

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING

Thursday, September 18, 2008
665 Johnson Street
Alpena, MI 49707

NOTICE DATE: September 5, 2008

The Alpena Community College Board of Trustees will convene its regular September meeting 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.

Elizabeth Spragg
Secretary of the Board of Trustees

REGULAR MEETING
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
September 18, 2008
7:00 p.m.
Roger C. Bauer Board Room
400 Charles R. Donnelly Natural Resources Center
665 Johnson Street, Alpena, MI 49707-1495

Volume XXVI

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of August 21, 2008, Board 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
 - 2.430 Trustee Resignation and Notice of Vacancy Process
 - 2.431 Resolution of Appreciation and Emeritus Status for Trustee Paul Wegmeyer
 - 2.432 Resolution of Appreciation for Henry Stibitz and Assistant Gardeners
 - 2.433 Forklift Purchase
- 12) Information Items
 - 3.608 Financial Report

3.609 Personnel Report

3.610 Gifts and Grants Report

13) New Business

14) Suggested Future Agenda Items

15) Next Regular Meeting: October 16, 2008

16) Adjournment

2.430 Trustee Resignation and Notice of Vacancy Process

Recently, Trustee Paul Wegmeyer indicated his acceptance of employment out of the College district and his intent to resign from the Board of Trustees of Alpena Community College, effective _____. Public law 389.158 requires that whenever a vacancy on the Board of Trustees occurs, the remaining members of the Board by majority vote shall fill the vacancy with a qualified elector of the community college district by the next regularly scheduled meeting of the Board. Any person so appointed shall hold office until the next regular community college election held for the purpose of electing members to the Board of Trustees in the community college district. At this election, the electors of the community college district shall fill the office of the unexpired portion of the term. In the case of Trustee Wegmeyer, his current six-year term in office expires at the end of calendar year 2009, and at the next Trustee election scheduled for November 3, 2009, this Trustee position will be permanently filled by the electors.

Therefore, to initiate this important process, the following steps should occur:

- 1) the advertising of the availability of this opportunity to serve the citizens of the ACC tax district;
- 2) The providing of application materials to any interested and qualified elector in the district from the Secretary of the Board of Trustees;
- 3) The scheduling of a special meeting for presentations and discussions with qualified candidates seeking to fill this term of service;
- 4) The appointment of an elector at the regularly scheduled Trustee meeting in October 2008 to serve from that point to December 31, 2009.

The following resolution is proposed:

That the Board of Trustees accepts with regret the resignation of Paul Wegmeyer as a member of the Board, and in compliance with the appropriate statutes of the State of Michigan covering the filling of such vacancies, authorizes the following:

- 1) Appropriate public announcement of the unexpired term in office for this Trustee position and the solicitation of interested, qualified candidates within the district.
- 2) Development of an appropriate application for the unexpired term in office for the Trustee position and making available through the Office of the

Item 2.430 Continued

- 3) Board of Trustees such application materials to any interested and qualified elector in the district.
- 4) Scheduling of a special meeting of the Board of Trustees on _____ for presentations and discussions with qualified candidates seeking to fill this term of service on the Board of Trustees.
- 5) Appointment to occur at the regularly scheduled Trustee meeting on October 16, 2008.

2.431 **Resolution of Appreciation**

Paul Wegmeyer has served Alpena Community College as an elected member of the Board of Trustees for 13 years. Space does not allow for listing the many accomplishments that have taken place over these years that have allowed the College to more effectively serve the citizens of Northeast Michigan. Trustee Wegmeyer has been an integral and significant contributor to this progress, and his recent resignation as a member of the Board of Trustees is a loss to the Alpena Community College family. Therefore,

The attached resolution is proposed:

2.432 **Resolution of Appreciation**

Each year our beautiful flower gardens are grown and cultivated by the leadership of retired physician Dr. Henry Stibitz and his capable volunteer gardeners. Letters to the editor, comments throughout the community, and appreciation of all staff and students have inspired this Board to again recognize Dr. Stibitz and his capable crew of volunteers for the tremendous numbers 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 following resolution is proposed:

2.433 Fork Lift Purchase

Under the second year equipment line item in the Community-Based Job Training Grant (GBJTG), dollars were budgeted for a material handling unit for the WCCT to accommodate the additional lab demands of more two-year students and incumbent worker training built into the CBJTG . Under the guidance of the WCCT co-directors, specifications were developed that defined the material handling unit as a pneumatic tired lift truck with a minimum lift capacity of 6,000 pounds at 24” load center and a LPG fuel engine. The unit should also have single speed power shift, power steering, and tilt steering wheel. Additional specs related to mast, forks, and load back rest were detailed. One hundred percent of funding for the aggregate handling unit will be provided by the CBJTG equipment budget.

The bids are as follows:

Bidder	Manufacturer	Location	Amount
HP Forklift	TCM	Saginaw, MI	\$27,189
Morrison Equipment	Nissan	Traverse City, MI	\$28,584
Material Handling	TCM	Sault Ste. Marie, MI	\$28,470
Alta Lift	Yale	Wixom, MI	\$28,998
Fraza Forklift	Clark	Bridgeport, MI	\$26,279
Doosan	Doosan	St. Louis, MO	\$20,535

A review of the bid documents found that the low bidder did not meet bid specs in three key aspects: (1) the 189” Mast Height requirement; (2) Block Forks were not provided: and (3) the Class III carriage requested in the bid specs was not provided.

Fraza Forklift was the low bidder that met or exceeded bid specs. Fraza also provided a three-year warranty, a year longer than the next closest bidder, and has established a track record over many years of prompt and efficient service on the existing WCCT Clark forklift. Therefore, recommends the bid submitted by Fraza Forklift at a price not to exceed \$26,279.00.

The following resolution is proposed:

That the Board of Trustees authorizes appropriate College officials to contract with Fraza Forklift to purchase the specified Clark forklift at a price not to exceed \$26,279.00 as part of the CBJTG equipment purchasing budget.

3.608 **Financial Report**

Financial Report

Monthly Report for August 2008

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

- The \$119,328 gain in tuition/fee revenue is due to the tuition rate increase and increased summer and fall enrollment.
- The state aid row shows zeroes because FY09 payments begin in October.
- Instructional expenses are up with the increase of four full-time faculty positions.
- Student Services expenses are up due to a \$21,000 increase in employee tuition waivers.

General Fund Revenue and Expense (Budget to Actual Comparison)

- Tuition and fee revenues are down 4% due to the substantial increase in enrollments last year with slightly lower enrollments this year.
- Telephone expenses are way up by 27% because of timing in the payment of an invoice.
- Postage is up due to increased cost, timing of postage purchase, and the millage information mailing.
- Other items are within normal variations and timing from year to year.
- Overall, we are fairly level in revenue and expense as a percentage of completion with last year.

General Fund Month to Month Comparison

- There were three payrolls processed in August instead of two, therefore, the month to month comparisons are tracking as expected.

3.609 Personnel Report

Additions/Replacements

Josephine Bitler Social Science/Sociology Faculty
(Effective August 18, 2008)

Lois Darga Accounting Faculty
(Effective August 18, 2008)

Sven Pearsall Humanities Faculty
(Effective August 18, 2008)

Gregg Schefferly Concrete Tech Faculty
(Effective August 18, 2008)

Dan Tuuri Network Administration Faculty
(Effective August 18, 2008)

Resignations

Melissa Guy Part-Time Communications Tech
(Effective 8-11-08)

Retirements

None

Others

Mary McLaren From ESP I, Secretary to the VP of Instruction, to Administrative Assistant to the VP of Instruction
(Effective August 4, 2008)