

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, November 21, 2024
Meeting Time: 6:00 p.m. workshop session; 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: Thursday, November 14, 2024

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, November 21, 2024. The board will conduct a workshop session beginning at 6:00 p.m. to discuss potential presidential evaluation tools. The regular meeting is scheduled to begin at 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 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): 2429 937 1885 #

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Dial 24299371885@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2429 937 1885

Meeting password: QhuFuffN927

Webex attendees are asked to mute their microphones except when speaking 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, November 21, 2024
6:00 p.m. workshop 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 October 17, 2024, Regular Meeting and the Proposed Minutes of the October 29, 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

| | | |
|-------|--|---|
| 2.922 | Affirmation of Election Results | 2 |
| 2.923 | Support for Target Alpena Development Project | 3 |
| 2.924 | Appointment of John Briggs to Serve as a Trustee on the Oscoda-Wurtsmith Airport Local Development Finance Authority | 4 |
- 12) Information Items

| | | |
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| 4.133 | Financial Report..... | 5 |
| 4.134 | Personnel Report..... | 9 |
| 4.135 | Gifts and Grants Report | 10 |
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: December 19, 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

2.922 Affirmation of Election Results

At the regularly scheduled General Election on November 5, 2024, two seats on the Alpena Community College Board of Trustees were up for election. The official results of that election are now available for presentation to the Board and the public as follows:

| | |
|---------------------|-------|
| John Briggs | 6,176 |
| Joseph W. Gentry II | 8,308 |
| Mark Grunder | 4,049 |

The Office of the Board of Trustees has received information from the Alpena County Clerk that Briggs and Gentry have received the sufficient number of votes to be elected to the office of ACC Board of Trustees.

Therefore, the following resolution is proposed:

The Board of Trustees officially accepts the results of the November 5, 2024, election and certifies the election of John Briggs and Joseph Gentry II for six-year terms in office beginning January 1, 2025 and ending December 31, 2030.

2.923 Support for Target Alpena Development Project

On November 12, 2024, Target Alpena Economic Development Director Mike Mahler met with the ACC Board of Trustees Property Subcommittee to discuss a potential land development project near ACC property. After Mahler shared the project details, the ACC Property Subcommittee members agreed the project would benefit the College and the Alpena area. Mahler was then asked to create a short description of the project which could be shared with the trustees as part of an action item to express ACC Board of Trustees support for the project.

Mahler described the project as follows:

- The City of Alpena has a fully executed purchase agreement in place with the developer for the “Gardens of Alpena” project.
- Target Alpena is facilitating working with the developer and the City to create a Corridor Improvement Authority to allow for the creation of a TIF district. This will provide the financial support needed by the developer to make the project viable. Absent the support, the project will not move forward. The developer is proposing a split of the TIF 85/15 over the next 20 years.

Regarding the possible impact on ACC, Mahler noted that:

- ACC may be asked to have a representative serving on the board of the newly formed authority, and
- The TIF plan could impact the taxes collected by the college associated with this project. Currently the college collects nothing on this land as it is owned by the city. As presently proposed, the college would collect 15% of the new taxes generated from the outset. 100% after 20 years.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees officially supports the Gardens of Alpena project as described by Target Alpena and the City of Alpena.

2.924 Appointment of John Briggs to Serve as a Trustee on the Oscoda-Wurtsmith Airport Local Development Finance Authority

WHEREAS, the Charter Township of Oscoda has established a Certified Alternative Energy Park and Local Development Finance Authority, pursuant to PA 281 of 1986 as amended by PA 290 of 2012, involving all properties located within the boundaries of Oscoda-Wurtsmith Airport; and

WHEREAS, PA 281 of 1986 states that the Local Development Finance Authority shall be under the supervision and control of a Board of Trustees that includes one (1) member representing a Community College with its service area including the Certified Alternative Energy Park district;

Therefore, the following resolution is proposed:

NOW, THEREFORE BE IT RESOLVED THAT Alpena Community College does hereby appoint Mr. John Briggs to serve as Trustee on the Oscoda-Wurtsmith Airport – Local Development Finance Authority until December 31, 2026.

