

DATE OF NOTICE: February 8, 2007

REGULAR MEETING
ALPENA COMMUNITY COLLEGE
BOARD OF TRUSTEES
666 JOHNSON STREET
ALPENA, MICHIGAN 49707-1495

The Alpena Community College Board of Trustees will convene its regular February meeting on Thursday, February 15, 2007, beginning at 7:00 p.m., in the Roger C. Bauer Board Room, 400 Charles R. Donnelly Natural Resources Center, 666 Johnson Street, on the College campus. A closed session will be conducted prior to the regular meeting at 6:00 p.m., in Room 204 of the Natural Resources Center, to discuss labor negotiations and a personnel item.

Elizabeth L. Spragg
Secretary of the Board of Trustees

REGULAR MEETING
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
6:00 p.m. Closed Session
7:00 p.m. Regular Meeting
February 15, 2007
Roger C. Bauer Board Room
400 Charles R. Donnelly Natural Resources Center
666 Johnson Street, Alpena, Michigan 49707-1495

Volume XXV

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of January 18, 2007, Regular Meeting 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
 - 2.348 Approval of 2006-09 Contract with Educational Support Personnel
- 12) Information Items
 - 3.554 Financial Report
 - 3.555 Personnel Report
 - 3.556 Gifts and Grants Report

3.557 Final Enrollment Report

3.558 Competitive Tennis at ACC

- 13) New Business
- 14) Suggested Future Agenda Items
- 15) Next Regular Meeting: March 15, 2007
- 16) Adjournment

ALPENA COMMUNITY COLLEGE
GENERAL FUND
COMPARISON OF BUDGETED/ACTUAL REVENUE & EXPENSE
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2007

REVENUE	BUDGET	YEAR TO DATE	BUDGET VARIANCE	2007 COMPLETE	2006 COMPLETE
Property Taxes	2,435,134	1,329,082	1,106,052	54.58%	75.31%
Tuition/Fees	4,109,876	4,063,307	46,569	98.87%	105.59%
State Aid	4,863,100	1,783,564	3,079,536	36.68%	37.17%
Federal	87,151	18,011	69,140	20.67%	68.90%
Interest	30,000	11,129	18,871	37.10%	26.55%
Other	203,149	14,488	188,661	7.13%	5.36%
REVENUE	<u>11,728,410</u>	<u>7,219,581</u>	<u>4,508,829</u>	<u>61.56%</u>	<u>67.31%</u>
EXPENSES					
Salaries	6,459,145	3,691,737	2,767,408	57.16%	58.42%
Fringe Benefits	3,006,786	1,711,768	1,295,018	56.93%	58.73%
Outside Services	455,587	259,117	196,470	56.88%	70.80%
Advertising	183,630	112,122	71,508	61.06%	58.38%
Supplies	314,305	155,709	158,596	49.54%	47.41%
Rental	10,900	3,587	7,313	32.91%	19.15%
Utilities	488,481	160,812	327,669	32.92%	47.67%
Telephone	55,000	38,467	16,533	69.94%	70.13%
Postage	53,500	29,600	23,900	55.33%	50.37%
Insurance	157,500	141,800	15,700	90.03%	70.91%
Travel & Mileage	111,882	50,557	61,325	45.19%	66.97%
Tuition Waivers & Dues	82,000	30,193	51,807	36.82%	32.35%
Transfers	216,054	0	216,054	0.00%	0.00%
Library Books & Equipment	80,500	38,702	41,798	48.08%	30.12%
Other	48,190	35,112	13,078	72.86%	12.86%
EXPENSES	<u>11,723,460</u>	<u>6,459,283</u>	<u>5,264,177</u>	<u>55.10%</u>	<u>56.88%</u>
NET REVENUE/EXPENSE	4,950	760,298			
NET ASSETS 06/30/2006		770,346			
NET ASSETS 01/31/2007	<u>4,950</u>	<u>1,530,644</u>			
PERCENTAGE OF YEAR			<u>58.33%</u>		

