

DATE OF NOTICE: September 7, 2007

ALPENA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING  
665 Johnson Street  
Alpena, Michigan

The Alpena Community College Board of Trustees will convene its regular September meeting on Thursday, September 20, 2007, 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 L. Spragg  
Secretary of the Board of Trustees

REGULAR MEETING  
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES  
September 20, 2007

7:00 p.m.

Roger C. Bauer Board Room  
400 Charles R. Donnelly Natural Resources Center  
665 Johnson Street, Alpena, Michigan 49707-1495

Volume XXV

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of June 21, 2007, Regular Meeting; July 16, 2007, Special Meeting; August 16, 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
  - 2.385 Second Reading: Sales of Real Estate Policy
  - 2.386 Second Reading: Information Technology Policy
  - 2.387 Second Reading: Perkins Grant Policy
  - 2.388 Second Reading: Financial Credit Policy
  - 2.389 First Reading: Strategic Planning/Budgeting Policy

- 2.390 First Reading: Posting of Grades Policy
- 2.391 Bids: Transportation Services
- 2.392 Bids: Pickup Truck
- 12) Information Items
  - 3.575 Financial Report
  - 3.576 Personnel Report
  - 3.577 Gifts and Grants Report
  - 3.578 Special Report: Volunteer Center
- 13) New Business
- 14) Suggested Future Agenda Items
- 15) Board Retreat: October 4, 2007  
Next Regular Meeting: October 18, 2007
- 16) Adjournment

**2.385 Second Reading: Sales of Real Estate Policy**

At the regular August meeting of the Board, the Sales of Real Estate Policy was approved on first reading with one change. The one change noted was “regularly” in the first sentence of the first paragraph that was present in the first reading of the policy. “Regularly” has been removed as reflected in the attached second reading of the policy. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on second reading the Sales of Real Estate Policy, Number 5003, with the deletion of “regularly” as shown on the attached policy.

**(PROPOSED POLICY)**

**5003**

**SALES OF REAL ESTATE POLICY**

**Adopted by the Alpena Community College Board of Trustees on August 24, 1976.**

**Revised on March 27, 1979**

All sales of College real estate shall be approved by the Board in a scheduled meeting. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the College's students.

The rental and/or loan of equipment (less than one (1) month) for use outside the College shall be determined on an individual basis with due consideration given to community needs. The Board reserves the right to make exceptions.

Legal Reference: M.S.A.

15.3077 Acquisition of sites and buildings; sales; exchange or lease of property; dedication or sale for highway purposes; taxation of leased real property.

15.3580 Use of school property as community or recreation centers; rules and regulations' damages; fees.

## 2.386 **Second Reading: Information Technology Policy**

The Information Technology Policy, Number 5029, was presented for first reading at the regular August meeting of the Board. No corrections were made to the policy at first reading and the policy is now ready for second reading. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on second reading the Information Technology Policy, Number 5029, as attached.

**(PROPOSED POLICY)**

**5029**

**INFORMATION TECHNOLOGY POLICY**

**Adopted by the Alpena Community College Board of Trustees on**

The Board of Trustees authorizes appropriate Alpena Community College administration to establish rules, regulations, and procedures in providing a broad computing and network communication service supporting the campus infrastructure, instruction, and its mission. Any misuses, unauthorized access, or attempted access to files, programs, services, computing, and network services other than the authorized and assigned resource as a user of ACC's infrastructure, will be considered a security violation and will be subject to disciplinary action.

Disciplinary action may include limit of access to College services, up to and including dismissal, which may be applicable under the General College Policies and Procedures, College Computer Usage Rules, Regulations, and Procedures and other related college policies, handbooks, or contracts. This policy would relate to all individuals who use Alpena Community College's computing and networking services, on campus and off campus.

**2.387 Second Reading: Perkins Grant Policy**

The Non-Supplanting of Perkins Funds policy was presented for first reading at the Board's regular August meeting. No corrections were made to the policy at first reading and the policy is now ready for second reading. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on second reading the Non-Supplanting of Perkins Funds policy as attached.

