

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES  
REGULAR MEETING

Thursday, March 19, 2009  
6:00 p.m. Workshop  
7:00 p.m., Regular Meeting  
665 Johnson Street  
Alpena, Michigan 49707  
989-358-7247

DATE OF NOTICE: March 4, 2009

The Alpena Community College Board of Trustees will convene its regular March meeting on March 19, 2009, at 7:00 p.m. in the Roger C. Bauer Board Room, 400 Charles R. Donnelly Natural Resources Center, 665 Johnson Street, on the College campus. A workshop on the subject of values will precede the meeting at 6:00 p.m. in the Board Room.

Elizabeth L. Spragg  
Secretary of the Board of Trustees

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Volume XXVI

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of February 19, 2009, Board Proceedings, and February 26, 2009, Special Board Proceedings
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Faculty Report
- 9) Student Report
- 10) President's Report
- 11) Action Items
  - 2.448 Second Reading: Revision of Appointment of Auditors Policy
  - 2.449 Resolution: Community College Month
- 12) Information Items
  - 3.626 Financial Report
  - 3.627 Personnel Report
  - 3.628 Gifts and Grants Report
- 13) New Business
- 14) Suggested Future Agenda Items
- 15) Next Regular Meeting: April 16, 2009
- 16) Adjournment

2.448 **Second Reading: Revision of Appointment of Auditors Policy**

At the regular February meeting of the Board the first reading of revised Policy 1010, Appointment of Auditors, was approved as follows:

The Board of Trustees shall periodically review auditing services and solicit proposals from auditors to ascertain options for procurement of best services for Alpena Community College. Such review and solicitation shall comply with all applicable Federal and State requirements. Upon concluding such review the Board of Trustees shall appoint an auditor for Alpena Community College for a suitable interval until the next review and solicitation of proposals.

Therefore,

The following resolution is proposed:

That the Alpena Community College Board of Trustees approves on second reading the revision of Policy 1010 as presented above.

2.449 **Resolution: Community College Month**

The national community college movement celebrated its 100<sup>th</sup> birthday in 2001. Each year, the vital contributions that the 1,200+ community colleges across the nation make to enhancing the quality of life in each of their respective communities are celebrated during the month of April. Given the current economic challenges in the State of Michigan, such recognition and corresponding support is absolutely essential to the state's future, as well as for the general citizen who depends upon these institutions to provide job training and retraining at an affordable level.

Various two-year colleges plan a variety of special activities, and ACC will be participating in this special recognition period with its own programs. Therefore,

The following resolution is proposed:

That the Board of Trustees designates April as "Community College Month" and directs appropriate College officials to bring the unique contributions of Alpena Community College to the attention of public policymakers and the general public.

**NEW BUSINESS**

**2.450 Computer Purchases**

Nineteen of the computers referenced in this quotation will be used in the creation of a dedicated testing center located in VLH 122 that is Internet-equipped (18 computers for student testing and one at the proctor’s station). The testing center will be used to support Compass placement testing, workforce development testing, Perkins Grant third-party competency testing, as well as a growing number of other internal and external testing requests. The testing center will allow for continual walk-in convenient Compass testing of new admits to the College (approximately 400/year). It is needed for a new Perkins Grant requirement of testing of all occupational program graduates with an outside third-party test, which at ACC will amount to approximately 150 students per year. The center will also be used to offer workforce development support to area businesses and industry. Over 900 tests were administered last year including: WorkKeys (Applied Technology, Observation Locating Information Teamwork, and Reading), Vangent Safety, and Ramesy Electrical/Mechanical. Dozens of other requests have come in; with a dedicated testing center ACC will be creating another income stream while serving our students and the community. Finally, ongoing assessment of student learning efforts and the proctoring of a growing number of tests for faculty delivering online coursework dictates the need for this important addition to the College. These computers will be purchased through the Perkins Grant funds.

In addition, five new smart rooms located in NRC 210, NRC 214, CTR 116, VLH 124, and VLH 128 will be furnished with a computer with this purchase. This acquisition meets a portion of the growing need for technology in the classrooms. The classrooms were selected based on smart-cart usage. These computers will be funded through a special ACC Foundation grant, Perkins Grant and technology fees. Current market pricing shows that the minimum computer configuration will be Core 2 Duo Processors with 4GB memory and 19” flat panel monitors.

