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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, April 16, 2025 (please note the date change)**  
**Meeting Time:** 6:30 p.m. technology demonstration in Granum Theatre, Newport Center 107; 7:00 p.m. regular meeting in the Board Room, 400 Donnelly Natural Resources Center Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, and Online Via Webex  
**Location of Meeting:**  
**Date of Notice:** Friday, April 11, 2025

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Wednesday, April 16, 2025 (**please note the date change**). At 6:30 p.m. the trustees will view a technology demonstration in Granum Theatre, Newport Center 107, then move to the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, for the regular meeting, which will begin at approximately 7:00 p.m. 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 from the meeting link:**

<https://alpenacc.webex.com/alpenacc/j.php?MTID=m3e1ddebca0331f585bd3704f1dc351c3>

**Join by meeting number:**

Meeting number (access code): 2436 751 2856

Meeting password: KpT7f2eGdF8

**Join by phone:**

+1-415-655-0003 US Toll

Access code: 2436 751 2856

**Tap to join from a mobile device (attendees only)**

[+1-415-655-0003,,24367512856##](tel:+1-415-655-0003,,24367512856##) US Toll

**Join from a video system or application:**

Dial [24367512856@alpenacc.webex.com](tel:24367512856@alpenacc.webex.com)

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

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, April 16, 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 March 20, 2025, 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
  - 2.937 Tuition Rate for Fiscal Year 2026 .....2
- 12) Information Items
  - 4.148 Financial Report.....3
  - 4.149 Personnel Report.....9
  - 4.150 Gifts and Grants Report .....10
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Wednesday, May 14, 2025, 7:00 p.m. **Please note the date change.** The meeting is scheduled to be held in person in Room 400 of the Charles R. Donnelly Natural Resources Center.
- 17) Adjournment

## 2.937 Tuition Rate for Fiscal Year 2026

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 2026, College officials are proposing to increase tuition approximately 3%; this modest increase along with an anticipated small enrollment decrease should be sufficient to meet the College's projected needs. Additionally ACC is proposing to increase the Technology Fee by \$1 per contact hour to offset the cost of new academic software.

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 and fee changes for Fiscal Year 2026 effective with Fall Semester 2025.

<b>Tuition</b>	<b>From</b>	<b>To</b>
In-District Tuition (per contact hour)	\$154.00	\$159.00
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)	\$246.00	\$253.00
Technology Fee (per contact hour)	\$6	\$7

#### 4.148 Financial Report

##### Monthly General Fund Revenue and Expenses Through March 2025 (Year-to-Year Actual Comparison)

- The property tax receipts of \$3,175,222 are \$21,688 more than those for March 2024.
- Tuition/fee receipts of \$7,189,788 are \$553,120 more than last year, primarily due to increased billable contact hours.
- State aid for the current year is \$3,855,159 and is \$94,750 more than March 2024.
- Interest is higher this year than last year because of how the College invests its funds. We fully utilize the higher rates available through certificates and interest-bearing savings accounts.
- Other revenue is lower this year than last because of the ADN to BSN Completion Grant reimbursement timing.
- Instructional and instruction support expenses are up due to contractual wage rate adjustments. This category also includes instruction-related equipment maintenance (CDL trucks), which is also up this year (\$31,109 more than last year) due to the expansion of the fleet and increased equipment use.
- Institutional Administration is down this year compared to last, primarily due to lower year-to-date legal costs, which are \$97,102 less than those in March 2024.
- Physical plant is up slightly compared to last year due to the timing of payments for campus security services.
- Net income through the first nine months of the year shows a gain of \$2,025,055, which is typical for this time of year as spring tuition revenue has accumulated.

##### Monthly General Fund Revenue and Expense Through March 2025 (Budget-to-Actual Comparison)

- All categories are in acceptable ranges for this year except as noted above.

##### General Fund Month-to-Month Comparison Through March 2025

- Major expenses in outside services for the month include snow plowing (\$20K), legal fees (\$9K), and CDL truck repairs(\$5.5K).
- All other Month-to-Month comparisons are tracking as expected except as noted above.