GENERAL FUND
 COMPARISON OF REVENUE & EXPENSE
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 2007 AND 2006

<u>REVENUE</u>	<u>FISCAL YEAR 2007</u>	<u>FISCAL YEAR 2006</u>	<u>CHANGE</u>
Property Taxes	1,329,082	1,699,329	(370,247)
Tuition/Fees	4,063,307	3,872,638	190,669
State Aid	1,783,564	1,775,846	7,718
Federal	18,011	68,660	(50,649)
Interest	11,129	7,965	3,164
Other	14,488	11,610	2,878
REVENUE	<u>7,219,581</u>	<u>7,436,048</u>	<u>(216,467)</u>
<u>EXPENSES</u>			
Instruction	3,174,977	3,121,675	53,302
Public Service	0	0	0
Instructional Support	577,551	504,659	72,892
Student Services	524,168	482,334	41,834
Institutional Administration	1,456,210	1,384,733	71,477
Physical Plant	726,377	762,729	(36,352)
Transfers	0	0	0
EXPENSES	<u>6,459,283</u>	<u>6,256,130</u>	<u>203,153</u>
NET REVENUE/EXPENSE	760,298	1,179,918	(419,620)
NET ASSETS 06/30/2006	770,346	710,976	59,370
• NET ASSETS 01/31/2007	<u>1,530,644</u>	<u>1,890,894</u>	<u>(360,250)</u>

3.356 **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received between January 5, 2007, and January 30, 2007.

Anonymous (5)
Peter Benoit
Besser Foundation
John & Cheryl Bester
Penny Boldrey
Wayne Calkins
Dow Corning Foundation
Agnes Ferguson
First Federal Community Foundation
Great Lakes Energy
Dorothy Gusler
Gloria M. Holm
Priscilla Homola
Hospice of the Sunrise Shore
Aaron and Stephanie Kistler
Dr. Kevin Kozicz
Olin Joynton
Dr. Mario Lacerna & Dr. Laura Duren
Lafarge North America - Great Lakes Region
Jerry Longcore
Carolyn Losinski
Drew & Ethel McClay CRUT
Dr. Richard Milligan
Mr. & Mrs. Lucas Pfeiffenberger
Mary Schulke
Denis J. Walterreit
Suzanne Weathers
Mike and Debbie Wojda

Total Donors: 32

Total Gifts & Pledges: \$27,401.13

3.355 Personnel Report

Additions/Replacements

Heather Pines

English Instructor
(Effective 1-8-07)

Resignations

None

Retirements

None

Other

Mike Kollien

From Admissions Technician
to Director of Admissions
(Effective 1-2-07)

Phyllis Tippman

From FT Secretary H-1B Grant to
PT Assistant to the Director of
Admissions
(Effective 1-2-07)

3.357 Enrollment Report

Official credit enrollment totals for Alpena Community College for the Spring Semester 2007 stand as follows:

	Spring 2006	Spring 2007	Increase/(Decrease)
Headcount (unduplicated)	1,837	1,786	(2.78%)
Credit Hours	17,458	17,650	1.1%

The increase in contact hours represents a gain of 3.13 percent and a \$65,246 gain in revenue over budgeted figures. Appropriate College staff will be available to discuss enrollment trends.

