

DATE OF NOTICE: April 16, 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 April meeting on Monday, April 30, 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
April 30, 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 March 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
 - 2.353 Tentative Operating Millage Levy and Public Hearing FY07
 - 2.354 First Reading: Revised Board Bylaws
 - 2.355 Memorandum of Agreement to Receive United Way Funds
 - 2.356 Resolutions of Appreciation and Emeritus Status
 - 2.357 Conveyance of Property to Alpena Boosters Club
- 12) Information Items

3.563 Monthly Financial Report/Quarterly Financial Report

3.564 Personnel Report

3.565 Gifts and Grants Report

13) New Business

14) Suggested Future Agenda Items

15) Next Regular Meeting: May 17, 2007

16) Adjournment

2.355 Memorandum of Agreement to Receive United Way Funds

Each year the Alpena Volunteer Center makes application for financial participation in United Way. College officials have reviewed the attached Agreement and authorized its execution by proper official action. The United Way, after examination of the representations contained in the application and supporting documents, has determined the Volunteer Center's eligibility for acceptance and accepts the Volunteer Center as a participating agency in United Way, on the attached terms. As a part of this agreement, Alpena Volunteer Center accepts the amount of \$2,158 as donor designations for the budget period beginning April 1, 2006, and ending March 31, 2007.

The following resolution is proposed:

That the Board approves the execution of the attached agreement with United Way and accepts the amount of \$2,158 as donor designations for the budget period beginning April 1, 2007, and ending March 31, 2008.

3.563 Financial Report/Quarterly Financial Report

Monthly Report for March 2007

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

- Property tax revenue is now ahead by \$221,225. This is consistent with the 5% budgeted increase and is also due to an accelerated payment schedule adopted by the County.
- Tuition and fees revenues are ahead by \$459,308, which is due to increases in tuition rate, a small increase in enrollments, and immediate recognition of tuition and fees from early enrollment for the 2007 summer and fall semesters. Cumulatively, the College is about \$120,000 ahead of expectations.
- State aid revenue is ahead by \$30,936 after the first six payments for this fiscal year were made from October through March. 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 \$62,884 partly because of an adjustment made in the H-1B auditing process due to over-collection of administrative fees. In addition, the difference is due to the fact that the H-1B program has been completed and billing for the Community Based Job Training Grant has not yet begun.
- Instructional costs are up \$186,308 because of contractual obligations and disbursement of extra pays for the semester. This is as expected for this time of the year.
- Instructional support costs are up \$122,833 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 \$79,371 due to immediate recording of tuition waivers.
- Institutional administration costs are up \$79,739 due to higher than anticipated insurance costs and increased pay and benefits costs in line with expectations.
- The decrease of \$33,004 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 60% variance in Federal revenue is due to the H-1B adjustment mentioned above.
- On the expense side, salaries are down slightly 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.

Quarterly Report for July 2006 through March 2007

- The General Fund is covered by the monthly report above.
- The Designated Fund (athletics, WCCT) is \$174,425 ahead of budget. Frontloaded tuition and fee revenue booked at the beginning of the semester is being paid out through the fiscal year.
- The Auxiliary Fund (bookstore, vending) is \$194,965 ahead of budget for similar reasons.
- The Current Unrestricted column is just an addition of the General, Designated, and Auxiliary columns.
- The Restricted Fund (federal Pell, SEOG, and TRIO grants) shows a deficit of \$189,389 because of timing of draw-downs from federal accounts.
- The Endowment and Scholarship Fund is down \$23,193 because monies brought in at the beginning of the fall semester were paid out to students in the course of the semester. This is basically a pass-through account.
- The Unexpended Plant Fund net expense of \$928,305 represents expenditures for Pathways construction/renovation and the storage building construction. This will be reconciled as the College takes in funding from the Foundation, the state, and the bond fund.
- The Maintenance and Replacement Fund revenue of \$163,392 comes from the \$6 per contact hour Facilities Maintenance Fee. Most of these funds will be transferred out for debt retirement and capital improvement expenditures like the storage building.

