

OFFICIAL PROCEEDINGS  
ALPENA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 15, 2008

The regular meeting of the Alpena Community College Board of Trustees was held on the above date in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center on the campus of Alpena Community College.

Chairman Briggs called the meeting to order at 7:35 p.m. and apologized for starting late.

Present: Briggs, Ferguson, Grenkowicz, Stibitz, Wegmeyer and Townsend

Absent: Gentry

Pledge of Allegiance

Chairman Briggs led the Board in the Pledge of Allegiance.

Approval of Agenda

Chairman Briggs moved the agenda be approved.

Ayes: Briggs, Ferguson, Grenkowicz, Stibitz, Townsend and Wegmeyer.

Motioned carried.

Approval of Minutes of the March 27, 2008 and April 17, 2008

The amended minutes from the March 27, 2008 meeting were approved. Chairman Briggs asked that the minutes from the April 17, 2008 meeting be amended to reflect that the Resolution of Appreciation that was presented to Linda Suneson should indicate 18.5 years of service to ACC, not 17 years. President Joynton shared that a new Resolution of Appreciation was prepared which reflected the change. The amended minutes will be sent to the trustees for their approval at the June 19, 2008 board meeting.

Introduction of Guests and Public Comment

The following guests signed the registry: April Ahlgren, WATZ; Mark A. Curtis, ACC; Dick Sutherland, ACC; Ashley Teffer, *The Alpena News*; Jay Walterreit, ACC; Sue Weathers, ACC; Roy Smith, ACC and Candace Burns, WBKB.

Communication(s)

President Joynton reported no items of communication.

## Board Member and Subcommittee Report(s)

*Presidential Evaluation Committee* - Member Grenkowicz reported that the individual evaluations are due tonight. Penny Boldrey will mail them tomorrow for summation and analysis by Ann Leeck. She also reminded Trustees that a 5 p.m. closed session meeting will be held on Thursday, June 19 and that President Joynton will be joining the closed session at 6 p.m. The regular board meeting will commence at 7:30 p.m.

*Property Subcommittee* – Member Townsend reported that negotiations are still ongoing with the East Campus property. He looks for formal board action regarding the sale of the property to take place next month.

## Faculty Report

Utility Technology instructor Roy Smith commended the board for their participation in commencement activities on May 8, 2008. He also shared that the faculty will be marching in the 4<sup>th</sup> of July parade and also assisting in the millage campaign.

## President's Report

The President's Report follows as it was presented to ACC Board of Trustees.

### 1. 2008 Commencement

Registrar Lori Dziesinski has provided this update of progression in the number of ACC graduates, including the 30% surge expected for the 2008 commencement.

Year	Summer	Fall	Spring	Total
2007-2008	86	62	288 candidates	436 (estimated)
2006-2007	67	49	219	335
2005-06	57	55	233	345
2004-05	62	67	214	343
2003-04	55	63	248	366
2002-03	47	69	242	358
2001-02	44	53	212	309
2000-01	47	48	180	275

### Analysis

- General increases in enrollment.
- Second cohort in utility tech program.
- Shorter LPN curriculum (two semesters instead of three) and double LPN graduation (summer 2007 + spring 2008).
- Request for graduation available through Datatel's WebAdvisor feature.

### 2. Online Course Enrollment Record

Instructional Development/Website Management Technician Jeff Blumenthal brings us the following tally of growth in online course enrollment.

Year	Summer	Fall	Spring	Total
2008	149* (+55%)		241(+9%)	447*
2007	96 (+48%)	212 (+28%)	221 (+31%)	529
2006	50 (-23%)	152 (-6%)	153 (+14%)	355
2005	65 (+58%)	162 (-5%)	132 (+17%)	359
2004	27 (+100%)	171 (+5%)	110 (+8%)	208
2003	0 (-100%)	162 (+47%)	101 (+12%)	263
2002	26	86	89	201

\* enrollment thus far, registration continues

#### Analysis

- More instructors moving to online teaching (preference in hiring, contract incentives).
- Aggressive recruiting by Instructors Dale Suiter and Mike Roy for the online Criminal Justice Corrections Certificate program started last summer.
- Expansion of online offerings and addition of multiple sections.
- Concrete technology grant emphasis on online instruction.
- Billboards featuring online classes.
- Greater acceptance of legitimacy of online instruction by employers and transfer institutions.
- Higher student comfort level and positive experience with online delivery.
- Improvement of skill in online delivery on part of faculty and tech support.
- Removal of instructor permission requirement for enrollment in online courses.
- Rising fuel costs.

