

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: **Wednesday, January 15, 2025**
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: Wednesday, January 8, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on **Wednesday, January 15, 2025. Please note the date change.** The regular January meeting was previously scheduled for Thursday, January 16, 2025. 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 also 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): 2431 556 0945 #

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

Join from a video system or application:

Dial 24315560945@alpenacc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 2431 556 0945

Meeting password: VjF6nEvXE52

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
Wednesday, January 15, 2025, 7:00 p.m.

400 Donnelly Natural Resources Center, 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 December 19, 2024, Regular 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
 - 2.926 Election of Board Officers2
 - 2.927 Representative for Gardens of Alpena Corridor Improvement Authority Board3
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: February 20, 2025, 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 ACC Board of Trustees will participate in a joint meeting with the ACC Foundation Board on Friday, January 31, 2025, beginning at approximately 8:00 a.m. The special meeting will be held at the Thunder Bay National Marine Sanctuary Building, 500 W Fletcher Street, Alpena, MI 49707.
- 17) Adjournment

2.926 Election of Board Officers

The election of officers of the Alpena Community College Board of Trustees usually occurs biennially in the month of January following a general election in which trustee seats are up for election. Board officers thereby serve two-year terms of office as specified by the official by-laws of the Board.

The last officer election was held at the January 19, 2023, Board of Trustees meeting. A general election was held on November 5, 2024; two trustee seats were up for election.

Therefore, the following resolution is proposed:

- a) The Board of Trustees approves the election of _____
as Chairperson of the Board of Trustees;
- b) The Board of Trustees approves the election of _____
as Vice Chairperson of the Board of Trustees;
- c) The Board of Trustees approves the election of _____
as Treasurer of the Board of Trustees;
- d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary
of the Board of Trustees.

The term of office for all officers will extend through December 31, 2026, unless changed by official resolution of the Board of Trustees.

2.927 Representative for Gardens of Alpena Corridor Improvement Authority Board

On November 21, 2024, Target Alpena Economic Development Director Mike Mahler informed the ACC Board of Trustees about a potential land development project near ACC property.

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 tax increment financing (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.

Following Mahler’s presentation, the ACC Board of Trustees passed a resolution of support (2.923) for the project.

The creation of the corridor improvement authority and the tax increment financing district has been ongoing, and the College is now being asked to designate a representative to serve on the corridor improvement authority board.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees officially designates President Donald C. MacMaster as Alpena Community College’s representative on the Gardens of Alpena project corridor improvement authority board.

2.928 Purchase of Customized Electronics Trainer

Alpena Community College and Besser Company have enjoyed a longstanding partnership, notably through Blockmakers courses which provide specialized training to concrete block producers from around the world. To maintain the effectiveness and efficiency of these courses, we continually seek to integrate state-of-the-art and relevant technologies.

ACC officials recently identified a need for a customized electronics trainer machine to help with training on Besser Company block machines. Officials then conducted research on available electronics trainers and obtained a quote for an Amatrol electronics trainer priced at \$14,030, with an annual subscription cost of \$26,042. After evaluation, Besser engineers, instructors, and World Center for Concrete Technology staff concluded that the ongoing subscription requirement made this option less appealing. They also determined that Besser could develop more relevant capabilities tailored to their equipment at a lower overall cost.

Besser Company has provided an estimate of the cost for the customized electronics trainer which totals \$29,500. Besser Company has committed its engineering team to designing a customized electronics trainer tailored specifically to the needs of the Besser block machines. This trainer will enhance the learning experience and will also be compatible with the technology used in ACC's Electrical Programs. The trainer will be owned and housed by Alpena Community College, is designed for easy transport between buildings, and is accessible to College faculty and students as well as Besser engineers and Blockmaker course participants.

Consequently, Besser is identified as the sole source provider for this comprehensive equipment, eliminating the need for any additional annual expenses.

The funds for this purchase will be sourced from revenue generated through Blockmakers course tuition.