## **Non-Supplanting of Perkins Funds Policy**

Federal funds received under the Carl D. Perkins Vocational and Applied Technology Act shall be used to supplement and increase, to the extent practicable, the amount of state and local funds that would, in the absence of such federal funds, be made available for the use specified in the Act, and in no case supplant such state or local funds.

## 2.388 **Second Reading: Financial Credit Policy**

The Financial Credit Policy was presented for first reading at the Board's regular August meeting. No corrections were made to the policy at first reading and the policy is now ready for second reading. Therefore,

The following resolution is proposed:

That the Board of Trustees approves on second reading the Financial Credit Policy as attached.

**(PROPOSED POLICY)**

**FINANCIAL CREDIT POLICY**

All tuition and fees are payable at registration except for those students who have approved financial aid.

**NOTICE:** No student will be allowed to register for courses if any financial obligation is owed from any previous semester.

Waivers for citizens 65 years of age and older:

College district residents 65 years of age and older may register the first day of classes and have their tuition waived if space is available in the desired class. All fees must be paid, however.

If College district residents 65 years of age and older register for classes prior to the first day of class, they must pay full tuition and fees. Once the tuition has been paid, a waiver cannot be granted later for these classes.

## 2.389 **First Reading: Strategic Planning and Budgeting Policy**

Item 2004 in the *ACC Policies and Procedures Manual* is a Strategic Planning/Budgeting Concept Paper adopted by the Board of Trustees on March 28, 1996. The status of a concept paper in a policy manual is uncertain. The Board evidently intended for the concept paper to serve as the basis for future policy development. It contains much valuable material, but parts of it do not reflect current thinking and practice. Moreover, it contains much more detail than would be typical for a policy.

The moment is propitious for the statement of a simple and current policy describing essential elements of strategic planning and budgeting while allowing appropriate latitude for variations of practice in the future. The wording below captures those essential elements.

### Strategic Planning and Budgeting

At the direction of the President, Alpena Community College shall follow an annual strategic planning and budgeting process in order to set objectives and marshal resources necessary to achieve the college mission and goals enacted by the Board of Trustees. The formal process shall

1. Originate with the Strategic Planning and Budgeting Committee comprising representatives from all employee units with meetings open for all employees to attend.
2. Gather relevant information from both internal and external sources, subject it to analysis, and incorporate it in the formulation of general operating fund recommendations with as much consensus as possible.
3. Conclude with recommendations in time for review and action by the Executive Council and subsequently by the President.

After acting on strategic planning and budgeting recommendations, the President shall present a balanced, comprehensive annual budget to support objectives of the highest priority for approval by the Board of Trustees prior to the start of the fiscal year.

These essential elements represent the College's compliance with relevant criteria for accreditation published by the Higher Learning Commission of the North Central Association. Therefore,

The following resolution is proposed:

That the Board of Trustees approves deletion of the concept paper and in its place approves on first reading a new policy on strategic planning and budgeting as worded above.

## 2.390 **First Reading: Policy on Posting of Grades**

In order to ensure compliance with federal legislation, namely, the Family Educational Rights & Privacy Act of 1974 (FERPA), the College would be well-advised to adopt and implement a policy governing the practice of posting examination and other project grades in public spaces (e.g., bulletin boards, doors of instructor offices). This traditional practice of long standing in most institutions of higher education has its place even in an era of electronic communication. However, it must be regulated more closely to respect the privacy of student information.

Vice President Curtis has researched grade posting policies at other institutions and drafted this policy statement for consideration by the Board of Trustees.

### Posting of Grades Policy

The posting of grades for the purposes of efficiently and effectively transmitting information to students about their academic progress is permitted providing that it protects the identity of each individual on the posting. The use of social security numbers as means of student identification, such as college-issued student ID numbers, names, and initials or parts thereof are also prohibited in the posting of grades. The use of random numbers confidentially assigned to an examination or student may be used as a means of identification for the purposes of posting grades.

The draft has been reviewed and approved by the Executive Council and the President of the College. Item 3031 (attached) in the *ACC Policies and Procedures Manual* contains general procedures on the privacy of student records but no policy. Therefore,

### The following resolution is proposed:

That the Board of Trustees approves on first reading a new policy on posting of grades as worded above.

