

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, October 17, 2018, 7:00 p.m.

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Proposed Minutes from the September 27, 2018, Regular Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Student Report
- 9) Faculty Report
- 10) President’s Report
- 11) Action Items
 - 2.717 Fiscal Year 2018 Audit Report2
 - 2.718 Local Strategic Value Resolution3
 - 2.719 Capital Outlay/Campus Master Plan Submission7
 - 2.720 Campus Nicotine Policy Second Reading8
 - 2.721 Sales Tax Exempt Policy11
- 12) Information Items
 - 3.940 Financial Report.....12
 - 3.941 Personnel Report.....17
 - 3.942 Gifts and Grants Report18
- 13) Board Discussion
 - Changing the date of the November regular board meeting to Tuesday, Nov. 20
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: Proposed Date Change: Tuesday, November 20, 2018, 7:00 p.m.
- 17) Adjournment

2.717 Fiscal Year 2018 Audit Report

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

Michigan law, under section 389.143 of Chapter 11 of the Michigan Community College Act 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 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.” 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 Lamp & Kraenzlein P.C., certified public accountants, has completed the audit of all College financial resources for the year ending June 30, 2018. 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, based on our audits, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Alpena Community College as of June 30, 2018 and 2017, and the results of their operations and cash flows, where applicable, for the years then ended in conformity with accounting principles generally accepted in the United States of America.”

Therefore, the following resolution is proposed:

The Board of Trustees accepts the financial report and approves the fiscal year 2018 audit as submitted by Straley Lamp & Kraenzlein 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.

2.718 Local Strategic Value Resolution

Each year the Governor of Michigan signs a bill into law that provides funding for K-12 schools, community colleges and state universities. The bill includes an appropriation for Alpena Community College which includes an amount for performance funding.

The performance funding is based on “local strategic value,” which is defined in terms of three categories as shown below. Each category covers five standards of local strategic value. The law requires the ACC Board of Trustees to pass a resolution certifying that the college meets at least four out of five of the best practice standards under each of the three categories.

Alpena Community College not only meets but also exceeds the best practice standards required by the appropriations law, as the following table demonstrates.

Best Practices by Category	Examples of Adherence
Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)	
(i) The community college has active partnerships with local employers including hospitals and health care providers.	<p>The College maintains active partnerships with employers, including local hospitals and health care providers in the following ways:</p> <ul style="list-style-type: none"> • The Health care sector through clinical partnerships with MidMichigan Medical Center - Alpena. • Advisory committees with more than a dozen occupational programs, including Nursing and Allied Health. • A partnership with UM-Flint to offer a BSN in Alpena. • Customized, contract, safety or grant-funded technical training offered to more than 25 employers and 750 trainees over the past 24 months.
(ii) The community college provides customized on-site training for area companies, employees, or both.	<p>The College provides on-site customized training for area companies and employees. Recent examples include Solidworks CAD software for Besser Company design engineers, pre-apprentice training in the aerospace sector for Kalitta Air, and MIOSHA fall protection safety training for regional construction firms and manufacturers. The College has been awarded more than \$5.3 million in TAACCCT funding for technical skills training from the U.S. Department of Labor over the past 5 years.</p>
(iii) The community college supports entrepreneurship through a small business assistance center or other training or	<p>ACC hosts the Small Business Technology Development Center for the Region 3 prosperity zone. The purpose of the SBTDC is to provide</p>