2.357 **Conveyance of Property to Alpena Boosters Club**

The Alpena Boosters Club (“the Club”) has a fifty-year illustrious history of supporting athletic programs for youth in the region. Initially the focus of the organization was on teams of Catholic Central High School, and over the years the Club’s largesse has extended to Alpena Public Schools and Alpena Community College (“the College”).

The activities of the Club are conducted in a building constructed by members situated on a one-acre parcel of property owned by College and leased to the Club. In consideration of benefits received from the Club by the College and the entire region which it serves, the Property Subcommittee of the College Board of Trustees has shared with the whole Board its intent to convey the leased property to the Club in exchange for the cost of transfer. To this end, the College has commissioned the preparation of a letter of intent for the purchase of property by College Attorney Karen Bennett which has been deemed satisfactory by the members of the Property Subcommittee and the College President. Therefore,

The following resolution is proposed:

That the Alpena Community College Board of Trustees directs the president to effect the transfer of property to the Alpena Boosters Club in accordance with the terms of the aforementioned letter of intent.

2.356 Resolutions of Appreciation and Emeritus Status

Alpena Community College continues to be most fortunate to have talented and dedicated staff that provide consistent and positive service to the institution and our students. One of the significant ways the College acknowledges this service is by resolution when these distinguished staff members retire. Additionally, in the case of faculty and administrative staff, emeritus status may be considered.

As the College year draws to a close, three long-term members of our faculty and administrative staff are retiring:

Terry Hall, Instructor, Humanities/Philosophy
Kenneth Hubbard, Instructor, Computer Science/Network Administration
Charles Tetzlaff, Associate Dean, LRC/Media, TLC Director & TRIO
Coordinator

Each has made significant contributions to the success of the College and its students through dedicated service and performance of all duties while directly assisting students in their educational and personal goals. Therefore,

The following resolution is proposed:

That the Board of Trustees adopts the attached Resolutions of Appreciation for Terry Hall, Kenneth Hubbard, and Charles Tetzlaff, extends its sincerest best wishes to each for much continued success in all their future activities, and confers Emeritus status and all appropriate honors and benefits upon them on their retirement.

RESOLUTION OF APPRECIATION

Terry Hall
April 30, 2007

WHEREAS, Terry Hall has served with distinction as a member of the Department of English, Fine Arts, and Humanities at Alpena Community College since 1968 and during this period of service has been instrumental in building an outstanding program of instruction in his teaching fields;

WHEREAS, Terry Hall has created and continuously improved one of the truly legendary courses at Alpena Community College, Language and Reason, which many alumni remember as the best course they ever took;

WHEREAS, Terry Hall has pioneered and progressively advanced the use of online instructional technology at Alpena Community College and acquired many original works of art for the College that he has imaginatively integrated into the teaching of humanities courses;

WHEREAS, after 38 years of exemplary service to Alpena Community College, Terry Hall is retiring on May 3, 2007;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously applauds this dedicated member of the instructional staff, and recognizing these distinguished attributes, confers upon Terry Hall the title of Emeritus with all appropriate honors and benefits.

John Briggs
Chairman

Olin Joynton
President

Date: _____

Date: _____

RESOLUTION OF APPRECIATION

Ken Hubbard
April 30, 2007

WHEREAS, Ken Hubbard has served with distinction as a member of the Department of Business and Public Service at Alpena Community College since 1997 and during this period of service has been instrumental in building an outstanding program of instruction in his teaching fields;

WHEREAS, Ken Hubbard has created and continuously improved a number of courses at Alpena Community College in the rapidly changing fields of computer science and network administration;

WHEREAS, Ken Hubbard has maintained contact with employers in our region for the purposes of keeping the curriculum at Alpena Community College aligned with their needs and placing our graduates into careers in fields of computer science and network administration;

WHEREAS, after nine years of exemplary service to Alpena Community College, Ken Hubbard is retiring on May 3, 2007;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously applauds this dedicated member of the instructional staff, and recognizing these distinguished attributes, confers upon Ken Hubbard the title of Emeritus with all appropriate honors and benefits.