#### 3. Preliminary Summer Enrollment

With several days to go before the start of summer classes, and another six weeks of registration to go before the start of the second summer session, our current numbers compared to last year's final numbers are looking very strong.

Year	Contact Hours	Credit Hours	Headcount
2008 (thus far)	2,614 (-1%)	2,316 (-4%)	452 (+10%)
2007 (final)	2,630	2,435	410

#### Analysis

- Expansion of course offerings.
- Simplified schedule (one twelve-week and two six-week sessions), which also simplifies financial aid.
- Increased broadcast advertising beginning in late March and running through the registration period.
- Second year in a row of publishing a preliminary summer class schedule in December.
- Posting of classes on Datatel's WebAdvisor feature.
- Movement of online registration from pilot to regular practice.
- Extension of enrollment time for sections close to threshold of 10 students.

#### 4. MCCA Board of Directors Meeting

Trustee Florence Stibitz and I represented ACC on April 25-26 at a Michigan Community College Association Board of Directors meeting hosted by Montcalm CC in Sidney (with MTEC in Greenville). The first day's session theme was collaboration between community colleges and K-12 school systems, including the following highlights:

- Guest of honor Robert McCabe, president emeritus of Miami Dade College and a renowned expert on developmental education, made a strong pitch for community colleges to embrace the responsibilities of remediation, now that some college is needed for virtually every career field. He also noted that elevated standards for high school graduation (like the Michigan Merit curriculum) correlate with lower graduation rates, resulting in more students coming to community colleges with GEDs and needing remediation.
- Jackson CC President Dan Phelan reviewed best practices for close collaboration between community colleges and high schools – regular communication with superintendents, software to orient students to college, summer camps to prepare students for college, and avoidance of finger pointing when issues of preparation arise. .
- Senior Research Associate Elizabeth Barrett of the CC Research Center at the Teachers College of Columbia University reviewed national statistics on dual enrollment students, who are more prepared, more motivated, more persistent, and more successful in college than students who do not participate in dual enrollment.
- Michigan Superintendent of Public Education Michael Flanagan used video clips to drive home the themes of relevance in instruction and high expectations of every student.

The business meeting on the second day covered legislative topics with which the Board members are familiar and the MCCA budget. ACC's dues will increase 4.3% from \$15,962 to \$16,643 primarily due to increased expenses with the addition of Director of Workforce Development Adriana Nichols to the full-time staff.

#### 5. ACC Foundation 25<sup>th</sup> Anniversary Campaign

Significant progress toward the \$300,000 goal of the ACC Foundation 25<sup>th</sup> Anniversary Campaign has been made with the recent announcements of a \$20,000 gift from Lafarge Corporation and a \$75,000 matching grant from the Besser Foundation. This brings the total of pledges to \$236,000, and the steering committee has renewed efforts to complete the campaign by the end of June. The proceeds will be used for furniture and technology for the new and renovated spaces comprising the Pathways to the Future capital improvement program.

#### 6. Community College Day Resolution

Michigan House of Representatives Speaker Pro Tempore Michael Sak has presented ACC with a copy of House Resolution 325, which declares April 15, 2008, as Community College Day in the State of Michigan.

#### 7. Millage Election Preparation

Activity to prepare for the August 5 election date for the renewal and restoration of ACC's local tax levy includes the following:

- Formation of campaign committee headed by Alpena citizens and ALL members Jim and Carey Rapin.
- Review of strategies employed during successful 2003 campaign for renewal.
- Passage by ACC Board of resolution to submit ten-year renewal and restoration ballot measure for August 5 election.
- Preparation of testimonials of support for ACC from citizens for use in advertising.
- Drafting of letters of support for print media.
- Solicitation of campaign volunteers and contributors.
- Passage of resolution support by Board of Directors of Target Alpena Development Corporation and submission of similar resolutions to City Council, County Commissioners, and boards of Chamber, DDA, and CVB.