Best Practices by Category	Examples of Adherence
consulting activities targeted toward small businesses.	consulting services in support of small business startups. The College has hosted the Center for the last 18 years.
(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.	<p>The College supports technological advancement through industry partnerships and advanced technology centers with the following examples:</p> <ul style="list-style-type: none"> • The concrete industry through its World Center for Concrete Technology. • The utilities sector through its Electrical Power Technology Center. • The robotics industry through its unique AAS in Marine Technology program, which teaches graduates how to build, operate, and troubleshoot underwater submersibles, more widely known as Remotely Operated Vehicles, or ROVs.
(v) The community college has active partnerships with local or regional workforce and economic development agencies.	<p>The College maintains active partnerships with local workforce and economic development agencies in the following ways:</p> <ul style="list-style-type: none"> • The College president is a member of Target Alpena, the regional economic development board. • College staff is active in the U.S. 23 Heritage Trail project, an initiative to market the entire NE Michigan shoreline as a destination region. • The College VP for Instruction is a member of region’s Education Advisory Group. • ACC maintains contractual partnerships with Michigan Works!, NE Consortium, and Region 7B, the two workforce development boards serving NE Michigan.
Category B: Educational Partnerships (must meet 4 of 5)	
(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.	The College offers dual enrollment, direct credit, and Early College opportunities to K-12s across NE Michigan. In spring semester 2018, 35% of total headcount derived from dual enrollment, direct credit, or early college partnerships with regional K-12s.
(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.	ACC hosts and sponsors enrichment programs for area K-12 students, including the regional Science Olympiad competition, College Open Houses, and campus visits for area K-12s during both fall and spring semesters. A highly successful Innovation Conference representing collaboration between

Best Practices by Category	Examples of Adherence
	ACC, the local Intermediate School District, and local K-12 teachers was held at ACC in Summer 2018, drawing instructors from throughout the region to share best practices using technology in the classroom.
(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.	The College operates two Education Talent Search TRIO program grants designed to promote college readiness in area high schools. The focus of the program is to promote successful transition to College for low-income, first-generation, traditional-aged students.
(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation and testing, or recruiting, advising, or orientation activities specific to adults.	The College offers a full range of support services for adult students, including career advising, placement testing, advising, career outreach counseling, financial management workshops, and mandatory orientation.
(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.	The College maintains active partnerships with four-year universities through an active University Center in which 3+1 and 2+2 articulations with Northwood University, Ferris State University, and UM-Flint are offered.
Category C: Community Services (must meet 4 of 5)	
(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.	The College provides continuing education programming and leisure, wellness, personal enrichment, and professional development through the Volunteer Center. Approximately 100 continuing education events per year are provided as community service through the efforts of Volunteer Center staff.
(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.	The Association of Lifelong Learners (ALL) group at ACC offers lectures, seminars, and other cultural events primarily geared to plus-50 learners. With 300 active members, the ALL group is one of the region's most vibrant intellectual forces.
(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs,	ACC operates the Stephen H. Fletcher Library, the Robert Granum Theatre, six computer labs, and maintains a close partnership with the Jesse Besser Museum located next to ACC's main campus to

Best Practices by Category	Examples of Adherence
performing arts centers, museums, art galleries, or television or radio stations.	promote cultural enrichment for community members.
(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.	ACC operates the Frederick T. Johnston Wellness Center, Park Arena, and jogging trails to support leisure and wellness activities for the community.
(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.	The College promotes wellness activities among staff and the community through friendly competitions which encourage staff to monitor their total number of steps per day as part of an overall health awareness initiative. Community members use College facilities for a number of wellness purposes, including cardiac rehab. Open gym hours encourage young people to stay active through basketball and volleyball. Intramural sports engage students to participate and stay fit. Breast Cancer awareness games are highlights of the men and women’s basketball season.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations.

2.719 Capital Outlay/Campus Master Plan Submission

On an annual basis the College is required to submit a five-year master plan for capital outlay in order to be eligible for a 50% match from the State of Michigan for capital improvements on campus. College officials have prepared a project proposal that will have the effect of repurposing spaces on campus in keeping with State of Michigan statutory criteria used to evaluate proposals:

- Investment in existing facilities and infrastructure.
- Life and safety deficiencies.
- Occupancy and utilization of existing facilities.
- Integration of sustainable design to enhance the efficiency and operations of the facility.
- Estimated cost.
- Estimated operating costs.
- Impact on tuition, if any.
- Impact on job creation in this state.
- History of prior appropriations received by the institution through the capital outlay process.