4.133 Financial Report

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

- The property tax receipts of \$693,591 are \$31,347 more than those for October 2023.
- Tuition/fee receipts of \$4,548,690 are \$476,983 more than last year primarily due to an increase in the number of billable contact hours.
- State aid for the current year is \$675,520 and is \$14,643 more than October 2023.
- Interest is higher this year compared to last year because of the way the College invests its funds. We are now taking full advantage of the higher rates available through certificates and savings.
- Instructional expenses are up due to contractual wage rate adjustments and the timing of hire for new faculty.
- Student Services is up primarily due to contractual wage rate adjustments and fall semester athletic waivers.
- Institutional Administration is down due to lower legal expenses.
- Physical plant is up slightly compared to this time last year due to the timing of campus security contract payments.
- Net income through the first four months of the year shows as a gain of \$905,464 which is typical for this time of year as spring tuition revenue is building up.

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

- Advertising expenses are on track for the current fiscal year, but ahead of last fiscal year due to the timing of expenses.
- Spending for supplies is on track for the current year. The current year budget for supplies expenses includes the cost of nursing supply packages, which was an unbudgeted expense last year.
- Insurance is down due to the timing of expenses.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month-to-Month Comparison through October 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 Four Months Ending October 31, 2024

| Description | YTD Actual FY 2025 | YTD Actual FY 2024 | YTD Actual Variance |
|--------------------------------|-------------------------------|-------------------------------|--------------------------------|
| Revenue | | | |
| Property Tax | 693,591 | 662,244 | 31,347 |
| Tuition/Fees | 4,548,690 | 4,071,707 | 476,983 |
| Sales, Service, and Rent | 15,605 | 15,580 | 25 |
| State Aid | 675,520 | 660,877 | 14,643 |
| State | 0 | 0 | 0 |
| Federal | 8,659 | 10,060 | (1,401) |
| Cost Recovery | 0 | 0 | 0 |
| Interest | 61,421 | 40,354 | 21,067 |
| Other | 30,482 | 2,794 | 27,688 |
| Revenue | 6,033,968 | 5,463,616 | 570,352 |
| Expense | | | |
| Instruction | 2,434,510 | 2,243,002 | 191,508 |
| OIT | 304,164 | 315,373 | (11,209) |
| Public Service | 0 | 0 | 0 |
| Instruction Support | 508,972 | 498,532 | 10,440 |
| Student Services | 515,027 | 467,994 | 47,033 |
| Institutional Administration | 850,904 | 864,843 | (13,939) |
| Physical Plant | 514,927 | 466,710 | 48,217 |
| Expense | 5,128,504 | 4,856,454 | 272,050 |
| Income | 905,464 | 607,162 | 298,302 |
| Net Assets - Beginning of Year | 2,779,800 | 2,555,318 | 224,482 |
| Net Assets - End of Year | 3,685,264 | 3,162,480 | 522,784 |

Alpena Community College
Comparative Income Statement
General Fund
For the Four Months Ending October 31, 2024

| Description | FY 2025 Budget | FY 2025 YTD Actual | FY 2025 Variance | FY 2025 Complete | FY 2024 Complete |
|---------------------------|-------------------|-----------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | |
| Property Tax | 3,372,500 | 693,591 | (2,678,909) | 20.57% | 20.97% |
| Tuition/Fees | 6,643,144 | 4,548,690 | (2,094,454) | 68.47% | 65.35% |
| Sales, Services, and Rent | 29,200 | 15,605 | (13,595) | 53.44% | 53.36% |
| State Aid | 6,825,794 | 675,520 | (6,150,274) | 9.90% | 9.92% |
| Federal | 29,000 | 8,659 | (20,341) | 29.86% | 34.69% |
| Cost Recovery | 81,754 | 0 | (81,754) | 0.00% | 0.00% |
| Interest | 40,000 | 61,421 | 21,421 | 153.55% | 807.08% |
| Other | 276,826 | 30,482 | (246,344) | 11.01% | 0.75% |
| Revenue | 17,298,218 | 6,033,968 | (11,264,250) | 34.88% | 32.99% |
| Expense | | | | | |
| Salaries | 9,214,989 | 2,867,190 | 6,347,799 | 31.11% | 30.42% |
| Fringe Benefits | 4,603,588 | 1,347,256 | 3,256,332 | 29.27% | 28.23% |
| Outside Services | 1,214,353 | 293,070 | 921,283 | 24.13% | 24.56% |
| Advertising | 243,000 | 79,005 | 163,995 | 32.51% | 23.74% |
| Supplies | 279,750 | 124,251 | 155,499 | 44.42% | 70.10% |
| Utilities | 511,900 | 58,712 | 453,188 | 11.47% | 12.54% |
| Telephone | 25,300 | 6,334 | 18,966 | 25.04% | 58.32% |
| Postage | 30,000 | 6,191 | 23,809 | 20.64% | 21.99% |
| Insurance | 161,752 | 110,501 | 51,251 | 68.32% | 80.91% |
| Travel & Mileage | 50,954 | 13,816 | 37,138 | 27.11% | 22.22% |
| Tuition Waivers and Dues | 255,000 | 149,784 | 105,216 | 58.74% | 53.71% |
| Library Books & Equipment | 77,700 | 45,970 | 31,730 | 59.16% | 60.62% |
| Other | 77,000 | 26,424 | 50,576 | 34.32% | 36.35% |
| Transfers | 552,932 | 0 | 552,932 | 0.00% | 0.00% |
| Expense | 17,298,218 | 5,128,504 | 12,169,714 | 29.65% | 29.33% |

