

## Report to ACC Board of Trustees

Here is a copy of the report I made to the ACC Board during the regular meeting on January 18, 2007.

### 1. Spring Arbor University GPAs of ACC Transfers

There is more good news about how well ACC prepares students for success as they transfer to complete baccalaureate degrees. According to a report received in December 2006, a group of 50 students with 24+ hours at ACC carried an average 3.57 GPA for their work at Spring Arbor University after transferring.

This compares with an average 3.45 GPA for 937 students who transferred from other institutions and an average 3.21 GPA for 289 upperclassmen who started college.

Congratulations and thanks are due to faculty and staff who remain aware of university standards and who work effectively to prepare our students for success when they pursue baccalaureate degrees.

### 2. State Award for Alcohol Awareness Program

ACC Administrator Emeritus Carlene Przykucki reports that ACC's National Collegiate Alcohol Awareness Week program has received a Model Project Award from the Prevention Network.

Prevention Network is a statewide organization and resource for community-based substance abuse prevention. Ms. Przykucki successfully applied for a \$1,000 mini-grant from Prevention Network to cover the costs of the student activity nights, food at the panel discussion, stipend and mileage for one of the panelists, and some costs for the information dissemination. She appreciates the support that the Board of Trustees and the college have given to the program.

### 3. Pathways Construction Update

#### Fine arts building

- Site preparation is complete.
- Footings are in and brought to surface level.
- Preliminary underground plumbing is in.
- Drain basins are on site and will be installed in the spring.
- The manufacturing of the interior and exterior blocks started the first week of January.
- Schedule shows completion by second week of August.

#### Besser Tech Computer Labs:

- Removal of existing ductwork (complete).
- Removal of existing heating unit.
- Removal of unused electrical panels and wiring and relocation of functional panels.
- Relocation of the water heater for the Lumberjack kitchen (complete).
- Removal of process boiler (complete).
- Relocation of air compressor for the auto lab (complete).
- Removal of the mezzanine (complete).
- Removal of the office walls (complete).

- Removal of the center load bearing wall which support the roof structure. The roof supports are in place and the wall demolition will start soon.
- Removal of all four roll up doors (three of four are now removed)
- Removal of all light fixtures in the lab area (complete).
- Removal of vent pipes and exhaust stacks (complete).
- Removal of block structure in the north east corner of back area (complete).
- Removal of fire alarm system.
- Relocation of energy management system (complete).
- The openings for the two roll up doors and the main door entering to the hallway is complete except for the movement of conduit and piping in the walls. The blocks were delivered for the reconstruction of the openings. Some of the existing openings have been closed in with block.
- The piping for the mechanical system is underway.
- Schedule shows completion by end of June.

#### 4. Update on Accreditation Self-Study

- Slides are attached.
- Discussion will be led by Don MacMaster.

#### 5. Campus Technology Report

- Slides are attached.

#### 6. WCCT Midyear Financials

As the attached financial analysis shows, the World Center for Concrete Technology continues to perform ahead of budget expectations and last year's numbers. At the midpoint of this fiscal year, revenue was \$65,205 more than budget, and expenses were \$13,733 less than budget, making for an operational income surplus of \$78,938 over budget. Actual revenue was up to \$249,955, compared with actual revenue of \$211,040 a year ago. Actual expenses declined to \$213,610, compared with \$238,091 a year ago. Accordingly, the operational income surplus for this year is \$36,345 thus far (compared to a loss of \$27,051 at this time last year). The largest increases have been in Blockmaker class enrollments and expanded non-credit contract training.

In the bigger picture, these gains have worked with those from previous years to reduce the fund balance deficit from \$330,838 in June 2003 to \$162,217 at present.

#### 7. 2006 Christmas Wish List

Once again, generous community donors and volunteers provided a warmer holiday for children on the annual Christmas Wish List. A summary of the event yields the following data:

- Over 550 children and families benefited from gifts of food, clothing, toys, household items and grocery or gas gift cards.
- About a hundred volunteers assisted by matching children's gifts with donors; receiving and documenting; shopping, sorting, counting, and wrapping; and loading and transporting the gifts to the 22 agencies and schools providing names. Volunteer hours logged were in excess of 700.
- New in 2006 were 13 children of families in Presque Isle County. Traditionally, the List was for only Alpena and Montmorency Counties.
- More than 273 donors provided cash and gifts in the combined value of \$47,212.