The project proposal recommended by College officials is as follows:

The Charles R. Donnelly Natural Resources and STEM Innovation Center proposes to repurpose NRC to: (1) provide updated technology, a center for STEM inquiry and innovation, student collaboration space, and updated interior and exterior renovations that will allow NRC to continue to be a hub for science education, talent acquisition, and regional prosperity in NE Michigan for decades to come; and (2) provide a base to expand ACC's statewide leadership in drone education and training.

Trustees have received copies of the ACC 2020-24 Five-Year Master Plan for Capital Outlay prepared for submission by the October 31 deadline.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees authorizes staff to submit the ACC 2020-24 Five-Year Master Plan for Capital Outlay to the State Budget Office.

2.720 Campus Nicotine Policy Second Reading

In 1987 the Alpena Community College Board of Trustees passed a resolution approving Policy 3027, Tobacco Use Policy. That resolution stated,

“The Board of Trustees approved a resolution prohibiting smoking on campus in Compliance with Public Act 198 of 1986.”

PA 198, otherwise known as the Michigan Clean Indoor Air Act, prohibited smoking in places owned or operated by state or local government, except in designated areas. It required separation of smokers/non-smokers, appropriate signage, procedures to handle complaints, and special consideration for those with hypersensitivity to tobacco smoke. The ACC Catalog published a prohibition on smoking within 50 feet of ACC buildings except for four locations on the Main Campus outside entrances to buildings.

In 2009 Alpena Community College undertook an effort to eliminate the use of tobacco products on campus grounds. As part of this effort, the ACC Board of Trustees revised Policy 3027. The new policy language was as follows.

“In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College property shall be free of the use of tobacco products.”

The College also added Administrative Procedure 3527, Tobacco Use Policy Violation Procedures.

Since that time new ways to deliver tobacco products have been created, and these nicotine delivery systems are being brought onto ACC’s campuses. College officials determined it was appropriate to review the College’s policies and procedures in light of these developments.

The Safety Committee drafted a new policy which specifically targets electronic and mechanical nicotine delivery systems in addition to smoking and chewing tobacco. This proposed policy change was reviewed and approved by the Executive Council. It is now appropriate for the ACC Board of Trustees to consider the proposed policy change.

The Board of Trustees voted to approve on first reading the policy change at the September 27, 2018, meeting. The proposed policy change is now offered as a second reading.

The text of the proposed policy revision is as follows:

CAMPUS NICOTINE POLICY

Policy Statement

Alpena Community College is committed to providing a safe and healthy work and learning environment for all students, employees, and visitors. It is the policy of the College that smoking and the use of nicotine on all its campuses is prohibited.

Definitions

Smoking

Smoking is defined, but not limited to, the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind, and/or “vaping” with e-cigarettes, mechanical personal vaporizers (MPVs), or atomizers. It also includes the use of any product intended to mimic tobacco products, contains tobacco flavoring, or delivers nicotine other than for purposes of cessation.

Smokeless Tobacco

Alpena Community College prohibits the use of smokeless tobacco products on any of its campuses. This includes chewing tobacco, dipping tobacco (dip), snuff, nasal tobacco (snus) and/or any other variation of smokeless tobacco product.

Electronic and Mechanical Nicotine Delivery Systems and Vaping

Alpena Community College strictly prohibits the use of e-cigarettes and/or any other type of electronic or mechanical nicotine delivery system. This includes electronic cigarettes, pipes, cigars, and atomizers or mechanical devices such as mechanical personal vaporizers (MPVs) which use mechanical magnetic switches for activation. While the College recognizes that these products may not contain tobacco, they may contain nicotine and their use looks similar to regular tobacco products and therefore gives the appearance and/or effect of smoking.

