab are substantially complete. The construction for the \$3,000,000 project, 80% funded by the EDA, has transformed the vacant autobody lab into a first-class manufacturing technology lab and renovated the exited area into an expanded welding lab. Planning has begun for the new student housing project. The new student housing unit has an estimated total project cost of \$4,700,000 and has received federal support in the form of a \$1,700,000 congressionally directed spending item managed through the USDA Community Facilities program.

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget

2024-2025 Plant Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
State Capital Outlay	\$ -	\$ -
Transfer from Prior Year Revenues		
Federal Funding	2,400,000	1,700,000
Donations	600,000	0
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Total Revenues	<u>\$3,000,000</u>	<u>\$1,700,000</u>
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Professional Fees	\$75,000	\$400,000
Site Improvements	15,000	250,000
Construction in Progress	2,000,000	1,050,000
Equipment	910,000	0
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Total Expenses	<u>\$3,000,000</u>	<u>\$1,700,000</u>

Debt Service Fund, 2024-2025

The College acquired an Installment Purchase Agreement in May 2017 to purchase the College Park Apartments for \$680,000 to be paid over 20 years. Annual payments of \$34,000 principal, paid annually, plus interest at 3.12%, paid semi-annually.

ALPENA COMMUNITY COLLEGE

2024-2025 Proposed Budget

2024-2025 Debt Service Fund

<u>Proposed Revenue Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Transfer Facility Fee	\$ -	\$ -
Transfer Housing Fund	48,512	47,451
Total Revenues	\$48,512	\$47,451
<u>Proposed Expense Budget</u>	<u>Budget 2023-2024</u>	<u>Proposed Budget 2024-2025</u>
Interest	\$14,512	\$13,451
Principal	34,000	34,000
Total Expenses	\$48,512	\$47,451

ALPENA COMMUNITY COLLEGE
2024-2025 Proposed Budget

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees accepts the budget as presented for Fiscal Year 2025.

2.901 Fiscal Year 2025 Administrative Salary Schedule

An examination of the current Administrative Salary Schedule indicates that modifications are appropriate in order to maintain the competitive position of the institution for the upcoming fiscal year and to provide adjustments to the base of these respective salary schedules that are comparable to increases other employees will receive.

In light of these conditions, modifications are proposed that will raise the respective administrative salary levels by 3.0% and give administrators a one-step increase (if available).

<u>Level</u>	<u>Positions</u>	<u>Lower End</u>	<u>Upper End</u>
A	Director of Alumni Relations; Assistant Controller/Payroll Manager; Director of Oscoda Campus; Director of Student Life Activities & Campus Housing; Simulation Lab Manager	\$57,381	\$89,747
B	Director of Learning Technology; Director of the Wellness Center; Director of SIP Grant	\$63,054	\$96,551
C	Executive Director of ACC Foundation; Director of Admissions; Controller; Director of TRiO Talent Search; Director of Facilities Management; Director of Financial Aid; Director of Human Resources; Director of Information Technology; Director of Public Information & Marketing; Registrar; Dean of Workforce Development; Director of Nursing — Oscoda Campus; Director of the Learning Resources Center	\$73,803	\$107,748
D	Dean of Students; Director of Nursing — Alpena Campus; Executive Director of Office of Information Technology	\$87,737	\$122,754
E	Vice Presidents	\$118,518	\$155,505
F	President	\$159,601	\$198,443

Therefore, the following resolution is proposed:

The Board of Trustees approves the proposed Administrative Salary Schedule for Fiscal Year 2025 and authorizes the president to issue contracts to all affected parties in accordance with their performance at the College.

2.902 Bids: Computer Lab Equipment Rotation

As part of Alpena Community College's commitment to providing high-quality computing capabilities to students and employees, the Office of Information Technology maintains a computer lab rotation schedule. Typically, the instructional lifecycle for desktop computers is five years and four years for laptop computers. This formula is based on hardware performance related to new releases of software and operating systems as well as general wear and tear on equipment.

For the coming year the College has determined the need for 35 mini-tower computers and four monitors to replace older computers in computer labs. Replaced computers will be either rotated to staff or sold to students for a minimal cost.

The Office of Information Technology solicited bids for 35 mini-tower computers and four monitors with the following minimum configurations:

Categories	Specifications
Models Accepted	Dell, HP, Lenovo
Processor	Intel i9 13th or 14th Generation
Operating System	Windows 11 pro
Memory	16GB RAM Minimal
Drive	Minimum 512GB M.2 NVMe or higher
Optical Drive	Optional
Video	Nvidia T1000 or comparable GPU with Minimal of 4GB dedicated video RAM
Chassis	Mini-tower
Keyboard	104+ Keyboard (USB)
Mouse	2-button USB optical wheel mouse
Sound System	Integrated audio ports
Speakers	No external speakers
Network Card	100/1000 ethernet
Monitor	32", 4K include cables necessary to connect to PC (QTY 4, NOT 35)
Service Plan Including Limited Warranty	3-year part/technical support

College officials utilized CDWG to solicit bids from HP, Dell, and Lenovo. Following are the results of the RFP.