**TARGET ALPENA DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
RESOLUTION OF SUPPORT**

**Alpena Community College Millage Renewal and Restoration  
May 13, 2008**

WHEREAS, talent, defined as acquired knowledge and skills bringing innate human capacities to their fullest realization, is the single most conducive factor for a region's economic and community development;

WHEREAS, the cultivation of talent is central to the mission of Alpena Community College stated thus: to meet lifelong learning needs by providing educational opportunities through effective stewardship of resources;

WHEREAS, the ACC service area receives over \$88 million annually in economic benefit from ACC operations and productivity of ACC graduates working in the area (as determined in 2006 by the independent consulting firm CCBenefits, Inc., of Moscow, Idaho);

WHEREAS, voters in Alpena County and two townships of Presque Isle County have approved a combination of two property tax levies totaling 2.5 mils for ACC, which provides 20% of general fund support for its operations (estimated \$2.6 million in the current fiscal year);

WHEREAS, ACC's millage rate is moderate compared with Michigan's other 27 public community colleges, despite having one of the lowest assessed valuations of its taxable district, and ACC offers reduced tuition to residents of the district;

WHEREAS, ACC has continued to expand workforce development programs (nursing, utility tech; industrial sales, medical transcription, and concrete tech) despite annual state aid reductions of over \$300,000 (compared with 2002) and Headlee Amendment local tax reductions of \$60,000 per year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Target Alpena Development Corporation, recognizing the positive economic benefit of ACC's presence and operations, supports the August 5, 2008, ballot measure to renew ACC's local tax levy authority for ten years and to restore 0.0642 mils of Headlee reduction, bringing the levy back to the 2.5 mils originally approved by voters.

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Craig Kus  
President

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Lee Shirey  
Executive Director

*Action Items*

2.414 Finalize Millage Levy

The Board of Trustees is authorized to levy a millage rate of 2.5000 mills. However, as a result of prior legislative actions, certain limitations have been placed upon a local district's capacity to levy the full rate voted by the electorate. These limitations address the issue of assessed valuations and the resultant process for computing these valuations for taxing purposes. As a result, it still has not been determined by local government officials what the valuations for taxing purposes will be for FY09, and therefore, what the actual millage rate assessed by the College will be for the coming years.

These circumstances were discussed at a public hearing held on Thursday, May 8, 2008, at 5:00 p.m., in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center. Based upon this knowledge and these activities,

Moved by Member Stibitz that the Board of Trustees approves a maximum rate of 2.4358 for the period 2008-2009 subject to any appropriate reduction fraction provided to College officials from local equalization authorities. Such established levy is to be applied to all property located within the College's taxing district and appropriate officials so notified.

Ayes: Briggs, Ferguson, Grenkowitz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

2.415 First Reading: FY09 Budget

General Operating Fund, 2008-2009

The General Operating Fund provides those resources necessary to carry out the day-to-day activities of the College. The 2008-2009 year will require close monitoring of the budget throughout the entire year. The College will focus on accomplishing the following objectives:

- 1) Provide an adequate schedule of course offerings to serve a projected annualized enrollment of approximately 2,600 enrollees (1,260 F.T.E.)
- 2) Continued the assessment process of assuring the delivery of quality instruction and student services programs.
- 3) Continue refinement of selected career programs to assure that the offerings are attuned to modern technology and graduates are job ready.
- 4) Provide more defined and focused attention to recruitment and admission and retention activities in all areas through the marketing plan.
- 5) Further increase enrollments and refine services to be delivered by the Huron Shores Campus that will meet the needs of Iosco County.

- 6) Further implement personnel realignments to continue to improve the effectiveness of the capacity to deliver education services.
- 7) Address issues raised in the Action Plan as defined through the North Central Accreditation process.
- 8) Reassess the Campus Master Plan while considering the future use of the College's full 700 acres.
- 9) Continue implementing other aspects of the College's strategic plan.

The various objectives specified have been identified with input from the Strategic Planning and Budgeting Committee and will be achieved through the proposed financial plan for the General Operating Fund for 2008-2009.

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## Designated Fund, 2008-2009

The Designated Fund encompasses a variety of funds that service the non-curricular activities of students, staff and faculty. Specifically, this fund supports activities in seven categories:

- Athletics/Student Activities
- Professional and Contract Services
- Madeline Briggs University Center
- Technology
- World Center for Concrete Technology
- Special Events/A.L.L./Staff Development
- Community Education

### Athletics/Student Activities

All co-curricular activities of the institution are supported from this budget, which derives its revenue primarily from a student services fee that the student pays upon enrolling in classes at the College. The budget provides support for a broad range of student needs, including the student newspaper, student activities, athletics, intramurals, and the Wellness Center.