John Briggs
Chairman

Olin Joynton
President

Date: _____

Date: _____

RESOLUTION OF APPRECIATION

Charles Tetzlaff

April 30, 2007

WHEREAS, Charles Tetzlaff has served Alpena Community College for 23 years since 1984 as Dean of the Learning Resource Center and Media Department, Director of the Learning Center, and Coordinator of the TRIO Grant Programs;

WHEREAS, during his tenure with ACC, Charles Tetzlaff has influenced the lives of countless numbers of students and colleagues;

WHEREAS, Charles Tetzlaff has demonstrated a consistent spirit of dedication, teamwork, and professionalism in the community and on the College campus;

WHEREAS, Charles Tetzlaff has demonstrated a strong commitment to delivering a broad range of services to the Alpena area under challenging and unique circumstances, and has put forth a positive face to all of the Library's constituents;

WHEREAS, many patrons have commented on how his positive outlook on life has helped them both academically and personally achieve a higher level of success;

WHEREAS, throughout Mr. Tetzlaff's service to the College, he has consistently handled his responsibilities in an exemplary, thorough and professional manner;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees unanimously and with sincere appreciation applauds this dedicated member of the administrative staff for his 23 years of loyalty to Alpena Community College and extends to Charles Tetzlaff the title of Administrator Emeritus with all appropriate honors and benefits.

John Briggs, Chairman

Olin Joynton, President

Date: _____

Date: _____

2.353 Tentative Operating Millage Levy and Public Hearing FY04

The following three sources provide the major financial support of the College in 2006-2007: state aid (40 percent), tuition/fees (36 percent), and property taxes (21 percent). The remaining three percent comes from federal and other sources.

As a result of the 1999 millage election, the full 1.5 mill charter levy was restored along with the 1.0 mill five-year serial levy. This total levy of 2.5 mills produces an estimated 21 percent of the revenue necessary to operate the College as compared to an average of 40 percent that property tax revenue provides to operate other community colleges in the state. This levy has been reduced over the past eight years by the Headlee Amendment and may continue to gradually decline, preventing the levying of the full amount of the voted millage. It is unknown at this time if the amendment will have a further negative impact on the levy for the upcoming year. Finally, the passage of Proposal A has further restricted taxable property valuation increases to a rate equal to inflation, and rollbacks affecting the tax rate on personal property will impact the total amount of ad valorem property taxes collected in FY08.

In the context of all of these factors, a strong relationship stressing public accountability and prudence has existed between the College and its taxpayers throughout the institution's history. A critical element of this credibility has been the periodic opportunities provided by the Board of Trustees to engage in dialogue with interested citizens through the public hearing process.

In the past and in the spirit of seeking input for the decision-making process for establishing the millage levy a public hearing is held. Therefore,

The following resolution is proposed:

That the Board of Trustees conducts a public hearing on May 3, 2007, at 5:00 p.m., in Room 400 of the Charles R. Donnelly Natural Resources Center for the purpose of receiving comments and discussing the use of College tax revenue for programs and services supported by its legally mandated 2.5 mill levy. Further, that the Secretary of the Board of Trustees is hereby authorized and directed to publish notice of such public hearing in a newspaper of general circulation within the College district.

2.354 **First Reading: Revision of the Board of Trustees Bylaws**

As a part of an overall examination by the College of its Policies and Procedures Manual, a review of the Board's Bylaws has been done by the Secretary of the Board of Trustees. Board approved revisions were made to the Bylaws and are as follows:

- I. NAME – At its regular October 21, 1999, Board meeting, the Board changed the name of the College from “the Community College District of the Alpena Public Schools” to the “Alpena Community College.” The Bylaws have been updated to reflect that change.

- IV.3. DUTIES OF THE ASSISTANT SECRETARY – Upon the retirement of the assistant secretary on July 1, 2005, appropriate administrators determined that position was no longer necessary. Therefore, it is recommended this position be dropped from the list of Board offices.

- IV.4. DUTIES OF THE TREASURER – At its regular April 21, 2005, meeting, the Board appointed the Treasurer as the auditor of the President's credit cards. The Bylaws have been updated to reflect that change.

Therefore,

The following resolution is proposed:

That the Board of Trustees approves on first reading the revised Bylaws of the Board of Trustees of Alpena Community College.

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES BYLAWS

Adopted _____
Revised and Amended April 30, 2007

These Bylaws are adopted under the authority granted in Act No. 331, State of Michigan Public Acts of 1966, as amended. All business conducted by the Board of Trustees shall be in conformance with current Michigan statutes.