College officials are now seeking board approval to purchase the customized electronics trainer. The trainer will serve as a valuable asset for both the World Center for Concrete Technology Blockmaker courses and ACC's Electrical Programs.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of a customized electronics trainer from Besser Company at a cost not to exceed \$29,500.

4.139 Financial Report

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

- The property tax receipts of \$981,118 are \$105,873 more than those for December 2023.
- Tuition/fee receipts of \$6,637,282 are \$439,684 more than last year primarily due to an increase in the number of billable contact hours.
- State aid for the current year is \$2,002,896 and is \$50,384 more than December 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 interest-bearing savings accounts.
- Other revenue is lower this year compared to last because of the ADN to BSN Completion Grant reimbursement timing.
- Instructional and instruction support 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 athletic waivers.
- Institutional Administration is down this year compared to last primarily due to higher legal costs that were incurred in December 2023.
- Physical plant is up slightly compared to this time last year due to upgrades to building automation systems.
- Net income through the first six months of the year shows as a gain of \$1,487,679 which is typical for this time of year as spring tuition revenue is built up.

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

- 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.
- All other categories are in acceptable ranges for this stage of the year except as noted above.

General Fund Month-to-Month Comparison through December 2024

- There was a small credit in advertising due to an invoice correction.
- Travel and Mileage was up slightly because adjunct faculty are reimbursed for Fall semester mileage in December.
- All other Month-to-Month comparisons are tracking as expected except as noted above.

Consolidated Income Statement for the second quarter of FY 2025

- The deficit in designated funds is due to scheduled computer lab equipment rotation and Technology Improvement Funds invested in new manufacturing technologies including IT upgrades in the welding lab and a new turning center in the manufacturing lab.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades and roof replacement.
- Other balances are reasonable for this time of year.

Alpena Community College
General Fund
Year-to-Year Actual Comparison
For the Six Months Ending December 31, 2024

Description	YTD Actual FY 2025	YTD Actual FY 2024	YTD Actual Variance
Revenue			
Property Tax	981,118	875,245	105,873
Tuition/Fees	6,637,282	6,197,598	439,684
Sales, Service, and Rent	17,969	18,130	(161)
State Aid	2,002,896	1,952,512	50,384
State	0	0	0
Federal	16,544	14,664	1,880
Cost Recovery	0	0	0
Interest	95,811	63,448	32,363
Other	33,391	96,777	(63,386)
Revenue	9,785,011	9,218,374	566,637
Expense			
Instruction	3,779,290	3,669,844	109,446
OIT	946,820	940,154	6,666
Public Service	0	0	0
Instruction Support	790,120	743,544	46,576
Student Services	727,692	683,714	43,978
Institutional Administration	1,254,083	1,329,476	(75,393)
Physical Plant	799,327	779,397	19,930
Expense	8,297,332	8,146,129	151,203
Income	1,487,679	1,072,245	415,434
Net Assets - Beginning of Year	2,779,800	2,555,318	224,482
Net Assets - End of Year	4,267,479	3,627,563	639,916

