

DATE OF NOTICE: March 2, 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 March meeting on Thursday, March 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.

Elizabeth L. Spragg  
Secretary of the Board of Trustees

REGULAR MEETING  
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES  
7:00 p.m. Regular Meeting  
March 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 February 15, 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
  - 2.351 Microsoft Campus Agreement
  - 2.352 Resolution of Support: AMA ESD Special Education Millage Renewal
- 12) Information Items
  - 3.559 Financial Report
  - 3.560 Personnel Report

3.561 Gifts and Grants Report

3.562 Datatel Financing Update

- 13) New Business
- 14) Suggested Future Agenda Items
- 15) Next Regular Meeting: April 19, 2007
- 16) Adjournment

## **2.352 Resolution of Support: AMA ESD Special Education Millage Renewal**

The Alpena-Montmorency-Alcona Educational Service District provides professional special education services to Alpena Public Schools, Atlanta Community Schools, Hillman Community Schools, Alcona Community Schools, Bingham Arts Academy, Immanuel Lutheran School, and the All Saints School. The services include social work, physical therapy, occupational therapy, speech therapy, consultation for teachers, school psychological services, preschool services, teaching, testing and evaluation, and support for students, parents, and caregivers.

Funding for these services comes in part from a local millage which expired with the December 31 levy, and the AMA ESD Board has set Tuesday, May 8, 2007, as the election date to renew the 1.333 millage for the period of ten years.

Mr. Brian Wilmot, AMA ESD Director of Special Education, has made a commitment to appear at the March meeting of the Board to answer questions and receive comments from the ACC Board of Trustees about the millage renewal campaign. Therefore,

The following resolution is proposed:

That the Alpena Community College Board of Trustees supports the AMA ESD request for voter approval of the 1.333 millage renewal in the election set for May 8, 2007.

### 3.359 Financial Report

Monthly Report for February 2007

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

- Property tax revenue appears to be behind by \$329,187. 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 \$81,604 ahead, as expected.
- Tuition and fees revenues are ahead by \$376,797, which is due from increases in tuition rate and a small increase in enrolments. The College is about \$100,000 ahead of expectations.
- State aid revenue is ahead by \$19,327 after the first five payments for this fiscal year were made from October through February. 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 \$47,610 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 \$58,682 because of increased pay and benefits costs according the faculty contract. The figure is in line with our expectations.
- Instructional support costs are up \$121,241 due to a combination of wage and benefits costs (as expected) and increased administrative and secretarial workload for the NCA accreditation project.
- Student services costs are up \$25,121 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 \$84,531 due to higher than anticipated insurance costs and increased pay and benefits costs in line with expectations.
- The decrease of \$28,090 in Physical Plant expense occurred because of the warm weather and the lower cost of natural gas.

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 44% variance in Federal revenue is due to the H-1B adjustment mentioned above.
- On the expense side, salaries 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.

ALPENA COMMUNITY COLLEGE  
GENERAL FUND  
COMPARISON OF BUDGETED/ACTUAL REVENUE & EXPENSE  
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2007

REVENUE	BUDGET	YEAR TO DATE	BUDGET VARIANCE	2007 COMPLETE	2006 COMPLETE
Property Taxes	2,435,134	2,015,653	419,481	82.77%	103.91%
Tuition/Fees	4,109,876	4,061,068	48,808	98.81%	100.46%
State Aid	4,863,100	2,229,455	2,633,645	45.84%	46.27%
Federal	87,151	23,504	63,647	26.97%	71.36%
Interest	30,000	15,065	14,935	50.22%	32.47%
Other	203,149	15,129	188,020	7.45%	6.14%
REVENUE	11,728,410	8,359,874	3,368,536	71.28%	75.43%
EXPENSES					
Salaries	6,459,145	4,172,907	2,286,238	64.60%	66.06%
Fringe Benefits	3,006,786	1,942,680	1,064,106	64.61%	64.67%
Outside Services	455,587	280,718	174,869	61.62%	75.21%
Advertising	183,630	128,040	55,590	69.73%	63.74%
Supplies	314,305	189,161	125,144	60.18%	54.54%
Rental	10,900	3,885	7,015	35.64%	21.88%
Utilities	488,481	221,036	267,445	45.25%	64.83%
Telephone	55,000	40,580	14,420	73.78%	73.77%
Postage	53,500	34,964	18,536	65.35%	59.95%
Insurance	157,500	142,290	15,210	90.34%	91.46%
Travel & Mileage	111,882	54,152	57,731	48.40%	69.15%
Tuition Waivers & Dues	82,000	31,043	50,957	37.86%	32.46%
Transfers	216,054	93	215,961	0.04%	0.00%
Library Books & Equipment	80,500	43,974	36,526	54.63%	33.26%
Other	48,190	35,277	12,913	73.20%	16.69%
EXPENSES	11,723,460	7,320,799	4,402,661	62.45%	64.18%
NET REVENUE/EXPENSE	4,950	1,039,075			
NET ASSETS 06/30/2006		770,346			
NET ASSETS 02/28/2007	4,950	1,809,421			
PERCENTAGE OF YEAR		66.67%			