I. Name

The legal name of this college is the Alpena Community College.

II. Membership

A. Selection, Number and Terms

The Board of Trustees shall consist of seven (7) members, elected at large in the Community College District on a nonpartisan basis for staggered terms of six (6) years. The election is held the first Tuesday in November in odd-numbered years. The term of office is from January 1 to December 31.

B. Qualifications

Any qualified elector residing within the Community College District of the Alpena Public Schools is eligible to be chosen as a Board member.

C. Duties of Individual Board Members

Each member of the Board of Trustees has the duty to attend the Board meetings, both regular and special; to perform special responsibilities as authorized by the Board and directed by the President or Chair to support the best interests of the College; and to faithfully represent the district in all matters before the public.

D. Vacancies

Whenever a vacancy in the Board of Trustees occurs, the remaining members of the Board by majority vote shall fill the vacancy immediately with a qualified elector of the Community College District. The Trustee so appointed shall hold office until the next regular Trustee election at which time the electors shall fill the office for the unexpired portion of the term. The newly-elected trustee shall take office immediately.

III. Functions of the Board

A. Responsibilities

The Board of Trustees, as the legally constituted authority for the governance of Alpena Community College, recognizes its ultimate responsibility for all aspects of the College including the following:

1. Selection and hiring of the President
2. Establishing the mission and goals of the College
3. Reviewing and developing policy.
4. Monitoring the College's financial condition to assure a sound financial base.
5. Establishing tuition and fees.
6. Acquiring and conserving College funds and property.

B. Orientation

The Chair and the President of the College shall plan and implement a program to orient new members of the Board in such areas as the following:

1. The mission and goals of the College
2. The general organization and administration of its programs.
3. The major challenges faced by the Board.
4. Board operations.

The orientation program shall be provided to all new Board members.

C. Professional Growth and Development

The Board of Trustees affirms the need for professional growth and development activities to enhance each member's governing role. These activities may include attendance at and participation in local, state, national and international conferences; visits to other campuses; the purchase of audio, video, and printed materials; and the hiring of consultants as necessary.

Expenses incurred for such activities shall be the responsibility of the College. Expense reports shall be submitted in accordance with established College procedures.

D. Conflict of Interest

Should a conflict of interest or a potential conflict of interest occur for a Trustee, the Trustee shall advise that a conflict exists and refrain from discussion and abstain from voting on the issue.

IV. Officers

The officers of the Board shall consist of a Chair, a Vice Chair, and a Treasurer, who shall be members of the Board, and a Secretary. The Secretary shall be a member of the administrative staff and a non-voting officer of the Board. The officers shall be elected by the Board of Trustees for a term of two (2) years.

In the event of a vacancy in the office of Chair, Vice Chair or Treasurer, the Board shall fill the vacancy from its members by majority vote at the same meeting at which the vacancy occurs, or as soon thereafter as possible. In the event of a vacancy in the office of Secretary, the Board shall appoint an appropriate administrative member of the College staff to fill the vacancy at the same meeting at which the vacancy occurs, or as soon thereafter as possible.

A. Duties of the Chair

The principal duties of the Chair shall be to:

1. Provide leadership in planning the work of the Board.
2. Consult with the President regarding the preparation of the Board agenda.
3. Preside at meetings of the Board.
4. Consult with the President on matters suggested by other members of the Board.
5. Act for the Trustees when such action is required by law in signing contracts and other official documents
6. Represent the Board or designate a representative on occasions when such representation is deemed desirable.
7. Perform such other duties as may be prescribed by law or State regulation or determined by the Board.

B. Duties of the Vice Chair

The Vice Chair shall be elected by the Board from its membership. The Vice Chair shall assume the duties of the Chair during the absence of the Chair.

C. Duties of the Secretary

The principal duties of the Secretary of the Board shall be to:

1. Maintain records of all meetings of the Board of Trustees.
2. Post all legal notices.
3. Sign all regular documents as required by statute.
4. Maintain all records of the Board for public inspection.
5. Send each member of the Board, prior to the regular meetings, a copy of the minutes of the preceding Board meetings(s).
6. Notify Trustees of all meetings
7. Notify the County Clerk of all College elections.
8. Perform such other duties as the Board may direct.