- Cash donations covered Volunteer Center expenses with a balance of \$582.81 in revenue over expense. This amount is to be deposited in the Volunteer Center's endowed fund with the ACC Foundation.

8. Career Pathway Nights Scheduled for February and March

- Annual Program offered by Educational Talent Search.
- Flyer is attached.

# Campus Technology Update

Alpena Community College  
Technology Planning Committee  
January 5, 2007  
Presented by Jeff Blumenthal

## What's New?

- Internet 2/Campus network bandwidth increased
- ITV room updates
- Mobile Presentation Cart
- Advances in ITV for instruction and community use
- Alpena Fiber Consortium

## Computer Lab Rotation

- CIS courses moving to new Windows OS (Vista) and Microsoft Office applications
- New operating system and MS office applications will increase hardware demands
- VLH 114, 122 and student open computer labs will need to be replaced and/or upgraded
- Funding challenges for new hardware

## Pathway's Computer Lab

- Instructional computer labs will be centralized into one location
- VLH 114 and 122 labs will be relocated to new BTC computer lab when completed
- IT faculty offices will be relocated to remodeled BTC location

## Learning Management Systems

- Increased use of Blackboard by ACC undergraduate students, WCCT online students, community based online courses
- Annual license costs for Blackboard have increased exponentially each year
- Evaluating alternatives to Blackboard (Angel Learning Management System)
- Approximately 55-60% of ACC students are using Blackboard

## Online and Hybrid Courses

- Interest in online classes has increased (new high school graduation requirement mandated by state – graduates required to take an online course)
- Online enrollment up from 150 students in spring 2006 to 186 students in spring 2007
- Online students are predominately female and single parents
- New ITV courses will combine ITV and Blackboard technologies for course delivery

## WebAdvisor Update

- Advertising for WebAdvisor for students started in late fall 2006
- Over 100 students have started to use WebAdvisor
- New WebAdvisor accounts for students increased after fall 2006 final exams (students wanted to see final grades?)
- Online registration for students – plan to pilot with a control group for early registration in March

## WebAdvisor Update

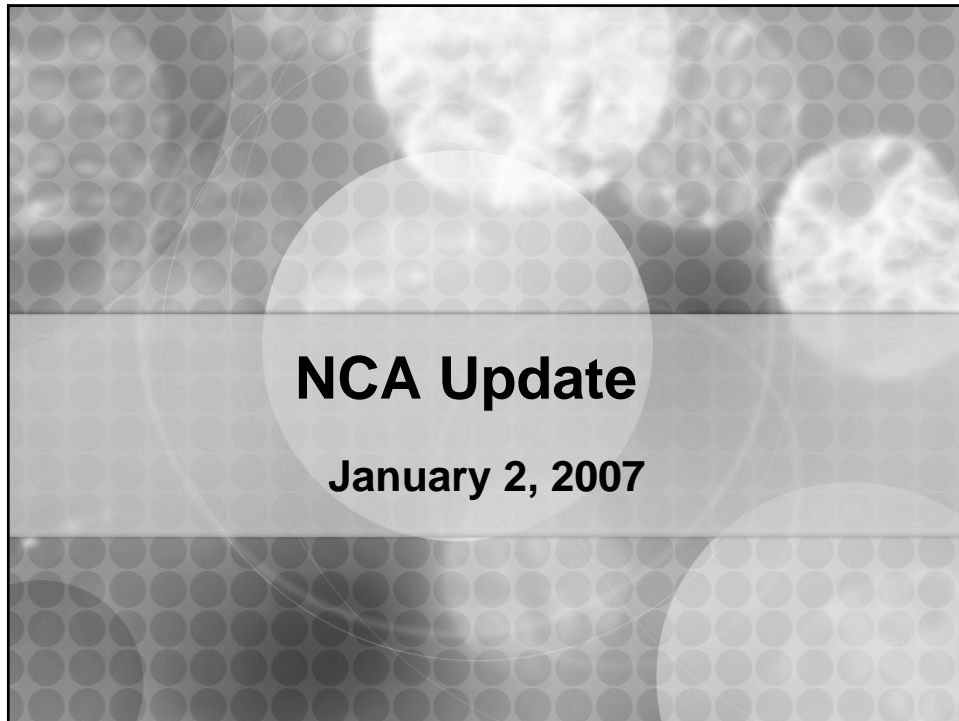
- Five faculty piloted online registration with Advisees using WebAdvisor during spring 2007 early registration
- Working with a programmer to make modifications to certain WebAdvisor Faculty advising tools
- Developing a plan to implement Student Educational Planning module
- Encourage students and Adjunct faculty to use WebAdvisor