Scope

The Campus Nicotine Policy applies to any property owned or maintained by the College including inside all buildings including College Park Apartments, exterior open spaces, parking lots, indoor facilities, on-campus sidewalks, recreational spaces, and in vehicles owned or leased by the College. This policy applies to all employees, temporary employees, students, clients, visitors (customers and vendors), consultants, independent contractors and/or their employees on College property.

Theatrical Performances at the Granum Theatre

The use of artificial tobacco products designed to mimic the appearance of smoking are only permitted on stage as part of a theatrical production. Such props must be verified by the Director of Facilities to ensure compatibility with smoke detection devices.

Cessation

Alpena Community College is strongly committed to supporting individuals to become nicotine free. Nicotine replacement therapy products (e.g., nicotine patches, gum) for the purpose of cessation are permitted provided they do not give the appearance of smoking. Employees may contact Human Resources for more information on available smoking cessation programs.

Please see Administrative Procedure 3527 pertaining to this policy.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on second reading the proposed change to Policy 3027, Tobacco Use Policy, to Policy 3027, Campus Nicotine Policy.

2.721 Sales Tax Exempt Policy

Alpena Community College is exempt from paying Michigan sales tax. IRS records indicate that ACC is recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1964. The College provides a tax-exempt form to give to vendors when making purchases on the College's behalf. By not paying state sales tax, the College avoids unnecessary expenses.

College officials are now proposing the following sales tax exempt policy to codify the College's stance on purchasing and not paying unnecessary state sales taxes.

5029 Sales Tax Exempt Policy

Adopted by the Alpena Community College Board of Trustees on [DATE].

Alpena Community College is exempt from paying Michigan **state** sales tax.

All employees should make every effort to exclude Michigan sales tax from all regular purchases and on hotels and motels when traveling.

Issued: [DATE]

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on first reading the proposed new Policy 5029, Sales Tax Exempt Policy.

3.940 Financial Report

Monthly General Fund Revenue and Expense through September 2018 (Year to Year Actual Comparison)

- The property tax receipts of \$528,908 are \$856 less than those for September 2017. This is due to lower than expected collection of taxes.
- Tuition/fee receipts of \$3,051,875 are \$34,660 less primarily due to lower enrollment than anticipated.
- State aid for the current year is \$2,306 (Renaissance zone payment) because of the normal start month of October.
- All operational payroll expenses are up due to new contract agreements initiated for this year.
- OIT is up due to a significant increase in software maintenance costs and timing of expensing information processing costs.
- Instruction Support is up due to addition of half the expense of Director of Institutional Research.
- Net income through the third month of the new fiscal year shows as a gain of \$22,076, which is typical for this time of year, when state aid has yet to be received.

Monthly General Fund Revenue and Expense through September 2018 (Budget to Actual Comparison)

- Utilities are lower due to a change in how energy costs are recorded.
- Insurance is higher because the overall budget for insurance was decreased for worker's compensation and unemployment insurance that have not yet been invoiced.
- Library Books and Equipment is higher due to timing of purchases.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through September 2018

- Salaries and fringe benefits are tracking higher due to three payrolls processed in August and overload longevity paid in September.
- All other Month-to-Month comparisons are tracking as expected.

Consolidated Income Statement through September 2018

- All funds are tracking as expected for this time off year.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Three Months Ending September 30, 2018

	YTD Actual FY 2019	YTD Actual FY 2018	Variance
Revenue			
Property Tax	528,908	529,764	(856)
Tuition/Fees	3,051,875	3,086,535	(34,660)
Sales, Service, and Rent	4,345	7,075	(2,730)
State Aid	2,306	4,665	(2,359)
Local	0	0	0
State	0	0	0
Federal	0	0	0
Donations	19,287	27,451	(8,164)
Interest	124	153	(29)
Other	740	4,646	(3,906)
Revenue	3,607,585	3,660,289	(52,704)
Expense			
Instruction	1,664,544	1,614,419	50,125
OIT	343,226	313,919	29,307
Public Service	0	0	0
Instruction Support	320,292	292,422	27,870
Student Services	387,573	375,896	11,677
Institutional Administration	556,591	548,852	7,739
Physical Plant	313,283	317,359	(4,076)
Expense	3,585,509	3,462,867	122,642
Income	22,076	197,422	(175,346)
Net Assets - Beginning of Year	1,148,771	909,664	239,107
Net Assets - End of Year	1,170,847	1,107,086	63,761