GENERAL FUND  
 COMPARISON OF REVENUE & EXPENSE  
 FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2007 AND 2006

REVENUE	FISCAL YEAR 2007	FISCAL YEAR 2006	CHANGE
Property Taxes	2,015,653	2,344,840	(329,187)
Tuition/Fees	4,061,068	3,684,271	376,797
State Aid	2,229,455	2,210,128	19,327
Federal	23,504	71,114	(47,610)
Interest	15,065	9,742	5,323
Other	15,129	13,301	1,828
REVENUE	8,359,874	8,333,396	26,478
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EXPENSES			
Instruction	3,610,959	3,552,277	58,682
Public Service	0	0	0
Instructional Support	676,874	555,633	121,241
Student Services	561,786	536,665	25,121
Institutional Administration	1,599,593	1,515,062	84,531
Physical Plant	871,587	899,677	(28,090)
Transfers	0	0	0
EXPENSES	7,320,799	7,059,314	261,485
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NET REVENUE/EXPENSE	1,039,075	1,274,082	(235,007)
NET ASSETS 06/30/2006	770,346	710,976	59,370
NET ASSETS 02/28/2007	1,809,421	1,985,058	(175,637)

**3.360 Personnel Report**

**Additions/Replacements**

None

**Resignations**

None

**Retirements**

None

**Other**

None

### 3.561 **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received between February 1, 2007 and March 1, 2007.

ACC Volunteer Center  
Anonymous  
Jon Benson  
Jim & Penny Boldrey  
Steve Campbell  
Crittenden Family  
Agnes Ferguson  
Fraternal Order of Police - Lodge 132  
David Glomski  
Dr. Patricia Griffin  
Mr. & Mrs. Edward Hier  
Kenneth and Mary Ann Hubbard  
Olin Joynton  
Max Lindsay  
Carolyn Losinski  
Evelyn Lounsberry  
Moran Iron Works, Inc.  
Marie Nensewitz  
Northern Eye  
Gregg Resnick  
Denis J. Walterreit  
Dr. Gerald Skiba

**Total Donors:22**

**Total Gifts & Pledges : \$37,268.81**

### **3.562 Datatel Financing Update**

At its regular October 2004 meeting, the Board approved the acquisition of an \$800,000 bond to cash flow the purchase of the Datatel Student Information System and equipment whose total cost amounted to \$880,000. Appropriate College staff will provide an update on how we have used the funds and what remains. In addition, we will review the options presented to the Board at that October 2004 meeting on how we were going to pay the bond down with a look to future revenue sources to complete the payoff.

## 2.351 Microsoft Campus Agreement

Alpena Community College has a Microsoft Campus Agreement 3.2 that will expire on March 31, 2007. MIS is requesting Board approval to renew a three-year contract with CDW to maintain a lock Microsoft pricing through March 31, 2010. The renewal will save the College an additional \$6,000 per year due to new negotiated pricing for the three-year contract. The renewal is a cost budgeted every year by the MIS department and is awaiting Board approval to proceed. The renewal is a cost budgeted every year by the MIS department and is awaiting board approval to proceed.

The College has solicited bids for the renewal of the Microsoft Campus agreement, and the bids are as follows:

Vendor	AMOUNT
CDW Government	\$13,762.70
Educational Resources	\$13,924.18
Insight	\$13,527.67

Appropriate College staff has reviewed the bids, and it is the recommendation that the bid from CDW for \$13,762 be accepted. CDW also provides Technical Support for all applications under the Campus Agreement. The MIS staff agrees that \$235 dollars per year is a minor cost considering all the support ACC has received from CDW over the years. Therefore,

The following resolution is proposed:

That appropriate College officials be authorized to execute a purchase agreement with CDW Government for an amount not to exceed \$13,527.67 per year over the next three years for the purchase of the Microsoft Campus Agreement 3.4.