3.354 Financial Report

Monthly Report for January 2007

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

- Property tax revenue appears to be behind by \$370,247. This is due to Alpena County sending \$410,791 in error last year. The funds were paid back in March. The College is in fact \$40,544 ahead, as expected.
- Tuition and fees revenues are ahead by \$190,669, which is due to increases in tuition rates and a small increase in enrollments. The College is about \$100,000 ahead of expectations.
- State aid revenue is ahead by \$7,718 after the first four payments for this fiscal year were made from October through January. This figure shows the effects of recouping funds in FY06 that were cut in FY05; otherwise it is in line with the roughly 2.8% increase enacted for FY07.
- Federal aid is down by \$50,649 because of an adjustment made in the H-1B auditing process due to over-collection of administrative fees and its completion.
- Instructional costs are up \$53,302 because of increased pay and benefits costs according the faculty contract. The figure is in line with our expectations.
- Instructional support costs are up \$72,892 due to a combination of wage and benefits costs (as expected) and increased secretarial workload for the NCA accreditation project.
- Student services costs are up \$41,834 due to increased pay and benefits costs and the immediate recognition of tuition waivers by Datatel. This is in line with expectations.
- Institutional administration costs are up \$71,477 due to higher than anticipated insurance costs and increased pay and benefits costs in line with expectations.
- The decrease of \$36,352 in Physical Plant expense occurred because of the warm weather and the lower cost of natural gas. Thus far the college has paid only one snowplowing operation.

Comparison of Budget/Actual Revenue and Expense

- The overall revenue picture, except as noted above, is very close to our position last year, as is the expense picture.
- The nearly 48% variance in Federal revenue is due to the H-1B adjustment mentioned above.
- On the expense side, salaries are down by a percentage point due to resignations; nevertheless, fringes were up by almost two percentage points. This is an instructive measure of how rapidly the cost of fringes is rising. Outside services were down because the College did not conduct an election in 2006.
- The increase in Library Books and Equipment is a function of timing of those purchases.

2.348 Approval of 2006-09 Contract with Educational Support Personnel

The current contract between Alpena Community College and the college's Educational Support Personnel bargaining unit ended on June 30, 2006. In June 2006, after a closed session discussion on parameters with Trustees in the same month, representatives for ACC entered into contract negotiations with representatives of the ESP unit. By November 2006, with the help of a mediator, the negotiating parties reached tentative approval on a new contract. After taking some time to clarify terms of layoff provisions, members of the ESP unit ratified the new agreement on February 2, 2007.

Highlights of changes in the new contract proposed for approval by the ACC Board of Trustees include the following (unofficially reported here):

1. Clean-up of layoff and recall language, with more specific wording of how the displacement of employees will be handled.
2. New wording allowing administration to request a physician's report when an employee is absent for three or more days.
3. Conversion of Emergency Absence leave to Family Illness leave.
4. Specific wording to address how hourly employees will be paid when they attend a conference.
5. Corrected verbiage in passages describing provisions of the Family Medical Leave Act.
6. Deletion of General Leave.
7. Addition of wording for Educational Leave of Absence. The new language states that an employee may not take another position outside of the College while on an approved Educational Leave without the approval of the Director of Human Resources.
8. Transition from a BC/BS PPO 1 health insurance policy to the BC/BS PPO 2 policy which now covers Steelworkers and administrators.
9. Language that allows administration to pick carriers for health, dental, vision, LTD, and life insurances as long as the coverage is not less than coverage from the previous contract.
10. 3% wage increase for 2006-07 retro to July 1, 2006.
11. 2.5% wage increase for 2007-08 and 2% for 2008-09, with provision that increases to go up to 3% total if the state appropriation for community colleges increases by 4% or more over the prior fiscal year.
12. Shift differential increased from \$0.10/hr to \$0.18/hr for employees who work at least 3¾ hours per day with shifts ending after 6:30 pm.

Members of the College staff have reviewed terms of the ratified agreement and find them consistent with current budget projects for the years covered by the agreement. Therefore,

The following resolution is proposed:

That the ACC Board of Trustees approves the 2006-09 ratified contract described above between Alpena Community College and the Educational Support Personnel I&II, MEA/NEA.

3.358 **Competitive Tennis at ACC**

With readily-available access to the Thunder Bay Recreational Center, interest has been shown in discussing the merits of establishing competitive tennis teams at ACC. Appropriate staff and community representatives will be available to discuss the pros and cons of such a venture.