Alpena Community College
Comparative Income Statement
General Fund
For the Three Months Ending September 30, 2018

	FY 2019				FY 2018
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,610,574	528,908	(2,081,666)	20.26%	20.63%
Tuition/Fees	5,912,971	3,051,875	(2,861,096)	51.61%	53.08%
Sales, Services, and Rent	19,000	4,345	(14,655)	22.87%	23.58%
State Aid	5,830,365	2,306	(5,828,059)	0.04%	0.08%
Federal	63,120	19,287	(43,833)	30.56%	26.56%
Donations	69,415	0	(69,415)	0.00%	0.00%
Interest	2,500	124	(2,376)	4.96%	6.12%
Other	7,200	740	(6,460)	10.28%	387.17%
Revenue	14,515,145	3,607,585	(10,907,560)	24.85%	25.71%
Expense					
Salaries	7,811,162	1,978,416	5,832,746	25.33%	25.22%
Fringe Benefits	3,873,507	917,927	2,955,580	23.70%	23.42%
Outside Services	773,819	269,946	503,873	34.88%	33.26%
Advertising	187,500	63,503	123,997	33.87%	34.61%
Supplies	263,720	39,312	224,408	14.91%	16.83%
Rental	5,500	0	5,500	0.00%	0.00%
Utilities	499,662	28,160	471,502	5.64%	8.93%
Telephone	60,000	6,006	53,994	10.01%	19.24%
Postage	40,000	6,545	33,455	16.36%	20.28%
Insurance	139,000	93,984	45,016	67.61%	48.26%
Travel & Mileage	93,662	22,494	71,168	24.02%	18.70%
Tuition Waivers	242,000	128,087	113,913	52.93%	46.64%
Library Books & Equipment	80,640	23,902	56,738	29.64%	16.44%
Other	113,000	7,230	105,770	6.40%	5.93%
Transfers	331,973	0	331,973	0.00%	0.00%
Expense	14,515,145	3,585,512	10,929,633	24.70%	24.32%
Income	0	22,073			
Net Assets - Beginning of Year	1,148,771	1,148,771			
Net Assets - End of Year	1,148,771	1,170,844			

Alpena Community College
General Fund Month to Month Tracking
For the Three Months Ending September 30, 2018

