

NOTICE OF REGULAR MEETING  
ALPENA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
666 JOHNSON STREET  
ALPENA, MICHIGAN 49707-1495

DATE OF NOTICE: November 3, 2006

The Alpena Community College Board of Trustees will convene its regular November meeting on Thursday, November 16, 2006, 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  
November 16, 2006  
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 October 19, 2006, 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
  - 2.340 Approval of Audit
  - 2.341 Bid: Spectrophotometer for Chemistry Program
- 12) Information Items
  - 3.342 Financial Report
  - 3.343 Personnel Report

3.344 Gifts and Grants Report

- 13) New Business
- 14) Suggested Future Agenda Items
- 15) Next Regular Meeting: December 21, 2006
- 16) Adjournment

## 2.341 Bid: Fourier Transform Infrared Spectrophotometer

A Fourier Transform Infrared (FTIR) spectrophotometer is needed by ACC to adequately instruct laboratories in Chemistry 221, Chemistry 222, and Chemistry 112. All of these classes synthesize organic molecules and isolate organic substances. The only way to identify these substances is through the use of spectrophotometric means. The common means available are gas chromatography/mass spectrometry (gc/mass spec), nuclear magnetic resonance (nmr) spectroscopy and FTIR. Some community colleges have all three. The first two are often cost prohibitive, with instruments costing well over \$100,000. Of the three methods, FTIR is the most cost friendly and most (if not all) community colleges have one on site. Teaching labs for these three chemistry classes would be inadequate without one. The College's current spectrophotometer is no longer functioning and cannot be repaired. It is 15 years old and the company no longer supplies service or parts for the instrument. Perkins funds are available as a match for this purchase. The College solicited bids for the FTIR.

The bids are as follows:

Bidder	Location	Amount
Perkin Elmer	Shelton, CT	\$13,799.00
Buck Scientific	East Norwalk, CT	\$12,395.00
Shimadzu Scientific Instruments	Addison, IL	\$17,107.50

Appropriate staff within the College have reviewed the bids and recommend the bid submitted by Perkin Elmer at a price not to exceed \$13,799.00. The equipment from Buck Scientific did not meet the bid specifications.

The following resolution is proposed:

That the Board of Trustees authorizes appropriate College officials to contract with Perkin Elmer to provide the FTIR and sampling kit at a price not to exceed \$13,799.00 as part of the Perkins equipment purchasing program.

## 2.340 Approval of Audit

Audits of the financial activities of Alpena Community College were guided by Michigan law and the generally accepted standards of accounting practices adopted by the Government Accounting Standards Board (G.A.S.B).

First, Michigan law, under Section 1433 of Chapter 11 governing Michigan community colleges, states, “The Board of Trustees shall provide for a system of accounting meeting the approval of the State Board of Education. All accounts shall be audited once each year by a certified public accountant, and a summary of the audit shall be filed as required by the State Board of Education, and shall be available at all reasonable times for public inspection as a condition of receiving any state aid for the subsequent fiscal year.”

Second, the “system of accounting” authorized by the State Board must meet the “standards” established by G.A.S.B.

The result of the above conditions for conducting the audit is that the firm of Straley, Ilsley, and Lamp, P.C., certified public accounts, has completed the audit of all College financial resources for the year ending June 30, 2006. In addition, College staff has analyzed these documents in the context of historical financial circumstances of the institution. A consolidated document detailing both of these analyses recognizes the strong record for internal fiscal accountability that exists at the College, along with an ongoing responsiveness to those issues that would improve financial accounting practices.

As a result of these combined efforts to assure prudent management of all College resources, the audit report states:

“In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Alpena Community College at June 30, 2006 and 2005, and the results of its operations and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.”

Therefore,

The following resolution is proposed:

That the Board of Trustees accepts the financial report and approves the fiscal year 2006 audit as submitted by Straley, Illsley, & Lamp, P.C., and commends all parties for their dialogue and exactness in assuring the audit has been produced in full compliance with state law and the new principles of accounting as adopted by G.A.S.B. It is further noted that appropriate officials at the College are directed to communicate the results of this important process to all interested parties.



### 3.342 Financial Report

Monthly Report for October 2006

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

- Property tax revenue is ahead by \$20,648, which is a little less than the 5.7% increase budgeted.
- Tuition and fees revenues are ahead by \$140,491 because of increases in enrollment and tuition rate.
- State aid revenue is ahead by \$11,291 after the first payment for this fiscal year was made in October. This is in line with the roughly 2% increase enacted.
- Federal aid is down by \$33,126 because of an adjustment made in the H-1B auditing process due to over-collection of administrative fees. The statement of over-collection will ultimately be corrected when the administrative fees are appropriately spread over FY06 and FY07.
- Instructional costs are up \$63,657 because of increased pay and benefits costs according to the faculty contract. The figure is in line with our expectations.
- Instructional support costs are up \$51,080 due to a combination of wage and benefits costs (as expected) and increased secretarial workload for the NCA accreditation project.
- Student services costs are up \$12,441 primarily due to the way Datatel immediately records tuition waivers as expense.
- Institutional administration costs are up \$41,324 due to a combination of pay and benefits costs and higher maintenance costs for the Datatel system (both as expected).
- The increase of \$13,134 in Physical Plant expense is lower than expected because of lower utility costs (natural gas).

Comparison of Budget/Actual Revenue and Expense

- The overall revenue picture is close to being right on target.
- The nearly 30% variance in Federal revenue is due to the H-1B adjustment mentioned above.
- On the expense side, salaries, fringes, and outside services are right on target.
- The advertising expense increase this year is due to increased advertising per the marketing plan.
- As mentioned last month the increase in tuition waivers and dues from 0% last year to 30.91% this year comes from the way Datatel immediately records tuition waivers as expense.

3.343 **Personnel Report**

**Additions/Replacements**

None

**Resignations**

None

**Retirements**

None

**Other**

None

### 3.344 **Gifts and Grants Report**

Alpena Boosters Club  
Alpena New Car & Truck Dealers Association  
Hazel Badder  
Bay Mfg. Corp.  
Besser Foundation  
Charles and Connie Blanchard  
Thomas Bracken  
Tom and Karen Brindley  
Cliff Anschuetz Chevy-Olds-Cadillac  
Community Foundation for NE MI  
Blair Diamond  
Bruce and Julie Dietz  
Dixon Alpena Ford-Lincoln-Mercury  
Joshua Engstrom  
Jon Gunderson  
Huggler Oil  
Independent Bank  
J. Michael and Beverly Kearly  
Harriett Kelm  
Deloris Law  
Max and Vicky Lindsay  
Marks Foundation, Inc.  
Jim and Betty Masters  
McCoy Pontiac-Buick-GMC  
National City Bank  
Donald Newport  
John Nowakowski  
R.S. Scott Associates, Inc.  
Dr. Gerald Skiba  
Thompson Sales & Service  
Thunder Bay Chrysler Jeep  
Thunder Bay Manufacturing  
John and Nadine Unkovich  
Gary and Sally VanMassenhove  
Stephen Voss  
Denis J. Walterreit

**TOTAL DONORS: 36**

**TOTAL GIFTS & PLEDGES : \$26,223.16**