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 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	981,118	(2,391,382)	29.09%	27.71%
Tuition/Fees	6,643,144	6,637,282	(5,862)	99.91%	99.48%
Sales, Services, and Rent	29,200	17,969	(11,231)	61.54%	62.09%
State Aid	6,825,794	2,002,896	(4,822,898)	29.34%	29.32%
Federal	29,000	16,544	(12,456)	57.05%	50.57%
Cost Recovery	81,754	0	(81,754)	0.00%	0.00%
Interest	40,000	95,811	55,811	239.53%	1268.96%
Other	276,826	33,391	(243,435)	12.06%	26.10%
Revenue	17,298,218	9,785,011	(7,513,207)	56.57%	55.67%
Expense					
Salaries	9,214,989	4,624,500	4,590,489	50.18%	49.43%
Fringe Benefits	4,603,588	2,119,172	2,484,416	46.03%	45.09%
Outside Services	1,214,353	788,440	425,913	64.93%	80.10%
Advertising	243,000	83,981	159,019	34.56%	38.06%
Supplies	279,750	141,034	138,716	50.41%	86.75%
Utilities	511,900	139,196	372,704	27.19%	29.26%
Telephone	25,300	9,541	15,759	37.71%	106.28%
Postage	30,000	13,584	16,416	45.28%	48.92%
Insurance	161,752	122,904	38,848	75.98%	109.37%
Travel & Mileage	50,954	27,746	23,208	54.45%	45.27%
Tuition Waivers and Dues	255,000	149,884	105,116	58.78%	56.92%
Library Books & Equipment	77,700	47,239	30,461	60.80%	74.55%
Other	77,000	30,111	46,889	39.11%	50.59%
Transfers	552,932	0	552,932	0.00%	0.00%
Expense	17,298,218	8,297,332	9,000,886	47.97%	49.19%

Description	FY 2025 Budget	FY 2025 YTD Actual
Income	0	1,487,679
Net Assets - Beginning of Year	2,779,800	2,779,800
Net Assets - End of Year	2,779,800	4,267,479

Alpena Community College
Month-to-Month Tracking
General Fund
For the Six Months Ending December 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	5,037	3,685	283,843	0	0	0	0	0	0	981,118	3,372,500
Tuition/Fees	3,551,638	212,346	(71,992)	856,697	1,634,732	453,861	0	0	0	0	0	0	6,637,282	6,643,144
Sales, Services, and Rent	6,495	250	1,350	7,510	285	2,079	0	0	0	0	0	0	17,969	29,200
State Aid	0	8,521	0	666,999	737,060	590,316	0	0	0	0	0	0	2,002,896	6,825,794
Federal	0	1,215	1,590	5,854	6,153	1,732	0	0	0	0	0	0	16,544	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	19,932	14,458	0	0	0	0	0	0	95,811	40,000
Other	50	950	29,422	60	1,914	995	0	0	0	0	0	0	33,391	276,826
Revenue	3,689,541	785,859	(4,715)	1,563,281	2,403,761	1,347,284	0	0	0	0	0	0	9,785,011	17,298,218
Expense														
Salaries	642,139	621,963	673,741	929,347	1,028,071	729,239	0	0	0	0	0	0	4,624,500	9,214,992
Fringe Benefits	316,934	304,432	320,069	405,823	438,931	332,984	0	0	0	0	0	0	2,119,173	4,603,588
Outside Services	93,249	46,636	44,558	108,627	471,389	23,981	0	0	0	0	0	0	788,440	1,214,353
Advertising	1,225	26,868	23,140	27,772	6,908	(1,932)	0	0	0	0	0	0	83,981	243,000
Supplies	10,516	7,503	86,362	19,870	11,630	5,153	0	0	0	0	0	0	141,034	279,750
Utilities	458	17,294	6,152	34,808	43,712	36,772	0	0	0	0	0	0	139,196	511,900
Telephone	1,373	242	915	3,804	1,257	1,950	0	0	0	0	0	0	9,541	25,300
Postage	0	2,500	1,162	2,529	3,031	4,362	0	0	0	0	0	0	13,584	30,000
Insurance	73,201	0	34,460	2,840	6,282	6,121	0	0	0	0	0	0	122,904	161,752
Travel & Mileage	2,190	3,779	3,834	4,013	4,981	8,948	0	0	0	0	0	0	27,745	50,954
Tuition Waivers and Dues	33,071	91,390	3,256	22,067	100	0	0	0	0	0	0	0	149,884	255,000
Library Books & Equipment	26,054	3,131	1,105	15,680	617	652	0	0	0	0	0	0	47,239	77,700
Other	1,710	1,186	7,851	15,677	1,660	2,027	0	0	0	0	0	0	30,111	77,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	552,932
Expense	1,202,120	1,126,924	1,206,605	1,592,857	2,018,569	1,150,257	0	0	0	0	0	0	8,297,332	17,298,221
Income	2,487,421	(341,065)	(1,211,320)	(29,576)	385,192	197,027	0	0	0	0	0	0	1,487,679	(3)