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	84,471	424,567	19,870	0	0	0	0	0	0	0	0	0	528,908	2,610,574
Tuition/Fees	2,863,461	231,803	(43,389)	0	0	0	0	0	0	0	0	0	3,051,875	5,912,971
Sales, Services, and Rent	2,775	125	1,445	0	0	0	0	0	0	0	0	0	4,345	19,000
State Aid	0	0	2,306	0	0	0	0	0	0	0	0	0	2,306	5,830,365
Federal	5,526	2,201	11,559	0	0	0	0	0	0	0	0	0	19,286	63,120
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	69,415
Interest	0	124	0	0	0	0	0	0	0	0	0	0	124	2,500
Other	20	610	110	0	0	0	0	0	0	0	0	0	740	7,200
Revenue	2,956,253	659,430	(8,099)	0	0	0	0	0	0	0	0	0	3,607,584	14,515,145
Expense														
Salaries	570,593	791,185	616,638	0	0	0	0	0	0	0	0	0	1,978,416	7,811,162
Fringe Benefits	270,746	343,812	303,369	0	0	0	0	0	0	0	0	0	917,927	3,873,507
Outside Services	188,085	40,928	40,933	0	0	0	0	0	0	0	0	0	269,946	773,819
Advertising	13,793	19,123	30,586	0	0	0	0	0	0	0	0	0	63,502	187,500
Supplies	5,814	10,904	22,594	0	0	0	0	0	0	0	0	0	39,312	263,720
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	5,500
Utilities	199	500	27,460	0	0	0	0	0	0	0	0	0	28,159	499,662
Telephone	1,683	97	4,225	0	0	0	0	0	0	0	0	0	6,005	60,000
Postage	5,000	114	1,431	0	0	0	0	0	0	0	0	0	6,545	40,000
Insurance	64,624	0	29,360	0	0	0	0	0	0	0	0	0	93,984	139,000
Travel & Mileage	4,397	6,187	11,910	0	0	0	0	0	0	0	0	0	22,494	93,662
Tuition Waivers	865	69,728	57,494	0	0	0	0	0	0	0	0	0	128,087	242,000
Library Books & Equipment	18,848	4,910	144	0	0	0	0	0	0	0	0	0	23,902	80,640
Other	0	4,708	2,522	0	0	0	0	0	0	0	0	0	7,230	113,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	331,973
Expense	1,144,647	1,292,196	1,148,666	0	0	0	0	0	0	0	0	0	3,585,509	14,515,145
Income	1,811,606	(632,766)	(1,156,765)	0	0	0	0	0	0	0	0	0	22,075	0

Alpena Community College
Consolidated Income Statement
For the Three Months Ending September 30, 2018

	Current					Endow. &				
	General	Designated	Auxiliary	Unrestricted	Restricted	Loan	S'ship	Plant	Agency	Total
Revenue										
Property Tax	528,908	0	0	528,908	0	0	0	0	0	528,908
Tuition/Fees	3,051,875	174,024	0	3,225,899	(7,282)	0	0	99,851	0	3,318,468
Sales, Services, and Rent	4,345	13,186	514,083	531,614	(12,397)	0	0	0	0	519,217
State aid	2,306	0	0	2,306	0	0	0	0	0	2,306
Local	0	0	0	0	7,250	0	0	0	0	7,250
State	0	0	0	0	47,876	0	14,004	0	0	61,880
Federal	19,287	0	0	19,287	1,251,613	658,787	0	0	0	1,929,687
Donations	0	354	0	354	3,522	0	105,645	3,420	760	113,701
Interest	124	0	0	124	0	0	0	0	0	124
Other	740	0	(17,688)	(16,948)	0	145,740	0	0	6,662	135,454
Total Revenue	3,607,585	187,564	496,395	4,291,544	1,290,582	804,527	119,649	103,271	7,422	6,616,995
Expenditures										
Salaries	1,978,416	34,678	50,206	2,063,300	106,692	0	0	0	0	2,169,992
Fringe Benefits	917,927	12,942	20,741	951,610	45,467	0	0	0	0	997,077
Outside Services	269,946	6,956	26,684	303,586	12,000	0	0	62,474	0	378,060
Advertising	63,503	233	611	64,347	0	0	0	0	0	64,347
Supplies	39,312	2,311	236,933	278,556	13,441	0	0	0	0	291,997
Utilities	28,160	396	774	29,330	0	0	0	0	0	29,330
Telephone	6,006	0	0	6,006	0	0	0	0	0	6,006
Postage	6,545	151	9,621	16,317	0	0	0	0	0	16,317
Insurance	93,984	20,358	0	114,342	0	0	0	0	0	114,342
Travel & Mileage	22,494	8,851	1,506	32,851	5,965	0	0	0	0	38,816
Tuition Waivers	128,087	3,545	0	131,632	1,100,709	803,042	96,513	0	0	2,131,896
Library Books & Equipment	23,902	84,588	0	108,490	0	0	0	8,126	0	116,616
Other	7,230	843	102	8,175	1,604	0	0	11,115	9,579	30,473
Total Expenditures	3,585,512	175,852	347,178	4,108,542	1,285,878	803,042	96,513	81,715	9,579	6,385,269
Net Revenue (Expense)	22,073	11,712	149,217	183,002	4,704	1,485	23,136	21,556	(2,157)	231,726
Beginning Net Position	1,148,771	65,777	74,875	1,289,423	24,284	4,244	1,057	17,947,829	0	19,266,837
Period Ending Net Position	1,170,844	77,489	224,092	1,472,425	28,988	5,729	24,193	17,969,385	(2,157)	19,498,563