### Professional and Contract Services (CS)

The PCS is charged with carrying out a varied array of contracted services for area business and industry. The total budget for these activities is \$21,326.

### Madeline Briggs University Center

In order to provide additional educational opportunities for our graduates who wish to stay close to home, partnerships were established with four-year institutions to offer classes on campus. This year's budget is \$22,000.

### Technology

This fund is for the acquisition of new or updated technology. This fund was instrumental in acquisition and installation of the Datatel (Colleague) student database system. A budget of \$180,000 has been established with approximately \$90,000 earmarked for rotation

### World Center for Concrete Technology

A fund to provide support activities and operations necessary for the World Center for Concrete Technology continues this year with a budget of \$505,350. It should be noted that this activity is supported through sales of services, user fees, and other non-taxable revenues.

### Special Events/A.L.L./Staff Development

Each year the College supports a wide range of activities that enhance the capacity of our staff to be more productive and valuable employees. In addition, a number of special events are sponsored to assist the College in better communicating its leadership role to the service area (e.g. Science Olympiad, counselor workshops, A.L.L., etc.) A budget of \$35,500 is projected for these important activities.

### Community Education

An aggressive approach to community education in a short course format began this past year. In its first full year, the College estimates \$20,500 in revenues with \$13,900 going to support the Volunteer Center that directs its activities.

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## Auxiliary Enterprises Fund, 2008-2009

The Auxiliary Enterprises Fund consists of those activities that directly generate revenue to accomplish their objectives. The following six areas constitute “enterprises” within the fund:

- College Bookstore
- Food Service
- Auto Service and Auto Body
- Performing and Fine Arts
- Transportation
- Housing

### College Bookstore

The Bookstore continues to contribute a positive margin while providing a high level of service to the College community. The Bookstore projects a net operating surplus of \$60,000 to be transferred to other funds.

### Food Service

The College has contracted with Fremont Catering of Alpena, Michigan, for operation of the cafeteria. A management fee of \$10,000 per year is budgeted out of the vending proceeds.

### Auto Service and Auto Body

The College operates various special services keyed to individual instructional areas to improve the economic viability and quality of life throughout Northeast Michigan. There is \$58,000 in services to be delivered in FY09.

### Performing and Fine Arts

The additions of Park Arena and Granum Theatre have enhanced the ability of the College to provide cultural activities for both its student body and the community. These activities are designed to be self-funded and provide a budget of \$18,500 for 2008-2009.

### Transportation

Transportation covers all College functions related to the use of College-owned vehicles and is paid for through interdepartmental transfers. The revenue budget for 2008-2009 activities is estimated at \$7,000. A reserve of \$4,000 is projected for future replacement of vehicles.

## Housing

The College has available 16 units of affordable housing for 64 students provided through a private developer. The College has completed its final year of financial support for the summer housing program. It is anticipated that ground lease revenues for the coming year will total \$1,950.

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## Restricted Fund, 2008-2009

Various external grants from both private (e.g., foundations) and public (e.g., state and federal) sources support several activities of the College that are critical to providing quality educational experiences for our students. Fifteen primary areas are directly affected by these grants and individual budgets are provided for each. In certain cases, funding has been in place for several years (e.g., TRIO projects); in other areas, regulations are changing and competition is increasing (e.g., private and governmental contract training) such as the CBJT grant, and in selected areas, new territories are being successfully explored to provide external support for important College objectives (e.g., Christmas Wish). It should be noted that funding for various student aid programs (e.g., Pell, SEOG, etc.) is also classified in the Restricted Fund.

It should further be noted that given the “reduced” level of “hard” money for FY2009, it would be critical to the achievement of College objectives that these external “soft” monies be obtained during the coming year.

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## Capital Equipment/Building Maintenance Fund, 2008-2009

The Capital Equipment/Building Maintenance Fund provides the financial resources necessary to undertake those critical projects included in the planning process for the College to preserve and enhance its capital assets. The past five years have seen an extensive amount of work accomplished in this area with well over 100 individual projects completed. A major portion of institutional equipment will be purchased through the fund rather than the General Operating Fund of the College, and these purchases will be institution-wide. Additionally, the Board-authorized facility fee is receipted in this fund to support long-term capital needs of the institution.