**2.391 Bids: Transportation Services**

Alpena Community College has solicited bids for providing bus transportation for the basketball teams and other College-related travel. The basketball schedule is relatively set, but other travel opportunities needing bus transportation are not set. Because of this dual nature, responses to bids were to include both the itemized list of basketball travel costs and rates per mile offered by the responders. In addition, the College requested the following supplemental information: overnight charges, age of buses, and amenities of buses.

The bids are as follows:

Bidder	Location	Amount for Basketball Travel	Mileage Charge
Country Line Tours & Travel	Alpena, Michigan	\$14,450.00	\$3.00
Coastal Charter and Tours, Inc.	Alpena, Michigan	\$14,356.00	\$2.80

Appropriate members of the College staff have reviewed the bids and recommend the bid submitted by Coastal Charter and Tours, Inc. Therefore,

The following resolution is proposed:

That the Board of Trustees authorizes appropriate College staff to contract with Coastal Charter and Tours, Inc., to provide bus transportation for the College basketball teams and any other bus transportation needs that may arise during the next 12 months.

## 2.392 Bids: Pickup Truck

The College's 1988 Dodge pickup truck has amassed 87,269 very hard miles. It is currently in need of over \$1,500 in repairs on braking and steering systems just to make it safe and serviceable for a little while longer. The College has already spent several thousand dollars repairing it over the last couple of years.

During the winter it is essential that the College has three operational snow plowing trucks to ensure that lots and drives are sufficiently clear of snow for the safety of our staff and students and to save expenses for outsourced plowing services. Facilities management staff will solicit bids on a replacement  $\frac{3}{4}$ -ton heavy-duty pickup truck with a standard cab, four-wheel drive, long box, and suitable for snow plowing. Bid specifications include validity for 30 days to ascertain the state funding program on two counts – return of \$446,000 in skipped payments for FY07 and increases in appropriations for FY08.

Bid information will be available at the September meeting, and appropriate staff will be on hand to discuss the bids received. Therefore,

### The following resolution is proposed:

That the Board accepts the bid from \_\_\_\_\_ to provide a  $\frac{3}{4}$ -ton heavy-duty pickup truck with four-wheel drive, a long box, and suitable for snowplowing, and instructs appropriate College staff to complete the purchase of the vehicle within 30 days of receiving the bid, contingent on favorable information on funding from the state.

### 3.575 **Financial Report**

August 2007

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

- Property taxes are down by \$10,532. This appears to be a matter of timing.
- The \$514,262 increase in tuition/fee revenue is due to enrollment increases and tuition increases from spring, summer, and fall registration periods.
- The zeros in the state aid revenue row reflect the fact that FY08 payments do not begin until October.
- The expense increases are partly due to contractual obligations but mostly due to the occurrence of three paydays in August.

#### Comparison of Budget/Actual Revenue and Expense

- Tuition revenue is ahead of budget by 8% due to fall enrollment increases.
- Federal revenue is back on track after last year's drop by 4.44%.
- Salaries and benefits expenses are about 3% ahead of budget because of the three paydays in August.
- Outside services expenses are 17% ahead because of later timing of Datatel maintenance payments.
- Telephone and library expenses vary widely due to timing of expenditures.
- Other items are within normal variations from year to year.

ALPENA COMMUNITY COLLEGE  
GENERAL FUND  
COMPARISON OF BUDGETED/ACTUAL REVENUE & EXPENSE  
FOR THE TWO MONTHS ENDING AUGUST 31, 2007