3.941 Personnel Report

New hires, terminations, and status changes from September 21 to October 9, 2018.

New Hires:

- Shantel Spoor, Part-time Custodian, Oscoda Campus, effective 09/24/18.
- Christin Sobeck, Women's Softball Head Coach, effective 10/01/18.

Transfers:

- April Barres, from ESP2 Part-time Learning Resource Center Technician to Full-time Learning Resource Center Technician, effective 10/11/18.

Layoffs:

- Gary Hollingsworth, Media Instructional Development Technician, effective 10/01/18.
- James Payne, Part-time Tool Room Attendant, Auto Service, effective 10/01/18.

Resignations:

- None.

3.942 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between September 11, 2018 and October 7, 2018.

Total Donors: 39

New Gifts: \$35,921.00

Pledge Payments: \$46,644.70

New Pledges: \$222,000.00

**Approved Minutes of the
Alpena Community College Board of Trustees Regular Meeting**

October 17, 2018

Roger C. Bauer Board Room, Charles R. Donnelly Natural Resources Center
665 Johnson Street, Alpena, MI 49707

On Wednesday, October 17, 2018, the Alpena Community College Board of Trustees gathered for its regular monthly meeting.

Present: John Briggs, Teresa Duncan, Lisa Hilberg, Susan Stender, Florence Stibitz, and Tom Townsend. Absent: Joseph Gentry II.

Seated at the Board Table: President Don MacMaster and Board Secretary Jay Walterreit.

The trustees began the meeting at approximately 5:30 p.m. with a workshop session to discuss the President's fiscal year 2019 goals and current priorities.

Chairman Briggs began the workshop by asking President MacMaster to outline some of the higher priority activities currently being addressed. MacMaster discussed a number of topics, including:

- Recent legal activities
- Community relations activities
- Managing College facilities and funding

President MacMaster then directed the trustees to his list of 20 goals for fiscal year 2019 and commented on many of them.

The trustees asked questions about some of the goals and how they were being addressed.

The workshop ended at 6:50 p.m. and Chairman Briggs called for a short recess to allow for the audience to be seated for the regular meeting.

At 7:00 p.m. Chairman Briggs reconvened the meeting. Trustee Stender lead the Pledge of Allegiance.

Approval of Agenda

Moved by Trustee Townsend that the agenda be approved as written; seconded by Trustee Stibitz. Ayes: 6. Nays: 0. Motion approved.

Approval of the Proposed Minutes from the September 27, 2018, Regular Board Meeting

Trustee Duncan moved to accept the proposed minutes from the September 27, 2018, regular board meeting; Trustee Hilberg seconded the motion. Ayes: 6. Nays: 0. Motion approved.

Introduction of Guests and Public Comment

Guests attending the regular meeting included: Julie Goldberg, The Alpena News; Ben Stevens, WATZ; Joel Jett, Alpena Police Department; Debbie Bayer, ACC administration; Lauren LaFleche, ACC student; Taylor Livingston, ACC student; Aidan Francis, ACC student; John Siegert, ACC student; Mark Sandula; Phil Straley; and Mark Jacobs, ACC Cross Country Coach.

Communication(s)

None.

Board Member and Subcommittee Reports

None.

Student Report

ACC Volleyball players Lauren LaFleche and Taylor Livingston and ACC Cross Country runners Aidan Francis and John Siegert talked about their experiences as students and athletes at Alpena Community College.