##### Consolidated Income Statement for the Third 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 the restricted fund is due to the reimbursement timing of Perkins grants and the solar array project.
- The deficit in the scholarship fund is due to the reimbursement timing of the Michigan Achievement Scholarship.
- The deficit in plant funds is due to maintenance and replacement funds invested in boiler plant upgrades, roof replacement, and design services for the new student housing project.

- The deficit in the agency fund is due to PA120 of 2024 which called for a refund to employees for 3% healthcare contributions that employees made into certain MPSERS plans. The College will be reimbursed by the state for these expenses.
- 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, 2025**

<b>Description</b>	<b>YTD Actual FY 2025</b>	<b>YTD Actual FY 2024</b>	<b>YTD Actual Variance</b>
<b>Revenue</b>			
Property Tax	3,175,222	3,153,534	21,688
Tuition/Fees	7,189,788	6,636,668	553,120
Sales, Service, and Rent	27,915	27,375	540
State Aid	3,855,159	3,760,409	94,750
State	0	0	0
Federal	24,769	21,540	3,229
Cost Recovery	0	0	0
Interest	141,024	94,524	46,500
Other	65,664	126,853	(61,189)
<b>Revenue</b>	14,479,541	13,820,903	658,638
<b>Expense</b>			
Instruction	5,896,983	5,799,514	97,469
OIT	1,140,568	1,142,089	(1,521)
Public Service	0	0	0
Instruction Support	1,193,063	1,121,791	71,272
Student Services	1,107,333	1,079,311	28,022
Institutional Administration	1,784,008	1,895,450	(111,442)
Physical Plant	1,332,531	1,266,002	66,529
<b>Expense</b>	12,454,486	12,304,157	150,329
Income	2,025,055	1,516,746	508,309
Net Assets - Beginning of Year	2,779,800	2,555,318	224,482
Net Assets - End of Year	4,804,855	4,072,064	732,791

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Nine Months Ending March 31, 2025**

Description	FY 2025 Budget	FY 2025 YTD Actual	FY 2025 Variance	FY 2025 Complete	FY 2024 Complete
<b>Revenue</b>					
Property Tax	3,372,500	3,175,222	(197,278)	94.15%	99.84%
Tuition/Fees	6,643,144	7,189,788	546,644	108.23%	106.52%
Sales, Services, and Rent	29,200	27,915	(1,285)	95.60%	93.75%
State Aid	6,825,794	3,855,159	(2,970,635)	56.48%	56.47%
Federal	29,000	24,769	(4,231)	85.41%	74.28%
Cost Recovery	81,754	0	(81,754)	0.00%	0.00%
Interest	40,000	141,024	101,024	352.56%	1890.48%
Other	276,826	65,664	(211,162)	23.72%	34.21%
Revenue	17,298,218	14,479,541	(2,818,677)	83.71%	83.46%
<b>Expense</b>					
Salaries	9,214,989	7,019,111	2,195,878	76.17%	76.19%
Fringe Benefits	4,603,588	3,183,109	1,420,479	69.14%	69.51%
Outside Services	1,214,353	974,377	239,976	80.24%	100.33%
Advertising	243,000	141,213	101,787	58.11%	63.57%
Supplies	279,750	245,182	34,568	87.64%	138.51%
Utilities	511,900	329,781	182,119	64.42%	61.58%
Telephone	25,300	14,790	10,510	58.46%	170.10%
Postage	30,000	22,247	7,753	74.16%	65.21%
Insurance	161,752	162,592	(840)	100.52%	114.39%
Travel & Mileage	50,954	33,170	17,784	65.10%	52.25%
Tuition Waivers and Dues	255,000	223,591	31,409	87.68%	90.58%
Library Books & Equipment	77,700	53,900	23,800	69.37%	83.43%
Other	77,000	51,423	25,577	66.78%	69.52%
Transfers	552,932	0	552,932	0.00%	0.00%
Expense	17,298,218	12,454,486	4,843,732	72.00%	74.30%