| Description | FY 2025 Budget | FY 2025 YTD Actual |
|--------------------------------|-------------------|-----------------------|
| Income | 0 | 905,464 |
| Net Assets - Beginning of Year | 2,779,800 | 2,555,318 |
| Net Assets - End of Year | 2,779,800 | 3,460,782 |

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

| Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | YTD | Budget |
|---------------------------|-----------|-----------|-------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----------|--------------|
| Revenue | | | | | | | | | | | | | | |
| Property Tax | 131,358 | 542,269 | 14,926 | 5,038 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 693,591 | 3,372,500 |
| Tuition/Fees | 3,551,638 | 212,346 | (71,992) | 856,698 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,548,690 | 6,643,144 |
| Sales, Services, and Rent | 6,495 | 250 | 1,350 | 7,510 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,605 | 29,200 |
| State Aid | 0 | 8,521 | 0 | 666,999 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 675,520 | 6,825,794 |
| Federal | 0 | 1,215 | 1,590 | 5,854 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,659 | 29,000 |
| Cost Recovery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 81,754 |
| Interest | 0 | 20,308 | 19,989 | 21,124 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 61,421 | 40,000 |
| Other | 50 | 950 | 29,422 | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30,482 | 276,826 |
| Revenue | 3,689,541 | 785,859 | (4,715) | 1,563,283 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,033,968 | 17,298,218 |
| Expense | | | | | | | | | | | | | | |
| Salaries | 642,139 | 621,963 | 673,741 | 929,347 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,867,190 | 9,214,992 |
| Fringe Benefits | 316,934 | 304,432 | 320,069 | 405,821 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,347,256 | 4,603,588 |
| Outside Services | 93,249 | 46,636 | 44,558 | 108,627 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 293,070 | 1,214,353 |
| Advertising | 1,225 | 26,868 | 23,140 | 27,772 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 79,005 | 243,000 |
| Supplies | 10,516 | 7,503 | 86,362 | 19,870 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 124,251 | 279,750 |
| Utilities | 458 | 17,294 | 6,152 | 34,808 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 58,712 | 25,300 |
| Telephone | 1,373 | 242 | 915 | 3,804 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,334 | 30,000 |
| Postage | 0 | 2,500 | 1,162 | 2,529 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,191 | 161,752 |
| Insurance | 73,201 | 0 | 34,460 | 2,840 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 110,501 | 50,954 |
| Travel & Mileage | 2,190 | 3,779 | 3,834 | 4,013 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,816 | 255,000 |
| Tuition Waivers and Dues | 33,071 | 91,390 | 3,256 | 22,067 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 149,784 | 77,700 |
| Library Books & Equipment | 26,054 | 3,131 | 1,105 | 15,680 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45,970 | 77,000 |
| Other | 1,710 | 1,186 | 7,851 | 15,677 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26,424 | 552,932 |
| Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17,298,221 |
| Expense | 1,202,120 | 1,126,924 | 1,206,605 | 1,592,855 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,128,504 | 34,084,542 |
| Income | 2,487,421 | (341,065) | (1,211,320) | (29,572) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 905,464 | (16,786,324) |

4.134 Personnel Report

New hires, terminations, and status changes from October 12 to November 4, 2024.

New Hires:

- Kevin Romel, Women's Assistant Basketball Coach, effective 10/21/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.135 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation between October 11 and November 14, 2024.

| | |
|----------------------|--------------|
| Total Donors: | 95 |
| New Gifts: | \$895,745.91 |
| Pledge Payments: | \$0.00 |
| New Pledges: | \$0.00 |