## Datatel Update

- Conversion progress – historical records, transcripts for students
- Datatel training completed
- Business and Financials
- Human resources
- Curriculum and Financial Aid
- Registration

Thank you for your time!

Have a great semester!



## **ACC Mission Statement**

- The mission of Alpena Community College is to meet lifelong learning needs by providing educational opportunities through effective stewardship of resources.

## **College Goals**

1. Marketing
2. Program Development
3. Community Involvement
4. Culture Change
5. Partnerships and Alliances

## **Key Dates**

- Visit for NCA consultant-evaluators:  
2/25/2008-2/28/2008.
- Self-study report due: 12/1/2007

## **NCA Accomplishments to date:**

- Staff organized into 21 self-study teams representing all areas of the college.
- Each of the 21 teams delivered a report.
- 230+ data points were referenced.
- Steering Committee met on a bi-weekly basis to stay on track.
- Breaking out the data in the reports and filing it has been accomplished.
- The SPBC by-laws have been revised to reflect the current process.
- Updating the Policies and Procedures manual has begun.
- Written summaries of many key functions are complete.
- Environmental scan (survey) data has been gathered and processed.
- First draft of Chapter 5 is underway.

## **1. Mission and Integrity**

- Development of the college mission statement is a strong point.
- Understanding of the mission statement by staff and the community is not as strong.
- The diversity of learners is recognized, primarily through Student Senate activities, Global Awareness, and Emphasis on Learning grants.
- From an organizational standpoint, the next Chief Academic officer should be a VP to counter the perception that the academic side is less valued than the financial side.
- The span of responsibility of the Chief Academic Officer is too great. The position needs dean-level support.
- The institution has a number of recent examples—most notably getting free of the Constantine Estate—in which it has upheld its integrity.

## **2. Preparing for the Future**

- The Strategic Planning and Budgeting Committee is an effective mechanism for promoting staff involvement in establishing priorities and making budget recommendations.
- Pathways, TIF, Datatel, the Endowed Chair, and the Marketing Plan all demonstrate the organization's support for educational programs.
- The institution does not collect data in an organized manner, share it efficiently across campus, or use it efficiently to plan for the future.
- Samples of institutional effectiveness can be found in program reviews, graduate survey, graduate follow-up, student transfer success rates and IPEDs data.
- Planning is linked to the mission in a number of productive ways including the college committee structure: executive council, department chairs, administrative council, curriculum committee, advisory committees.

## **3. Student Learning and Effective Teaching**

- SOAC is well-regarded across campus as a credible assessment entity.
- Faculty participation in outcomes assessment has fallen off dramatically.
- The Endowed Chair program is one of a number of ways the college supports effective teaching.
- The Learning Center and library staff help to create effective learning environments.
- Online course reports and the study generated for the HLC demonstrate ACC's responsiveness to student learning and effective teaching.

## **4. Acquisition, Discovery and Application of Knowledge**

- The current status of staff development is confusing.
- Global Awareness events, transfer success rate, library usage, and Concrete Tech summer co-ops demonstrate that the exercise of intellectual inquiry is evident in educational programs.
- The technology planning committee and occupational program advisory committee are examples of the organization assessing the usefulness of its curricula.
- Library usage remains strong in spite of recent budget cuts.

## **5. Engagement and Service**

- The organization learns only in a sporadic, unformalized way from the constituencies it serves.
- Multiple activities (66 data sources) demonstrate the college's responsiveness to external constituencies.
- Facilities usage by the community is a strong point.
- The college president is active in the community in a positive, productive way.