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Plant Fund, 2008-2009

The Plant Fund is the depository for various state/local grants that are directed toward the construction of capital projects. At present there are no new projects scheduled.

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## Debt Service Fund, 2008-2009

The College refinanced the two General Obligation Limited Tax Bond issues that partially provided the matching contribution of the College for the construction of the Donald L. Newport Center and other major capital needs. These 20-year obligations were publicly bid during FY92 and FY93 and are to be paid back through the dedicated use of the Facilities Maintenance Fee the College administers. The refinancing produced an approximately \$50,000 savings over the balance of the life of the bonds. In addition, the College issued bonds totaling \$1,100,000 for future capital improvements, and total bonding amounts to \$2,260,000. By combining the refinancing and the new issuance the College saved an additional \$15,800. In 2004, the College financed the acquisition of the Datatel Colleague Student Administration Software with an \$800,000 bond for ten years. A schedule of these annual payments totaling approximately \$306,559 for FY09 and beyond is available for review.

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Member Wegmeyer moved that the Board of Trustees accepts the proposed budget as a first reading and continue communication with the President until final adoption of the FY09 budget in the June regular meeting of the Board.

Ayes: Briggs, Ferguson, Grenkowicz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

#### 2.416 FY09 Tuition Increase

In order to move forward with initiatives important to the College's marketing, research, and instructional programs, while recognizing possible variations in state appropriations, enrollments, property tax revenues, and a Fund Balance Board Policy, the College must look to its only other source of revenue, Tuition and Fees. The College believes that with the following recommendations, it will be able to add to the General Fund balance for FY 2009 and put us in good shape for the challenges facing us in FY 2010. Therefore,

Member Townsend moved that the Board of Trustees increase tuition at the College effective with the Fall 2008 Semester as per the following plan:

	FROM	TO
In-District	\$80.00	\$84.00
In-State	\$120.00	\$126.00
Out-of-State	\$160.00	\$168.00

Ayes: Briggs, Ferguson, Grenkowicz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

#### 2.417 Administrative Salary Schedule

An examination of the current Administrative Salary Schedule indicates that modifications are appropriate in order to maintain the competitive position of the institution for the upcoming fiscal period and to provide adjustments to the base of these respective salary schedules that are comparable to increases that other employees are receiving for this period.

Alpena Community College continues to enjoy savings in administrative salaries as a result of the FY06 administrative wage freeze for both salary and steps. In addition, accrued savings continue from the elimination in FY06 of all vehicle allowances to administrators, except for the president. In light of these conditions, modifications are proposed that will raise the respective administrative salary schedules by 3 percent as follows:

#### Administrative

Level A - \$43,100 - \$66,300  
 Level B - \$47,300 - \$70,600  
 Level C - \$55,300 - \$78,500  
 Level D - \$65,900 - 89,100  
 Level E - \$89,000 - \$112,100  
 Level F - \$119,800 - \$144,400

Moved by Member Stibitz that the Board of Trustees approves the above Administrative Salary Schedule for 2008-09 and authorizes the College president to issue contracts to all affected parties in accordance with their performance at the College.

Discussion took place and Chairman Briggs asked President Joynton for a comparison study. In addition, the Trustees would like a listing of positions under each level.

Ayes: Briggs, Ferguson, Grenkowitz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

#### 2.418 Computer Purchase

This year's technology plan calls for three Besser Technical Center labs (102, 207, and 209) to be outfitted with new computers. To accomplish this purpose, staff recently solicited bids for 88 desktop computers. The replaced computer will be distributed to other locations on campus, allowing for disposal of older machines that have now ended their useful life. Current market pricing shows that the minimum computer configuration will be Core 2 Duo Processors and 19" flat panel monitors. Funding for the rotation comes from the technology fee, and the current FY08 budget for this rotation totals \$110,000.