Manufacturer	Equipment	Cost
Dell	Precision 3680 Tower CTO (Desktop)	\$79,930.74
HP	Z2 Mini G9 (Mini PC)	\$55,305.17
Lenovo	ThinkStation P3 Ultra 3.9L (Mini PC)	\$70,246.31

After review, the low bid from HP was determined to meet the RFP requirements.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes College officials to purchase 35 mini-tower computers and four monitors from HP for a cost not to exceed \$55,305.17.

2.903 Machine Tool Lab CNC Lathe Equipment Upgrade

Alpena Community College provides a variety of career and technical academic programs to provide high-quality instruction for students and qualified workers for employers. As part of this commitment to academic excellence, ACC regularly reviews curriculum and the equipment used in various program labs.

A recent review of the Machine Tool Lab identified the need for updated machine tool turning equipment. New equipment would feature the latest tool post technology and provide other industry-standard improvements.

Manufacturing Tech Instructor Andrew Paad researched new CNC lathe systems and identified the HAAS TL-1 CNC Toolroom Lathe as the desired machine. The Manufacturing Tech lab features a number of other HAAS machines. Paad submitted a Technology Improvement Fund (TIF) Project Request to the TIF Committee and his application was approved.

Gerotech, Inc, of Flatrock, Michigan, is the sole-source provider of HAAS CNC equipment. As such, bids from other vendors were not available.

As per the TIF Project Request, the total cost of a HAAS TL-1 machine as quoted by Gerotech, including options, shipping, and discounts, is \$49,481.00.

The cost of the purchase would be covered by the Technology Improvement Fund.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes appropriate College officials to purchase one HAAS TL-1 CNC Toolroom Lathe from Gerotech, Inc., of Flatrock, Michigan, for a cost not to exceed \$49,481.00. Funding for this purchase will come from the Technology Improvement Fund.

2.904 Certification of MCCA Board of Directors Representatives

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaws states:

“There shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.

Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

Each July the MCCA asks each participating community college to complete a Certification Form for the designation of representatives; that certification includes an official board action appointing the representatives.

Therefore, the following resolution is proposed:

Dr. Don MacMaster is appointed to the 2024-25 MCCA Board of Directors as President Director representing Alpena Community College as of July 1, 2024.

_____ is appointed to the 2024-25 MCCA Board of Directors as Trustee Director representing Alpena Community College as of July 1, 2024.

_____ is appointed to the 2024-25 MCCA Board of Directors as Alternate Trustee Director representing Alpena Community College as of July 1, 2024.

4.121 Financial Report

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

- The property tax receipts of \$3,176,210 are \$204,402 more than those for May 2023, as expected.
- Tuition/fee receipts of \$6,746,676 are \$705,927 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 \$5,112,373, \$360,566 more than last year with the 2024 cost offset payment being \$65,840 more than last year and the Personal Property Tax reimbursement being \$34,507 less 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 \$121,540 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 (\$83,000), timing of advertising costs (\$57,000) and changes in fringe benefit selections (\$20,000).
- Net income through the eleventh month of the fiscal year shows as a gain of \$266,634 which is in line with expectations for this time of year when spring tuition receipts have leveled off.

Monthly General Fund Revenue and Expense through May 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 subscription expenses.
- All categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month to Month Comparison through May 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 Eleven Months Ending May 31, 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	6,746,676	6,040,749	705,927
Sales, Service, and Rent	35,495	37,295	(1,800)
State Aid	5,112,373	4,751,807	360,566
State	0	0	0
Federal	25,688	36,250	(10,562)
Cost Recovery	0	0	0
Interest	150,674	44,593	106,081
Other	128,934	7,394	121,540
Revenue	15,376,050	13,889,896	1,486,154
Expense			
Instruction	7,219,120	6,608,472	610,648
OIT	1,319,209	963,344	355,865
Public Service	0	0	0
Instruction Support	1,388,242	1,504,173	(115,931)
Student Services	1,298,674	1,269,244	29,430
Institutional Administration	2,288,306	1,966,833	321,473
Physical Plant	1,595,865	1,440,078	155,787
Expense	15,109,416	13,752,144	1,357,272
Income	266,634	137,752	128,882
Net Assets - Beginning of Year	2,555,318	2,253,555	301,763
Net Assets - End of Year	2,821,952	2,391,307	430,645