## **What's next?**

- Begin first draft on each chapter,
- Complete update on Policies and Procedures Manual,
- Address weaknesses identified by each chapter study team,
- Fill in gaps where conclusions have not been supported by data,
- Continue meeting with the Steering Committee,
- Push hard to get a rough draft of the complete document done by the end of this semester.

# World Center for Concrete Technology

## Income Statement - Unaudited

For the Six Months Ending December 31, 2006

	2006-2007			Variance	2005-2006
	Budget	YTD Budget	YTD Actual		YTD Actual
<b>Credit Revenue - Blockmakers and Other Credit Courses</b>	\$ 316,750	\$ 97,950	\$ 104,510	\$ 6,560	\$ 80,200
<b>Non-Credit Revenue - Contract Training</b>	52,500	8,500	81,200	72,700	57,961
<b>Other Revenue - Concrete Testing and Other Sales</b>	44,500	46,000	24,125	(21,875)	27,639
<b>Facility Rental - Plant or Classroom</b>	0	0	7,820	7,820	14,740
<b>ACC Rental - Concrete Technology Program</b>	64,600	32,300	32,300	0	30,500
<b>Operational Revenue</b>	<u>478,350</u>	<u>184,750</u>	<u>249,955</u>	<u>65,205</u>	<u>211,040</u>
<b>Wages</b>	124,446	62,152	66,637	4,485	73,352
<b>Benefits</b>	42,372	21,184	18,895	(2,289)	27,174
<b>Advertising</b>	10,000	2,000	0	(2,000)	0
<b>Contract Services - Besser Co-Director, Contract Wages</b>	93,500	31,750	27,580	(4,170)	37,157
<b>Insurance</b>	14,000	14,000	15,524	1,524	14,000
<b>Office Supplies</b>	16,500	8,250	7,627	(623)	7,919
<b>Instructional Supplies - Books, Meals, Other Disposables</b>	47,625	15,625	15,983	358	13,170
<b>Postage</b>	1,500	750	0	(750)	0
<b>Travel</b>	5,000	1,000	3,391	2,391	2,569
<b>Dues</b>	1,300	1,200	1,291	91	1,174
<b>Partners Council &amp; Other</b>	350	175	0	(175)	0
<b>Maintenance/Custodial - Supplies, Contract Services</b>	13,921	5,970	3,441	(2,529)	3,509
<b>Utilities</b>	75,500	31,050	20,744	(10,306)	27,515
<b>Product Development</b>	5,000	3,000	0	(3,000)	0
<b>Overhead - 5% Administrative Charge</b>	26,417	9,237	12,498	3,261	10,552
<b>Transfers - Maintenance and Replacement</b>	40,000	20,000	20,000	0	20,000
<b>Operational Expenses</b>	<u>517,431</u>	<u>227,343</u>	<u>213,610</u>	<u>(13,733)</u>	<u>238,091</u>
<b>Operational Income</b>	(39,081)	(42,593)	36,345	78,938	(27,051)
<b>Fund Balance Deficit June 30, 2006</b>	(198,562)	(198,562)	(198,562)	0	(330,838)
<b>Fund Balance December 31, 2006</b>	<u>\$ (237,643)</u>	<u>\$ (241,155)</u>	<u>\$ (162,217)</u>	<u>\$ 78,938</u>	<u>\$ (357,889)</u>
<b>Fund Balance Deficit June 30, 2003</b>		(330,838)	(330,838)		
<b>Operational Income (Loss) Since 6/30/03</b>		93,195	168,621		

# World Center for Concrete Technology

## Income Statement

For the Six Months Ending December 31, 2006

	<u>Revenue</u>		<u>Expense</u>		<u>Net</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<b>Credit Workshops</b>	\$63,350	\$104,510	\$79,756	\$113,141	(\$16,406)	(\$8,631)
<b>Associates Program</b>	26,916	32,300	22,275	18,631	4,641	13,669
<b>Services</b>	39,000	31,945	46,911	32,463	(7,911)	(518)
<b>Non-Credit Workshops</b>	8,500	81,200	24,010	49,376	(15,510)	31,824
<b>Miscellaneous</b>	0	0	0	0	0	0
	<u>\$137,766</u>	<u>\$249,955</u>	<u>\$172,952</u>	<u>\$213,610</u>	<u>(\$35,186)</u>	<u>\$36,345</u>