Description	FY 2025 Budget	FY 2025 YTD Actual
Income	0	2,025,055
Net Assets - Beginning of Year	2,779,800	2,779,800
Net Assets - End of Year	2,779,800	4,804,855

**Alpena Community College**  
**Month-to-Month Tracking**  
**General Fund**  
**For the Nine Months Ending March 31, 2025**

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	869,641	1,036,017	288,446	0	0	0	3,175,222	3,372,500
Tuition/Fees	3,551,638	212,346	(71,992)	856,697	1,634,732	453,860	454,465	29,017	69,025	0	0	0	7,189,788	6,643,144
Sales, Services, and Rent	6,495	250	1,350	7,510	285	2,080	6,665	1,915	1,365	0	0	0	27,915	29,200
State Aid	0	8,521	0	666,999	737,060	590,316	590,316	688,943	573,004	0	0	0	3,855,159	6,825,794
Federal	0	1,215	1,590	5,854	6,153	1,761	1,609	4,072	2,515	0	0	0	24,769	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	14,457	12,602	15,351	17,261	0	0	0	141,024	40,000
Other	50	950	29,422	60	1,914	29,257	155	15	3,841	0	0	0	65,664	276,826
Revenue	3,689,541	785,859	(4,715)	1,563,281	2,403,761	1,375,574	1,935,453	1,775,330	955,457	0	0	0	14,479,541	17,298,218
Expense														
Salaries	642,139	621,963	673,741	929,347	1,028,071	729,239	640,468	1,054,041	700,102	0	0	0	7,019,111	9,214,992
Fringe Benefits	316,934	304,432	320,069	405,823	438,931	332,985	315,202	434,700	314,033	0	0	0	3,183,109	4,603,588
Outside Services	93,249	46,636	44,558	108,627	471,389	23,980	92,376	38,174	55,388	0	0	0	974,377	1,214,353
Advertising	1,225	26,868	23,140	27,772	6,908	(1,932)	35,188	17,945	4,099	0	0	0	141,213	243,000
Supplies	10,516	7,503	86,362	19,870	11,630	5,153	36,161	60,842	7,145	0	0	0	245,182	279,750
Utilities	458	17,294	6,152	34,808	43,712	36,772	71,082	52,529	66,974	0	0	0	329,781	511,900
Telephone	1,373	242	915	3,804	1,257	1,950	1,830	2,429	990	0	0	0	14,790	25,300
Postage	0	2,500	1,162	2,529	3,031	4,362	2,500	2,500	3,663	0	0	0	22,247	30,000
Insurance	73,201	0	34,460	2,840	6,282	6,121	33,460	0	6,228	0	0	0	162,592	161,752
Travel & Mileage	2,190	3,779	3,834	4,013	4,981	8,947	2,784	440	2,202	0	0	0	33,170	50,954
Tuition Waivers and Dues	33,071	91,390	3,256	22,067	100	0	59,423	4,471	9,813	0	0	0	223,591	255,000
Library Books & Equipment	26,054	3,131	1,105	15,680	617	652	4,095	1,773	793	0	0	0	53,900	77,700
Other	1,710	1,186	7,851	15,677	1,660	2,027	10,750	5,062	5,500	0	0	0	51,423	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	1,150,256	1,305,319	1,674,906	1,176,930	0	0	0	12,454,486	17,298,221
Income	2,487,421	(341,065)	(1,211,320)	(29,576)	385,192	225,318	630,134	100,424	(221,473)	0	0	0	2,025,055	(3)