<u>REVENUE</u>	BUDGET	YEAR TO DATE	BUDGET VARIANCE	2008 COMPLETE	2007 COMPLETE
Property Taxes	2,517,626	561,054	1,956,572	22.29%	23.47%
Tuition/Fees	4,431,484	2,575,922	1,855,562	58.13%	50.16%
State Aid	4,863,100	0	4,863,100	0.00%	0.00%
Federal	93,805	10,030	83,775	10.69%	-4.44%
Interest	30,000	1,221	28,779	4.07%	2.79%
Other	177,149	2,660	174,489	1.50%	0.91%
REVENUE	<u>12,113,164</u>	<u>3,150,887</u>	<u>8,962,277</u>	<u>26.01%</u>	<u>22.44%</u>
 <u>EXPENSES</u>					
Salaries	6,627,293	1,086,729	5,540,564	16.40%	13.52%
Fringe Benefits	3,075,848	486,555	2,589,293	15.82%	12.82%
Outside Services	486,039	119,702	366,337	24.63%	7.19%
Advertising	164,000	8,776	155,224	5.35%	9.01%
Supplies	309,012	42,918	266,094	13.89%	5.27%
Rental	23,000	596	22,404	2.59%	5.47%
Utilities	489,072	14,466	474,606	2.96%	2.37%
Telephone	53,000	4,865	48,135	9.18%	45.76%
Postage	56,250	5,208	51,042	9.26%	19.48%
Insurance	165,000	100,022	64,978	60.62%	55.90%
Travel & Mileage	105,512	6,816	98,696	6.46%	9.88%
Tuition Waivers & Dues	77,000	22,716	54,284	29.50%	23.95%
Transfers	297,283	0	297,283	0.00%	0.00%
Library Books & Equipment	89,340	20,992	68,348	23.50%	93.44%
Other	74,000	3,995	70,005	5.40%	0.97%
EXPENSES	<u>12,091,649</u>	<u>1,924,356</u>	<u>10,167,293</u>	<u>15.91%</u>	<u>13.37%</u>
NET REVENUE/EXPENSE	21,515	1,226,531			
NET ASSETS 06/30/2006		770,346			
NET ASSETS 08/31/2007	<u>21,515</u>	<u>1,996,877</u>			
PERCENTAGE OF YEAR		<u>16.67%</u>			

GENERAL FUND  
 COMPARISON OF REVENUE & EXPENSE  
 FOR THE MONTH ENDING AUGUST 31, 2007 AND 2006

REVENUE	FISCAL YEAR 2008	FISCAL YEAR 2007	CHANGE
Property Taxes	561,054	571,586	(10,532)
Tuition/Fees	2,575,922	2,061,660	514,262
State Aid	0	0	0
Federal	10,030	(3,870)	13,900
Interest	1,221	836	385
Other	2,660	1,848	812
REVENUE	<u>3,150,887</u>	<u>2,632,060</u>	<u>518,827</u>
EXPENSES			
Instruction	794,624	646,562	148,062
Public Service	0	0	0
Instructional Support	203,908	136,567	67,341
Student Services	152,461	135,311	17,150
Institutional Administration	580,910	494,716	86,194
Physical Plant	192,453	153,838	38,615
Transfers	0	0	0
EXPENSES	<u>1,924,356</u>	<u>1,566,994</u>	<u>357,362</u>
NET REVENUE/EXPENSE	1,226,531	1,065,066	161,465
NET ASSETS 06/30/2006	770,346	710,976	59,370
NET ASSETS 08/31/2007	<u>1,996,877</u>	<u>1,776,042</u>	<u>220,835</u>

### 3.576 Personnel Report

#### **Additions/Replacements**

Wendy Brooks

Dean of LRC/Media  
(Effective 8-20-07)

Kurtis Hale

Economics/Political Science Faculty  
(Effective 8-20-07)

Mary Linton

Nursing Faculty  
(Effective 8-20-07)

Scott Ratz

Temporary Full-Time Chemistry  
Faculty  
(Effective 8-20-07)

Fred Wenn

Part-Time Machine Tool Room  
Attendant  
(Effective 8-20-07)

#### **Resignations**

None

#### **Retirements**

Jean Nowak

Custodian  
(Effective 8-1-07)