The bids were solicited from HP, CDWG, and Dell and the bid results are as follows:

<b>Manufacturer</b>	<b>Location</b>	<b>Cost</b>
Dell	Round Rock, Texas	\$21,708.72
HP (CDWG)	Vernon Hills, Illinois	\$27,086.40
Hewlett Packard	Palo Alto, CA	No Response

The MIS Department recommends the bid from Dell for \$21,708.72. Therefore,

The following resolution is proposed:

That the Alpena Community College Board of Trustees authorizes the appropriate College officials to purchase 24 computers from Dell Computer for a total cost not to exceed \$21,708.72.

## **NEW BUSINESS**

Memorandum of Agreement: United Way

During the current fiscal year, the ACC Volunteer Center receives dollars from the United Way for support of the Association of Lifelong Learners program. The Center is in the process of applying for United Way funds again for the coming fiscal year. The United Way requires that organizations receiving funds be on record as affirming a policy of non-discrimination in the conduct of its business. Wording for the statement is supplied in the resolution below. Therefore,

The following resolution is proposed:

It shall be the policy of Alpena Community College to provide equal membership/employment/service opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, handicap, membership in any labor organization, political affiliation, and, for employment only, height, weight, and record of arrest without co

### 3.626 Financial Report (through January 2009)

#### Monthly Financial Statements

##### General Fund Revenue and Expense (Year to Year Actual Comparison)

- Property tax revenues are down by \$109,163 compared with last year because collections are still in progress.
- The \$253,725 increase in tuition/fee revenue, in the light of maintaining last year's enrollment gains, is caused by the modest tuition increase and, to a lesser extent, the surge of online enrollment, which carries an additional fee of \$10 per contact hour.
- The state aid revenue numbers are down by \$400,524 because of the extra make-up payment received in October 2007.
- The \$17,972 federal revenue increase comes from the Community Based Job Training Grant.
- The \$17,237 reduction of interest income results from no longer holding funds from the \$2 million bond, which was retired last year.
- Contractual obligations and additional faculty positions filled account for the \$274,976 increase in instructional expense, as expected.
- The \$63,463 increase in MIS expense is due, in part, to earlier acquisition of replacement equipment.
- Instructional support expense is ahead by \$72,142 due to contractual obligations and timing of library acquisitions and services.
- The physical plant expense increase of \$75,691 is due to contractual obligations, earlier performance of building and equipment maintenance, and significant increased snow removal costs.
- Net income is down \$844,546 principally because of the combined effect of last year's state aid make-up payment and this year's increased contractual costs.

##### General Fund Revenue and Expense (Budget to Actual Comparison)

- Completion of tuition and fee revenue is behind 7% because of last year's large gains.
- The 11% difference in state aid revenue comes from the October 2007 make-up payment, as described above.
- Outside services expense is ahead by 10% due in part to legal costs of the East Campus transfer, the study of election scheduling options, and protection of staff from a stalker.
- Insurance expenses are less by 9% because of savings from the new worker's compensation carrier approved by Board action last year.
- Tuition waiver and library expense variations are due to timing of processes that determine schedule of payments.
- Other items are within normal variations from year to year.

##### General Fund Month to Month Comparison

- The Month to Month comparisons are tracking as expected.

**Alpena Community College**  
**General Fund**  
**Year to Year Actual Comparison**  
**For the Eight Months Ending February 28, 2009**

	YTD Actual FY 2009	YTD Actual FY 2008	Variance
Revenue			
Property Tax	1,971,371	2,080,534	(109,163)
Tuition/Fees	5,133,424	4,879,699	253,725
Sales, Services, and Rent	9,270	6,961	2,309
State Aid	2,334,356	2,734,880	(400,524)
Federal	82,444	64,472	17,972
Interest	8,139	25,376	(17,237)
Other	3,081	3,594	(513)
Revenue	<u>9,542,085</u>	<u>9,795,516</u>	<u>(253,431)</u>
Expense			
Instruction	4,335,351	4,060,555	274,796
MIS	514,379	450,916	63,463
Instruction Support	826,432	754,290	72,142
Student Services	684,939	648,002	36,937
Institutional Administration	1,350,603	1,282,517	68,086
Physical Plant	1,031,025	955,334	75,691
Transfers	0	0	0
Expenses	<u>8,742,729</u>	<u>8,151,614</u>	<u>591,115</u>
Income	799,356	1,643,902	(844,546)
Net Assets - Beginning of Year	<u>844,484</u>	<u>364,638</u>	<u>479,846</u>
Net Assets - End of Year	<u><u>1,643,840</u></u>	<u><u>2,008,540</u></u>	<u><u>(364,700)</u></u>