The bids were solicited from HP, IBM, Dell and MPC (formerly Gateway) and the bid results are as follows:

<b>Manufacturer</b>	<b>Location</b>	<b>Cost</b>
Dell	Round Rock, Texas	\$ 89,396.00
MPC (formerly Gateway)	North Sioux City, South Dakota	\$ 87,912.00
IBM (CDWG)	Vernon Hills, Illinois	\$107,353.40
Hewlett Packard (Staples)	Alpena, MI	No Response

The MIS department recommends the bid from Dell for \$89,396.00 for the following reasons:

- Dell offered state-of-the-art Quad core 2 Q6600 processors in place of the Dual core processors as indicated in the minimum RFP specifications. The value of this upgrade exceeds \$10,000. By accepting the Dell bid of \$1,484 over the low bid from MPC, the College will gain an extra two or three years of serviceable life.
- Last year when Gateway was suddenly unable to deliver its contracted computers for the opening of the new computer center, Dell responded to the College's last-minute request by immediately shipping machines that have performed faultlessly. Superior service and performance from Dell merits top consideration of its slightly higher bid.
- The boost in processing power will help AUTOCAD software run better.

Member Townsend moved that the Board of Trustees authorizes appropriate College officials to purchase 88 desktop computers from Dell Computer for a total cost not to exceed \$89,396.00.

Ayes: Briggs, Ferguson, Grenkowitz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

#### 2.419 Huron Shores Carpet

In an effort to make our campus in Oscoda a compelling and attractive institution of choice for all learners and recognizing the contribution our Iosco County students make toward ACC, College staff took a close look at the condition of our campus in Oscoda. We determined that there are a number of areas that need immediate attention. A number of blinds were in poor condition and the College replaced them. Paint and carpeting are poor condition as well. We will take care of the needed painting. Painting will be accomplished before the carpet is installed. We determined that all of the carpet is in need of replacement. Since the third floor is not currently being used, we recommend carpeting the first and second floor at the HUSH campus, approximately 1,700 square yards. The carpet selected is commercial grade with a 4 inch cove base installed throughout. The carpet is to be installed during the Summer break.

The bids are as follows:

Bidder	Location	Amount
Carpet One	Alpena, MI	\$25,961.00
Stanson Floor Covering	Alpena, MI	\$27,174.00
Alpena Furniture	Alpena, MI	\$31,289.00
BJ Brugger Interior Design	Tawas City, MI	\$30,474.50
Wojahn Carpet and Furniture	Tawas City, MI	\$40,333.25
Macia's Floors	Livonia, MI	\$28,000.00
Nufloor LLC	Traverse City, MI	\$34,605.00

Brown Lumber	Traverse City, MI	\$31,359.16
Space, Inc	Midland, MI	\$38,399.21
Seymour Carpet and Furniture	East Tawas, MI	\$30,550.50
North Shore Home Furnishings	Alpena, MI	\$39,506.75

Appropriate staff within the College have reviewed the bids and recommend the bid submitted by Stanson Floor Covering at a price not to exceed \$27,174.00, because the warranty provided for the carpet is 10 years instead of the five years provided by Carpet One.

Member Grenkowitz moved that the Board of Trustees authorizes appropriate College officials to contract with Stanson Floor Covering of Alpena, Michigan to supply and install carpet as specified in the bid documents, to include 4 inch cove base, at a price not to exceed \$27,174.00. Funds are made available out of the Maintenance and Replacement Fund.

Ayes: Briggs, Ferguson, Grenkowitz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

#### 2.420 Appointment of Coordinator of Civil Rights Compliance Activities

As part of civil rights compliance requirements, Alpena Community College must initiate action by its Board of Trustees to designate a coordinator of compliance activities and investigator of any complaints of noncompliance with Title IX, Section 504, Age Discrimination Act and Title II. (No such complaints are extant at the present time.)

Due to the nature of the activities and the confidentiality requirements associated with them, the responsibility of coordinating compliance activities in these areas should devolve to the Director of Human Resources.

Member Grenkowitz moved that the Board of Trustees designates the Director of Human Resources as the coordinator of compliance activities and investigator of any complaints of noncompliance with Title IX, Section 504, Age Discrimination Act and Title II.

Ayes: Briggs, Ferguson, Grenkowitz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

#### 2.421 United Way Authorization

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 \$1,713 as donor designations for the budget period beginning April 1, 2008, and ending March 31, 2009.

Member Stibitz moved that the Board approves the execution of the agreement with United Way and accepts the amount of \$1,713 as donor designations for the budget period beginning April 1, 2008, and ending March 31, 2009.