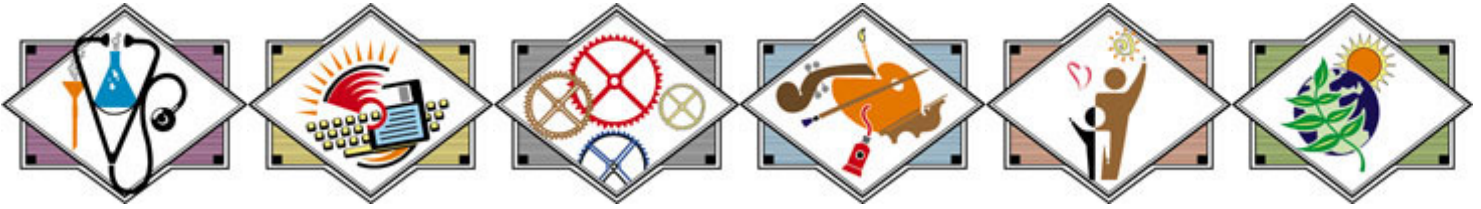
## World Center for Concrete Technology

### Operations

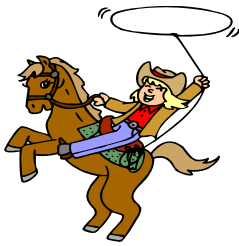
For the Six Months Ending December 31, 2006

Revenues	%	Totals	Credit Workshops	Facility Rental	Assoc. Program	Concrete Testing	Non-Credit Workshops	Total
Credit Workshops	42%	104,510	104,510					104,510
Associates Program	13%	32,300			32,300			32,300
Services	13%	31,945				31,945		31,945
Non-Credit Workshops	32%	81,200					81,200	81,200
<b>Total Revenue</b>		<b>249,955</b>	<b>104,510</b>	<b>0</b>	<b>32,300</b>	<b>31,945</b>	<b>81,200</b>	<b>249,955</b>
<b>Expenses - Direct</b>								
Credit Workshops		43,264	43,264					43,264
Associates Program					0			0
Services		21,706				21,706		21,706
Non-Credit Workshops		20,396					20,396	20,396
<b>Expenses - Allocated</b>								
Administration		71,883	55,030	0	0	7,731	9,121	71,883
Cust./Maint./Trans.		56,360	14,846	0	18,631	3,025	19,858	56,360
		213,610	113,141	0	18,631	32,463	49,376	213,610
		<b>36,345</b>	<b>(8,631)</b>	<b>0</b>	<b>13,669</b>	<b>(518)</b>	<b>31,824</b>	<b>36,345</b>

# CAREER PATHWAY NIGHTS 2007

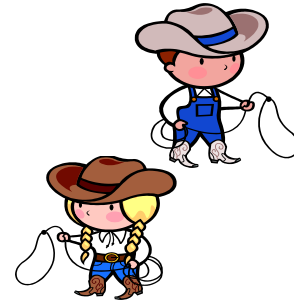


Open The Door To YOUR Future...  
Let The Experts Show You The Ropes...



Thursday, February 22, 2007  
**Health Sciences**

Monday, February 26, 2007  
**Human Services**



Thursday, March 1, 2007  
**Business, Management, Marketing & Technology**  
**Engineering, Manufacturing & Industrial Technology**

Monday, March 5, 2007  
**Arts & Communications**  
**Natural Resources & Agriscience**

Tuesday, March 20, 2007  
**"How To Pay For It All" - Financial Aid Workshop**  
**AND**  
**"How To Get There" - College Reps, Dual Enrollment, The Learning Center, Etc.**  
**AND**  
**Prize Drawing!**

**Parents and students** of all ages are cordially invited to attend Career Pathway Nights at Alpena Community College. This is an opportunity to explore career paths by meeting with people working in those careers and to sign up for job shadowing opportunities. Sign up each evening for the prize drawing.  
**Please RSVP to Sandy Sengenberger at 989-358-7348 or 1-888-468-6222 ext. 7348.**

**All Career Pathway Nights Begin at 6:30 p.m. in Park Arena at  
Alpena Community College  
Get On The Pathway To Success...SEE YOU THERE!**