D. Duties of the Treasurer

The principal duties of the Treasurer of the Board shall be to:

1. Sign all regular documents as required by statute.
2. Audit the President's expenses on a quarterly basis.
3. Perform such other duties as may be prescribed by law or State regulation or determined by the Board.

V. Meetings

A. Regular

The Board shall establish the date, time and place of its regular meetings. A regular meeting of the Board may be changed by a unanimous vote of the members present at the regular monthly meeting preceding the change.

B. Special

Special meetings may be called by the Chair, or the Secretary must call a special meeting upon the request of three Board members. Special meetings must be called for a specific purpose. Additional items may be considered upon concurrence of a majority of the Board. Public notice of special meetings must be given with eighteen (18) hours before the meeting. The Board may meet in emergency session without compliance with public notice requirements when $2/3$ of the Trustees decided that delay would be detrimental to any efforts to respond to the matter under consideration.

C. Retreat

The Board of Trustees acknowledges its role in planning for the future of the College. Therefore, at least one annual retreat or workshop shall be held with appropriate College staff, headed by the President, to review the short long-range plans of the College and other such timely items that the President or Trustees determine should be included on the agenda.

D. Quorum

A majority of four members of the Board of Trustees is a quorum. No act is valid unless voted on at a meeting of the Board by a majority vote of the members of the Board and a proper record made of the same.

E. Open Meetings Act Compliance

The Board of Trustees shall conduct its meetings and business in conformance with Act No. 267, State of Michigan Public Acts of 1976, the "Open Meetings Act."

F. Procedures

Robert's Rules of Order, Revised shall govern the procedures of all meetings of the Board of Trustees.

G. Committee

1. Ad Hoc Committees

The College President or Chair of the Board of Trustees may establish and appoint committees as necessary for the conduct of Board business and shall establish the charges to these committees.

2. Community Committees

The College President or Chair may appoint a Trustee(s), with the approval of the Board, to serve on community committees or with off-campus organizations where Board representation would be in the best interest of the College. The appointee(s) shall represent the interests of the Board and be required to make periodic reports to the Board.

H. Agenda

The President of the College is responsible for preparing the agenda for each meeting of the Board of Trustees. A copy of the agenda and supporting materials for each meeting shall normally be mailed or delivered to each Trustee at least forty-eight (48) hours before the meeting.

I. Media

The media are invited to attend all regular and special meetings of the Board of Trustees.

J. Citizens

Individuals and delegations are welcome to attend any regular or special meeting of the Board of Trustees. The chair shall allot each individual or delegation a set period of time to address the Board.

VI. Amendments

Amendments to the Bylaws must be submitted in writing to the Board of Trustees before the regular Board meeting at which time they will be reviewed and discussed. Adoption of amendments to the Bylaws shall be considered at the next official Board meeting. A vote of five (5) members of the Board is required for the adoption of amendments.

The Board shall have the power to suspend a particular Bylaw temporarily by unanimous vote, provided that all members are present and voting.

Issued:

3.564 **Personnel Report**

Additions/Replacements

None

Resignations

None

Retirements

None

Other

None

3.565 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received between March 2, 2007 and April 12, 2007.

Richard Arbic
Diane Block
Jim & Penny Boldrey
Kathleen Bruski
Curt and Shari Davis
Robert Donald
John Briggs and Esther Donald-Briggs
Agnes Ferguson
First Federal of Northern Michigan
William P. Harris
Olin & Patricia Joynton
Lafarge North America - Alpena Plant
Max Lindsay
Carolyn Losinski
Drew & Ethel McClay
McCoy Pontiac-Buick-GMC
Desiree Nowaczyk
Bernice Oliver
Michael Orłowski
David Patin
Perch's IGA Foodstore
Carol Schmidt Shafto
Mary Schulke
Dr. Tony and Carla Skiba
Dr. Gerald Skiba
Elaine Thompson
Robert Tosch
Denis J. Walterreit
Suzanne Weathers
Dennis and Debbie Werner

Total Donors: 30

Total Gifts & Pledges: \$155,184.89