

NOTICE OF REGULAR MEETING
OF ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
665 JOHNSON STREET, ALPENA, MICHIGAN

DATE OF NOTICE: September 10, 2010

Alpena Community College provides access for individuals with disabilities to both the Roger C. Bauer Board Room and the Charles R. Donnelly Natural Resources Center on the College campus.

All official proceedings and agendas are kept in the Office of the Board of Trustees, 125-C Besser Technical Center, on the College campus, and can be viewed upon request between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday.

The Board of Trustees will convene its regular September meeting at 7:00 p.m. on Thursday, September 16, 2010, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, on the College campus.

Elizabeth L. Spragg
Secretary of the Board of Trustees

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING

Thursday, September 16, 2010

7:00 p.m.

665 Johnson Street
Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of August 19, 2010, Regular Proceedings and August 19, 2010, Conversation Workshop Notes
- 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
 - 2.490 Emeritus Status: Vicki Cripps
 - 2.491 Resolution: Volunteer Gardeners
- 12) Information Items
 - 3.674 Financial Report
 - 3.675 Personnel Report
 - 3.676 Gifts and Grants Report
- 13) New Business

14) Suggested Future Agenda Items

15) Next Regular Meeting: October 21, 2010

16) Adjournment

2.490 **Emeritus Status: Vicki Cripps**

At the August meeting of the Board, eight members of the faculty and staff who retired in 2010 were awarded Emeritus status. One member of that group, Vicki Cripps, was unable to accept her award in person. The Board requested that she receive her emeritus status at the September meeting of the Board.

Therefore,

The following resolution is proposed:

That the Board of Trustees adopts a Resolution of Appreciation for Vicki Cripps, extends its sincerest best wishes to her for much continued success in all her future activities, and confers emeritus status on her upon her retirement with appropriate honors and benefits.

2.491 Resolution of Appreciation: Volunteer Gardeners

Each year ACC's beautiful flower gardens are grown and cultivated by the leadership of retired physician Dr. Henry Stibitz and his capable volunteer gardeners. In addition, ongoing responsibility for significant aspects of this project was officially assumed beginning last year by the Alpena Garden Club and other community volunteers. When this same group learned the City of Alpena could not afford flowers for the summer season, they agreed to grow, plant, and maintain the flowers for the City of Alpena as well. Letters to the Editor over the last few years, comments throughout the community, and appreciation of all staff and students have inspired this Board to again recognize Dr. Stibitz, the Alpena Garden Club, and other volunteers from the community for the tremendous number of hours they have given to growing the plants, arranging the plants in attractive beds, weeding, and caring for them throughout the summer months. Alpena Community College has benefited greatly from the work of these volunteers and expresses its sincere thanks for their dedicated service to ACC.

Therefore,

The attached resolution is proposed:

Resolution of Appreciation

Dr. Henry Stibitz and Volunteer Gardeners

September 16, 2010

WHEREAS, letters to the editor, community comments, and comments from both students and staff have been heard in praise of the beautiful flowers adorning the median and pathways leading to Johnson Street on ACC's campus;

WHEREAS, Dr. Henry Stibitz and the Alpena Garden Club have grown baby geraniums and other flowers in the Madeline Briggs University Center garage throughout the winter in anticipation of planting them on ACC's campus in the spring;

WHEREAS, Dr. Stibitz leads a troop of volunteers each year to prepare the ground and place the plants in the beds on campus;

WHEREAS, these volunteers are seen cultivating and tending the flowers, always with a smile on their faces and a cheerful word for those passing by;

WHEREAS, Dr. Stibitz, members of the Alpena Garden Club, and other volunteers perform a great public service for our College as well as the City of Alpena, and have the gratitude of the College President, Board of Trustees, Alpena City officials, and many other people as well;

WHEREAS, the President has entertained Dr. Stibitz and his gardeners at an appreciation luncheon held on Friday, September 3, 2010, in the Donald L. Newport Center;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest appreciation to Dr. Henry Stibitz, the Alpena Garden Club, and all the volunteer gardeners for their work in growing, planting, and cultivating the flowers adorning the campus as well as in the City of Alpena, and thereby contributing significantly to the quality of life both at the College and in the community.

