

ALPENA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, January 17, 2008
7:00 p.m.
665 Johnson Street
Alpena, MI 49707

NOTICE DATE: January 2, 2008

The Alpena Community College Board of Trustees will convene its regular January meeting on Thursday, January 17, 2008, in the Roger C. Bauer Board Room, 400 Charles R. Donnelly Natural Resources Center, 665 Johnson Street, on the College campus.

Elizabeth L. Spragg
Secretary of the Board of Trustees

REGULAR MEETING
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

January 17, 2008

7:00 p.m.

Roger C. Bauer Board Room
400 Charles R. Donnelly Natural Resources Center
665 Johnson Street, Alpena, Michigan 49707-1495

Volume XXV

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of December 20, 2007, Regular Board Proceedings
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and subcommittee Report(s)
- 8) Faculty Report
- 9) Student Report
- 10) President's Report
- 11) Action Items
 - 2.402 Oath of Office and Seating of Elected Trustees
 - 2.403 Election of Officers
 - 2.404 Authorization of Depository Accounts
- 12) Information Items
 - 3.587 Financial Report
 - 3.588 Personnel Report
 - 3.589 Gifts and Grants Report

13) New Business

14) Suggested Future Agenda Items

15) Next Regular Meeting: February 21, 2008

16) Adjournment

2.404 Authorization of Depository Accounts

The College biennially reviews its various depository relationships and finalizes these relationships for the next two years. The College currently maintains depository relationships with the following financial institutions:

Citizens Bank
First Federal of Northern Michigan
Independent bank
National city of Michigan/Illinois
Huron Community Bank
Bank of Alpena

Upon reviewing the above listing, College staff recommends that depository relationships be renewed with each of these institutions for future relationships. Therefore,

The following resolution is proposed:

That the Board of Trustees authorizes appropriate College officials to execute all appropriate agreements to continue the existing financial relationships of the college with the following institutions for future relationships:

Citizens Bank
First Federal of Northern Michigan
Independent Bank
National city of Michigan/Illinois
Huron Community Bank
Bank of Alpena

3.588 **Personnel Report**

Additions/Replacements

None

Resignations

None

Retirements

None

Others

None

2.402 Oath of Office and Seating of Elected Trustees

On November 6, 2007, electors of the College district returned incumbent Trustees Florence Stibitz and Thomas Townsend for additional six-year terms on the Board of Trustees of Alpena Community College. Following the election, the candidates completed the Oath of Office within the time established by statute. Their new terms of office began January 1, 2008. Public administration of the Oath of Office and official seating of Trustees Stibitz and Townsend on the Board will occur on Thursday, January 17, 2008.

Oath of Office

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Trustees of Alpena Community College, Alpena and Presque Isle Counties according to the best of my ability.”

2.403 **Election of Officers**

The election of officers of the Board of Trustees occurs biennially, and officers thereby serve two-year terms of office as specified by the official By-laws of the Board. Therefore,

The following resolution is proposed:

- a) That the Board of Trustees approves the election of _____
as Chairperson of the Board;
- b) That the Board of Trustees approves the election of _____
as Vice Chairperson of the Board;
- c) That the Board of Trustees approves the election of _____
as Treasurer of the Board;
- d) That the Board of Trustees approves the appointment of Elizabeth L. Spragg as Secretary of the Board.

The term of office for all officers will extend through December 31, 2009, unless changed by official resolution of the Board of Trustees

3.587 Financial Report

December 2007

Comparison of Revenue and Expense (year-to-year comparison)

- Property taxes are ahead by \$23,039, as expected.
- The \$915,502 increase in tuition/fee revenue is due to the tuition increase, increased fall enrollment, onset of registration for next spring, faster enrollment processes, and the convenience of online tuition payments used by a growing number of students.
- The \$481,789 increase in state aid reflects the restoration of the skipped payment in August and the 2.7% increase in ACC's FY08 allocation.
- The federal revenue increase of \$28,438 is traceable to the Community Based Job Training Grant.
- The \$18,076 decrease in instructional expense is due to unfilled faculty positions (as planned).
- The increase of \$70,042 in instructional support expense comes from contractual obligations and severance arrangements for a retiring administrator.
- Student service and institutional administration are as expected due to contractual obligations.
- The physical plant increase of \$77,400 reflects the end of a period a year ago of significantly lower energy costs when the College was using surplus natural gas from the contract in place then. Also, the amount is affected by contractual obligations and overtime paid and supplies used as a result of the Pathways dedication ceremonies.

Comparison of Budget/Actual Revenue and Expense

- State aid revenue is ahead by 10% due to the restoration of the skipped payment in August.
- Federal revenue is ahead 30% primarily due to the Community Based Job Training Grant and the end of the H-1B adjustment period made last year.
- The salaries and fringe benefits are about where they were last year.
- Advertising expenses are ahead 15% mainly due to requirements of the marketing plan.
- Supply expenses are up 10% mostly because of timing of regular orders.
- Telephone expenses are down 37% because the invoice for the annual maintenance payment to Verizon has yet been received. .

Other items are within normal variations f