#### **Others**

None

### **3.577 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received between August 8, 2007 and September 5, 2007.

A. B. Crow Memorials  
ACC Frederick T. Johnston  
Wellness Center  
ACC Spotlight Series  
Alcona Motors  
Alpena Agency, Inc.  
Alpena Beverage Company, Inc.  
Alpena Golf Club  
Alpena Holiday Inn  
Alpena Ice-Diggers  
Alpena Kitchen & Hearth  
Alpena Lighting Gallery & Design  
Alpena Oil Company, Inc.  
Alpena Optical Co.  
Carl & Joanne Applebaum  
Applebee's  
Ball Tire & Gas, Inc.  
Bank of Alpena  
Bannan Funeral Home, Inc.  
Besser Company  
Besser Credit Union  
William Blankenship  
Jim & Penny Boldrey  
Angela Boutzis  
Tom and Karen Brindley  
Kathleen Brzys  
Sally Busch  
Alex Car  
Cedar Valley Golf Club LLC  
Cliff Anschuetz Chevy-Olds-Cadillac  
College Fields  
Community Foundation for NE MI  
Cracker Barrel Party & Deli  
Bruce & Barb Crittenden  
Mark Curtis  
Judith Dean  
Edward Dodson  
Downtown Dentistry  
Raymond Eckman  
Edward Jones  
Essroc Italcementi Group  
David & Elizabeth Farone  
First Federal of Northern Michigan  
M. Leo & Mary Gettelfinger  
Hoitenga & Behl, DDS  
Brenton Holcomb

Huron Distributors, Inc.  
Independent Bank  
Integrated Architecture  
J & J Garden Center  
Craig & Juliann Jankowski  
John Johnston  
Olin & Patricia Joynton  
John & Kathleen Karber  
Karpus-Hunter Funeral Home Inc.  
Kettering University  
Kingsley Club  
Michael Kollien  
Kenneth & Robin Kostick  
Timothy Kuehnlein  
Louis & Susan Labrie  
Lakeshore Plumbing, Heating and  
Cooling, Inc.  
Lakewood Shores Resort  
Max Lindsay  
Livingston County Concrete  
Lumberjack Enterprise, LLC  
Gary Lumsden  
James Makowske  
Michigan Confidential Document  
Destruction  
Michigan Credit Services  
Modern Industries, Inc.  
Andrew & Ann Munch  
National City Bank  
Northern Abstract & Title Agency  
Northern Eye  
Northwood University  
Helen Olson  
Michael & Elaine Orr  
James Park  
Sylvia Pfeiffenberger  
Plath's Meats, Inc.  
Presque Isle Electric and Gas Co-op  
Carol Putkamer  
Walter & Gwendolyn Querry  
R.S. Scott Associates, Inc.  
James & Katherine Render  
Chad & Melissa Repke  
Randy & Kay Repke  
Edward Retherford  
Rodney's Hunting Service

Rogers City Country Club  
Rogers City Home Furnishings  
Mary Schulke  
Ryan & Amy Scott  
Tony and Carla Skiba  
Skiba Insurance Services, Inc.  
David & Regina Smith  
Spring Arbor University  
Florence & Henry Stibitz  
Straley, Ilsley & Lamp, P.C.  
Subway Crossroads Plaza  
Kendall Sumerix  
Roberta Tanno  
The Court Yard Restaurant & Lounge  
The Drug Store-Northern Exposure  
The Headache & Pain Center  
Kim & Sharon Thompson  
Thunder Bay Electric  
Thunder Bay Eye Care  
Thunder Bay Resort  
Thunder Bay Therapy & Sports  
Medicine  
Matthew Tietema  
Jerome Tracey  
True North Golf Club  
Twin Acres-19<sup>th</sup> Hole Restaurant  
Utility Workers Union of America #223  
Denis J. Walterreit  
Wal-Mart  
Thomas Wehlend  
Weinkauf Plumbing & Heating  
James Whiting  
Richard & Audrey Wilson  
Gregory & Jan Winter  
Richard & Stella Yaros  
Zolnierrek Insurance Agency

**Total Donors: 124**

**Total Gifts & Pledges: \$63,355.63**

### 3.578 **Special Report: Volunteer Center**

The Volunteer Center at Alpena Community College provides a great variety of unique services to enhance the quality of life throughout Northeast Michigan. Appropriate members of the staff will report on several of these activities.