John E. Briggs, Chairman of the Board

Olin Joynton, President

3.674 Financial Report

Monthly General Fund Revenue and Expense through August 2010 (Year to Year Actual Comparison)

- Property tax receipts of \$430,315 were \$21,840 less than those for August 2009.
- Nearly all of the \$3,081,209 collected for tuition/fees comes from students registering for the fall semester, with the \$194,774 increase over last year owing to this year's tuition hike.
- The instruction expense is up by \$44,002 due to contractual obligations (steps for some instructors and 0.1% salary increase) and two additional full-time instructors (one math/chemistry at Huron Shores and one nursing on the Main Campus).
- The student services expense decrease of \$18,880 comes from tuition waivers that have not yet been recorded.
- The institutional administration expense increase of \$37,215 owes to three factors: earlier payment of MCCA annual fees, promotions of the new controller and assistant controller to overlap for a month with the retiring controller, and contractual obligations (steps for some administrators and support staff and 1.0 % salary increase).
- Net income from the first month of the new fiscal year shows as \$82,029 to the good.

Monthly General Fund Revenue and Expense through August 2010 (Budget to Actual Comparison)

- Tuition/fee collection is 5% behind last year as a result of budgeting this year based on level enrollment (vs. last year's budgeting based on a 2% decline).
- The federal revenue variance of 8% comes from the close-out of the Community Based Job Training Grant.
- Outside services expense is ahead by 10% because this budget category is down by \$60,000 from last year (due to completion of collective bargaining).
- Timing of billing and payments accounts for the telephone expense being ahead by 15%, the insurance expense behind by 12%, and the library books and equipment expense behind by 20%.

General Fund Month to Month Comparison through August 2010

- The Month to Month comparisons are tracking as expected, with revenues exceeding expenses by \$1,424,679.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Two Months Ending August 31, 2010

	<u>YTD Actual FY 2011</u>	<u>YTD Actual FY 2010</u>	<u>Variance</u>
Revenue			
Property Tax	581,156	602,996	(21,840)
Tuition/Fees	3,081,209	2,886,435	194,774
Sales, Services, and Rent	1,058	380	678
State Aid	0	0	0
Federal	12,633	20,624	(7,991)
Donations	0	0	0
Interest	0	0	0
Other	124	52	72
Revenue	<u>3,676,180</u>	<u>3,510,487</u>	<u>165,693</u>
Expense			
Instruction	1,012,925	968,923	44,002
MIS	225,951	211,929	14,022
Instruction Support	224,480	218,791	5,689
Student Services	171,067	189,947	(18,880)
Institutional Administration	417,332	380,117	37,215
Physical Plant	199,745	198,129	1,616
Transfers	0	0	0
Expenses	<u>2,251,500</u>	<u>2,167,836</u>	<u>83,664</u>
Income	1,424,680	1,342,651	82,029
Net Assets - Beginning of Year	<u>938,717</u>	<u>826,795</u>	<u>111,922</u>
Net Assets - End of Year	<u>2,363,397</u>	<u>2,169,446</u>	<u>193,951</u>

3.675 Personnel Report

Additions/Replacements

David Cummins	Full-Time CAD/Welding Instructor (Effective 8-16-10)
Ruth Carol Laugal	Full-Time Math/Chemistry Instructor Huron Shores Campus (Effective 8-16-10)
Cathy Kappius	Temporary Full-Time English Instructor Huron Shores Campus (Effective 8-16-10)
Margaret Ricker	Full-Time Social Sciences Instructor Huron Shores Campus (Effective 8-16-10)
Kathy Mayo	Full-Time Nursing Instructor (Effective 8-16-10)
Courtney Witulski	Temporary Full-Time Nursing Instructor (Effective 8-16-10)
Mike Bitler	Temporary Full-Time Business Instructor (Effective 8-16-10)

Resignations

None

Retirements

Mary McLaren	Administrative Assistant to the VP of Instruction (Effective 8-1-10)
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Other

Nancy Seguin	From ESP1 Instruction Office Secretary to Assistant VP of Instruction (Effective 8-1-10)
Kim Salziger	From ESP2 to Temporary Full-Time BIS Instructor (Effective 8-16-10)
Anna Soik	From ESP1 Accounts Payable Secretary to Full-Time Assistant Controller (Effective 7-9-10)
Jeff Blumenthal	From ESP2 Web Technician to Full-Time Learning Technology Director (Effective 8-18-10)
Sandy Sengenberger	From ESP1 CBJTG Secretary to ESP1 Instructional Services Secretary (Effective 7-12-10)

3.676 **Gifts and Grants Report**