Alpena Community College
Consolidated Income Statement
General Fund
For the Six Months Ending December 31, 2024

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
Revenue										
Property Tax	981,118	0	0	0	0	0	0	0	0	981,118
Tuition/Fees	6,637,282	386,237	39,000	0	(11,650)	0	0	163,278	0	7,214,147
Sales, Services, and Rent	17,969	152,447	343,730	0	(7,782)	0	0	(3,449)	0	502,915
State aid	2,002,896	0	0	0	0	0	0	0	0	2,002,896
Local	0	0	0	0	0	0	0	0	0	0
State	0	4,800	0	0	424,836	0	63,162	0	0	492,798
Federal	16,544	0	0	0	1,565,967	361,798	0	0	0	1,944,309
Gifts and Donations	0	74	0	0	73,148	0	235,954	525,092	0	834,268
Interest	95,811	0	0	0	0	0	0	11,174	0	106,985
Other	33,391	0	286	0	0	168,339	0	624	822	203,462
Total Revenue	9,785,011	543,558	383,016	0	2,044,519	530,137	299,116	696,719	822	14,282,898
Expenditures										
Salaries	4,624,500	212,051	42,871	0	249,475	0	0	0	0	5,128,897
Fringe Benefits	2,119,172	90,297	12,829	0	120,033	0	0	0	0	2,342,331
Outside Services	788,440	57,190	48,710	0	96,978	0	0	706,884	0	1,698,202
Advertising	83,981	0	0	0	6,425	0	0	0	0	90,406
Supplies	141,034	42,372	23,943	0	64,278	0	0	0	0	271,627
Rental	0	0	0	0	1,500	0	0	0	0	1,500
Utilities	139,196	1,760	12,468	0	0	0	0	0	0	153,424
Telephone	9,541	0	0	0	0	0	0	0	0	9,541
Postage	13,584	0	0	0	0	0	0	0	0	13,584
Insurance	122,904	20,259	0	0	0	0	0	0	0	143,163
Travel & Mileage	27,746	27,922	0	0	30,442	0	0	0	0	86,110
Tuition Waivers	149,884	13,876	0	0	1,015,338	463,449	252,261	0	0	1,894,808
Library Books & Equipment	47,239	174,743	495	0	278,026	0	0	453,217	0	953,720
Other	30,111	2,949	0	0	31,381	0	0	6,875	5,160	76,476
Transfers	0	0	0	0	0	0	0	0	0	0
Total Expenditures	8,297,332	643,419	141,316	0	1,893,876	463,449	252,261	1,166,976	5,160	12,863,789
Net Revenue (Expense)	1,487,679	(99,861)	241,700	0	150,643	66,688	46,855	(470,257)	(4,338)	1,419,109
Beginning Net Position	2,779,799	525,051	563,097	(23,211,386)	806,269	0	37,324	30,567,261	16,178	12,083,593
Period Ending Net Position	4,267,478	425,190	804,797	(23,211,386)	956,912	66,688	84,179	30,097,004	11,840	13,502,702

4.140 Personnel Report

New hires, terminations, and status changes from December 6, 2024, to January 3, 2025.

New Hires:

- Todd Wozniak, Student Success Facilitator, effective 12/09/2024.
- Jodie Borowicz, Adjunct – Accounting to Temporary PT Faculty Accounting/Business Instructor, effective 12/13/2024.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

4.141 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the ACC Foundation between November 15 and December 9, 2024.

Total Donors:	82
New Gifts:	\$25,847.00
Pledge Payments:	\$0.00
New Pledges:	\$0.00