Ayes: Briggs, Ferguson, Grenkowicz, Stibitz, Wegmeyer and Townsend.

Motion passed unanimously.

### *Informational Items*

#### 3.599 Financial Report (for April 2008)

President Joynton presented the following report for April 2008:

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

- Property tax revenues continue to show variance of \$90,065 to the good compared to last year. This amount is consistent with the FY08 budget.
- The \$792,832 gain in tuition/fee revenue is due to the tuition rate increase, increased fall and spring enrollment, onset of registration for the summer, faster enrollment processes, and the convenience of online tuition payments used by a growing number of students.
- The \$529,061 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 \$52, 831 is traceable to the Community Based Job Training Grant and downward adjustments in last year's H-1B grant. .
- Anticipated contractual obligations and additional overload pay for faculty to handle our enrollment increases accounts for the \$235,168 increase in instructional expense.
- Increased cost for utilities accounts for most of the \$102,953 variance, along with contracted personnel cost increases. This figure is still within the current year budget.

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

- Tuition and fee revenue is ahead by 10% due to enrollment increases.
- State aid revenue is ahead by 11% because budget premises included neither restoration of skipped payment nor increase in state aid.
- Federal revenue is ahead 53% primarily due to the Community Based Job Training Grant and the end of the H-1B adjustment period made last year.
- Interest income is ahead 57% because of the larger than normal \$2 million note we took to cover cash flow this year.
- Advertising expenses are ahead 9% mainly due to requirements of the marketing plan. We are now slightly over budget in the account, but overage is justified by and covered by this year's enrollment increases and the purpose of maintaining them.

- The 28% advance in travel/mileage expenditures occurs because of more enrollments, leading to more course sections and more employment of adjunct instructors. In addition, more staff development activities involving travel are occurring.
- The recent purchase of copiers, ending a period of lease agreements, accounts for the 47% decrease in rental expense.
- Supply expenses are close to last year's percentage of budget.
- Other items are within normal variations from year to year.
- Overall, we are 9% ahead in revenue and 2% ahead in expense.

#### General Fund Month to Month Comparison

- The Month to Month comparisons are tracking as expected.

#### 3.600 Personnel Report

The Personnel Report showed no additions/replacements, resignations, retirements or other for April 2008.

#### 3.601 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received between April 2, and May 1, 2008.

Barbara Agius	Timothy Kuehnlein	George Schwedler
Nicholas Bancroft	Raffi Kuredjian	Mary Schulke
Mark Beins	Jewel Lancaster	John & Nancy Seguin
Jim and Kristin Berles	Max Lindsay	Roy Smith
Besser Foundation	Carolyn Losinski	Lisa Snyder
Jim & Penny Boldrey	Thomas Ludwig	Elizabeth Spragg
Wendy Brooks	Gary & Cheryl Lumsden	Kendall Sumerix
Lori Dzieszinski	Don MacMaster	Richard Sutherland
Richard Engstrom	William Matzke	Kevin Sylvester
Dr. Patricia Griffin	Marvis May	Denis J. Walterreit
Nan Hall	Vicki McCoy	Suzanne Weathers
Deborah Hautau	Katherine Meharg	Frederick Wenn
Internal Medicine Clinic	Joan Misiak	Yvonne White
Philip Jordan	Kathryn Momrik	F. Thomas Winter
Olin & Patricia Joynton	Ramblin Rods Car Club	
Audrey Julian	Edward Retherford	<b>Total Donors: 52</b>
G. Lee Kirkpatrick	Julie Robarge	<b>Total Gifts: \$92,768.00</b>
Joseph Klemens	Daniel Rothe	
Vicky Kropp	Mike Roy	

#### New Business

Chairman Briggs reported that the board retreat will be held on Tuesday, June 24 at 8 a.m., in the Board Room at the Combat Readiness Training Center. He asked trustees to submit to him any topics and issues that they would like to see on the agenda.

Suggested Future Agenda Items  
None

Next Regular Meeting: June 19, 2008 @ 7:30 p.m.  
President's Evaluation - Closed meeting will begin at 5 p.m.

Adjournment  
The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Penny Boldrey".

Penny Boldrey  
Acting Secretary for the Board of Trustees