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**Alpena Community College**  
**General Fund Month to Month Tracking**  
**For the Eight Months Ending February 28, 2009**

	July	August	September	October	November	December	January	February	March	April
<b>Revenue</b>										
Property Tax	128,762	443,713	16,232	6,121	5,277	227,842	676,126	467,296	0	
Tuition/Fees	2,175,742	527,247	(25,118)	(1,232)	1,513,923	296,374	635,486	11,003	0	
Sales, Services, and Rent	530	530	1,610	2,635	3,365	0	400	200	0	
State Aid	0	0	0	470,320	466,009	466,009	466,009	466,009	0	
Federal	9,055	9,222	8,093	11,475	5,393	474	26,209	12,523	0	
Donations	0	0	0	0	0	0	0	0	0	
Interest	1,567	1,169	1,663	2,529	697	0	515	0	0	
Other	81	101	832	782	163	48	391	684	0	
Revenue	<u>2,315,737</u>	<u>981,982</u>	<u>3,312</u>	<u>492,630</u>	<u>1,994,827</u>	<u>990,747</u>	<u>1,805,136</u>	<u>957,715</u>	<u>0</u>	
<b>Expense</b>										
Salaries	493,687	687,829	568,797	633,979	598,214	609,914	767,830	783,522	0	
Fringe Benefits	253,206	277,711	236,360	271,298	253,647	259,955	316,608	303,184	0	
Outside Services	108,076	19,240	41,498	67,318	59,887	27,422	44,618	27,194	0	
Advertising	8,748	8,782	47,958	4,605	10,263	7,131	23,856	18,584	0	
Supplies	14,591	20,382	35,470	39,454	38,643	18,648	28,210	28,891	0	
Rental	798	298	298	298	298	298	298	0	0	
Utilities	91	17,042	21,967	19,143	34,750	49,172	59,511	55,761	0	
Telephone	21,279	(1,873)	3,347	4,798	3,400	4,926	2,378	2,951	0	
Postage	6,379	4,013	1,920	5,035	26	5,493	2,189	5,031	0	
Insurance	73,959	0	31,790	8,029	31,824	(5,103)	0	25	0	
Travel & Mileage	5,748	4,718	4,707	16,137	25,819	17,436	4,785	4,775	0	
Tuition Waivers	4,037	5,438	4,007	3,600	1,737	100	4,560	100	0	
Library Books & Equipment	6,754	5,602	24,940	5,616	(14,066)	8,035	1,404	4,725	0	
Other	0	0	780	2,170	16,449	7,185	23,505	4,882	0	
Transfers	0	0	0	0	0	0	0	0	0	
Expense	<u>997,353</u>	<u>1,049,182</u>	<u>1,023,839</u>	<u>1,081,480</u>	<u>1,060,891</u>	<u>1,010,612</u>	<u>1,279,752</u>	<u>1,239,625</u>	<u>0</u>	
Income	<u>1,318,384</u>	<u>(67,200)</u>	<u>(1,020,527)</u>	<u>(588,850)</u>	<u>933,936</u>	<u>(19,865)</u>	<u>525,384</u>	<u>(281,910)</u>	<u>0</u>	

3.626 **Personnel Report**

**Additions/Replacements**

None

**Resignations**

Fran Ludington

Part-time ESP II Arts  
Technician  
(Effective 2/16/09)

**Retirements**

None

**Others**

Linda Souva

From Part-time to Full-time  
Testing Technician ESP II  
(Effective 2/9/09)

### 3.629 **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received between February 4, 2009, and February 27, 2009.

Alpena Power Company

Anonymous

Jim Berles

Mr. & Mrs. John A. Bester

Jim & Penny Boldrey

Steve Campbell

Lori Dzieszinski

Ellen Eagan

Amy E. Essex

Mr. & Mrs. Garry D. Gunderson

Nan Hall

Deb Hautau

Gloria M. Holm

Olin & Patrica Joynton

Lee Kirkpatrick

Jewel Lancaster

Max Lindsay

Tom Ludwig

Don MacMaster

William Matzke

Vicki McCoy

Katherine Meharg

Michigan Electric Cooperative Association

Michigan State University Extension, Alpena  
County

Joan Misiak

Moran Iron Works, Inc.

Perch's IGA Foodstore

Mr. & Mrs. Lucas E. Pfeiffenberger

Michael Roy

Drs. Abraham & Ana Salacata

John & Nancy Seguin

Roy Smith

Lisa Snyder

Philip Sweet

Florence & Henry Stibitz

Kevin Sylvester

Carolyn Thomas