**Alpena Community College**  
**Consolidated Income Statement**  
**For the Nine Months Ending March 31, 2025**

	General	Designated	Auxiliary	Unfunded Pension Liability	Restricted	Loan	Endowment & Scholarship	Plant	Agency	Total
<b>Revenue</b>										
Property Tax	3,175,222	0	0	0	0	0	0	0	0	3,175,222
Tuition/Fees	7,189,788	417,577	39,000	0	(11,900)	0	0	173,664	0	7,808,129
Sales, Services, and Rent	27,915	282,116	363,025	0	(13,059)	0	0	(3,449)	0	656,548
State aid	3,855,159	0	0	0	0	0	0	0	0	3,855,159
Local	0	0	0	0	0	0	0	0	0	0
State	0	4,800	0	0	490,778	0	69,724	0	0	565,302
Federal	24,769	0	0	0	2,875,822	710,129	0	0	0	3,610,720
Gifts and Donations	0	74	0	0	115,468	0	340,859	525,092	0	981,493
Interest	141,024	0	0	0	0	0	0	19,214	0	160,238
Other	65,664	0	512	0	0	188,901	0	731	894	256,702
<b>Total Revenue</b>	<b>14,479,541</b>	<b>704,567</b>	<b>402,537</b>	<b>0</b>	<b>3,457,109</b>	<b>899,030</b>	<b>410,583</b>	<b>715,252</b>	<b>894</b>	<b>21,069,513</b>
<b>Expenditures</b>										
Salaries	7,019,111	304,557	61,748	0	499,722	0	0	0	64,129	7,949,267
Fringe Benefits	3,183,109	129,730	18,539	0	230,336	0	0	0	0	3,561,714
Outside Services	974,377	89,222	55,137	0	704,509	0	0	766,182	0	2,589,427
Advertising	141,213	0	0	0	18,475	0	0	0	0	159,688
Supplies	245,182	63,631	45,478	0	86,898	0	0	0	0	441,189
Rental	0	0	0	0	2,310	0	0	0	0	2,310
Utilities	329,781	3,391	21,975	0	0	0	0	0	0	355,147
Telephone	14,790	0	0	0	0	0	0	0	0	14,790
Postage	22,247	0	0	0	0	0	0	0	0	22,247
Insurance	162,592	20,259	0	0	0	0	0	0	0	182,851
Travel & Mileage	33,170	63,099	0	0	44,344	0	0	0	0	140,613
Tuition Waivers	223,591	13,876	0	0	1,952,769	899,030	485,022	0	0	3,574,288
Library Books & Equipment	53,900	183,692	905	0	334,711	0	0	459,549	0	1,032,757
Other	51,423	4,099	0	0	35,193	0	0	6,875	5,439	103,029
Transfers	0	0	0	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>12,454,486</b>	<b>875,556</b>	<b>203,782</b>	<b>0</b>	<b>3,909,267</b>	<b>899,030</b>	<b>485,022</b>	<b>1,232,606</b>	<b>69,568</b>	<b>20,129,317</b>
<b>Net Revenue (Expense)</b>	<b>2,025,055</b>	<b>(170,989)</b>	<b>198,755</b>	<b>0</b>	<b>(452,158)</b>	<b>0</b>	<b>(74,439)</b>	<b>(517,354)</b>	<b>(68,674)</b>	<b>940,196</b>
Beginning Net Position	2,779,800	525,051	563,097	(23,211,386)	806,269	0	37,324	30,567,261	16,178	12,083,594
Period Ending Net Position	4,804,855	354,062	761,852	(23,211,386)	354,111	0	(37,115)	30,049,907	(52,496)	13,023,790

#### **4.149 Personnel Report**

New hires, terminations, and status changes from March 4 to April 2, 2025.

New Hires:

- None.

Re-Hires:

- None.

Transfers:

- None.

Resignations:

- None.

Terminations:

- None.

Inactive:

- None.

Retirements:

- None.

Name Changes:

- None.

Position Name Changes:

- None.

#### **4.150 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the ACC Foundation from March 1 to March 31, 2025.

<b>Total Donors:</b>	<b>78</b>
Number of Gifts:	108
New Gifts:	\$50,158.00
Pledge Payments:	\$0.00
New Pledges:	\$0.00