Alpena Community College
Comparative Income Statement
General Fund
For the Eleven Months Ending May 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	3,176,210	17,710	100.56%	99.68%
Tuition/Fees	6,230,213	6,746,676	516,463	108.29%	105.75%
Sales, Services, and Rent	29,200	35,495	6,295	121.56%	169.52%
State Aid	6,659,311	5,112,373	(1,546,938)	76.77%	70.62%
Federal	29,000	25,688	(3,312)	88.58%	103.57%
Cost Recovery	78,000	0	(78,000)	0.00%	0.00%
Interest	5,000	150,674	145,674	3013.48%	891.86%
Other	370,757	128,934	(241,823)	34.78%	93.36%
Revenue	16,559,981	15,376,050	(1,183,931)	92.85%	89.23%
Expense					
Salaries	9,015,270	8,571,718	443,552	95.08%	92.21%
Fringe Benefits	4,474,299	3,885,299	589,000	86.84%	85.88%
Outside Services	1,039,522	1,154,363	(114,841)	111.05%	94.93%
Advertising	241,500	182,304	59,196	75.49%	74.19%
Supplies	190,700	306,471	(115,771)	160.71%	78.17%
Utilities	487,390	389,742	97,648	79.97%	75.89%
Telephone	9,000	19,625	(10,625)	218.06%	140.52%
Postage	30,000	27,298	2,702	90.99%	74.55%
Insurance	135,000	154,432	(19,432)	114.39%	100.95%
Travel & Mileage	65,396	42,267	23,129	64.63%	47.66%
Tuition Waivers and Dues	241,000	220,666	20,334	91.56%	93.43%
Library Books & Equipment	82,830	92,830	(10,000)	112.07%	75.19%
Other	77,000	62,401	14,599	81.04%	61.39%
Transfers	471,074	0	471,074	0.00%	0.00%
Expense	16,559,981	15,109,416	1,450,565	91.24%	88.19%

Description	FY 2024 Budget	FY 2024 YTD Actual
Income	0	266,634
Net Assets - Beginning of Year	2,555,318	2,555,318
Net Assets - End of Year	2,555,318	2,821,952

Alpena Community College General Fund Month to Month Tracking For the Eleven Months Ending May 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	22,675	0	0	3,176,210	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	147,896	(37,889)	0	6,746,676	6,230,213
Sales, Services, and Rent	6,198	5	1,018	8,360	655	1,895	7,155	475	1,615	6,900	1,219	0	35,495	29,200
State Aid	0	9,499	0	651,378	716,446	575,189	575,189	657,519	575,189	575,189	776,775	0	5,112,373	6,659,311
Federal	0	837	7,017	2,205	1,914	2,690	1,197	3,438	2,240	2,158	1,992	0	25,688	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	33,952	22,199	0	150,674	5,000
Other	0	23	861	1,910	174	93,809	985	265	28,826	223	1,858	0	128,934	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	788,993	766,154	0	15,376,050	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	1,023,614	0	8,571,718	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	440,159	0	3,885,299	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	49,911	0	1,154,363	1,039,522
Advertising	2,170	9,969	33,509	11,692	20,842	13,735	33,932	18,866	8,810	11,193	17,586	0	182,304	241,500
Supplies	3,692	6,844	69,239	53,905	19,844	11,917	18,424	64,233	16,047	23,287	19,039	0	306,471	190,700
Utilities	176	5,512	28,204	27,241	34,362	47,130	48,364	56,225	52,912	48,305	41,311	0	389,742	487,390
Telephone	0	1,373	1,736	2,140	2,153	2,163	1,689	2,707	1,349	1,408	2,907	0	19,625	9,000
Postage	0	111	6,292	194	2,768	5,309	2,801	1,964	124	5,000	2,735	0	27,298	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	5,307	0	42,267	65,396
Tuition Waivers and Dues	7,828	101,509	4,668	15,426	(1,784)	9,529	69,423	11,706	0	300	2,061	0	220,666	241,000
Library Books & Equipment	45,998	4,155	14	47	10,380	1,156	3,708	3,230	413	17,960	5,769	0	92,830	82,830
Other	1,603	6,189	16,843	3,352	1,677	9,292	8,569	5,778	223	3,817	5,058	0	62,401	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	1,615,457	0	15,109,416	16,559,981
Income	2,179,925	(328,382)	(1,238,143)	(6,236)	390,101	74,981	450,941	(91,171)	84,727	(400,806)	(849,303)	0	266,634	0

4.122 Personnel Report

New hires, terminations, and status changes from May 4 to June 3, 2024.

New Hires:

- Alex Gorton, ESP2 Learning Technology Technician, effective 07/08/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- Morgan Hardies, Learning Technology Technician, effective 04/26/2024.
- Andrew Ornelas, Women's Softball Head Coach, effective 05/09/2024.
- Joshua Holman, TRiO Advisor – South, effective 05/04/2024.

Terminations:

- None.

Retirements:

- Steve Lewis, FT Faculty – Electrical Systems Instructor, effective 06/01/2024.

Name Changes:

- None.

Position Name Changes:

- None.

4.123 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by ACC and the ACC Foundation between May 9 to June 10, 2024.

Total Donors:	108
New Gifts:	\$30,587.00
Pledge Payments:	\$0.00
New Pledges:	\$0.00