Faculty Report

None.

President's Report

President MacMaster noted the recent speech given by U.S. Senator Gary Peters in which ACC was mentioned as a leader in drone technology and teaching. The trustees viewed a short video clip of the speech taken from C-SPAN.

Action Items

2.717 Fiscal Year 2018 Audit Report

The following resolution was proposed by Trustee Townsend and seconded by Trustee Hilberg:

The Board of Trustees accepts the financial report and approves the fiscal year 2018 audit as submitted by Straley Lamp & Kraenzlein 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.

Ayes: 6. Nays: 0. Motion approved.

2.718 Local Strategic Value Resolution

The following resolution was proposed by Trustee Stibitz and seconded by Trustee Hilberg:

The Alpena Community College Board of Trustees certifies that the College does meet the local strategic value standards required for state appropriations.

Ayes: 6. Nays: 0. Motion approved.

2.719 Capital Outlay/Campus Master Plan Submission

The following resolution was proposed by Trustee Hilberg and seconded by Trustee Townsend:

The Alpena Community College Board of Trustees authorizes staff to submit the ACC 2020-24 Five-Year Master Plan for Capital Outlay to the State Budget Office.

Ayes: 6. Nays: 0. Motion approved.

2.720 Campus Nicotine Policy Second Reading

The following resolution was proposed by Trustee Duncan and seconded by Trustee Stender:

The Alpena Community College Board of Trustees approves on second reading the proposed change to Policy 3027, Tobacco Use Policy, to Policy 3027, Campus Nicotine Policy.

Ayes: 6. Nays: 0. Motion approved.

2.721 Sales Tax Exempt Policy

The following resolution was proposed by Trustee Stibitz and seconded by Trustee Hilberg:

The Alpena Community College Board of Trustees approves on first reading the proposed new Policy 5029, Sales Tax Exempt Policy.

Ayes: 6. Nays: 0. Motion approved.

Information Items

President MacMaster drew attention to the financial report and asked the trustees if they had any questions. He noted the College is doing well in terms of budget to date.

New hires, terminations, and status changes from September 21 to October 9, 2018.

New Hires:

- Shantel Spoor, Part-time Custodian, Oscoda Campus, effective 09/24/18.
- Christin Sobeck, Women's Softball Head Coach, effective 10/01/18.

Transfers:

- April Barres, from ESP2 Part-time Learning Resource Center Technician to Full-time Learning Resource Center Technician, effective 10/11/18.

Layoffs:

- Gary Hollingsworth, Media Instructional Development Technician, effective 10/01/18.
- James Payne, Part-time Tool Room Attendant, Auto Service, effective 10/01/18.

Resignations:

- None.

The Gifts and Grants Report was supplied to the trustees at the Board meeting. For the time period of September 11 to October 7, 2018, it showed:

Total Donors:	39
New Gifts:	\$35,921.00
Pledge Payments:	\$46,644.70
New Pledges:	\$222,000.00

Board Discussion

Chairman Briggs asked the trustees if their schedules permitted changing the date of the November board meeting to Tuesday, November 20, due to Thanksgiving being early this year. All the trustees were in agreement, therefore Briggs declared the meeting date changed.

Board Secretary Walterreit will notify the appropriate people and organizations.

Chairman Briggs then brought up a question forwarded by Trustee Hilberg about how the College handles tuition rates for veterans. He noted that College officials are researching the subject and will provide a comprehensive report on veterans' services at the November meeting.

Trustee Duncan asked about the status of the student food pantry. President MacMaster noted the students were aware of the food pantry and it was being used on a regular basis. He also mentioned the recent donation of more food from Hunters Harvest.

Several trustees wondered about the status of College Park Apartments. President MacMaster responded by saying the apartments were full for Fall Semester, which is a good place to be, but we are not contemplating building more housing at this time.

New Business

(This item was addressed during the Action Items portion of the meeting.)

2.722 Agreement for Enhanced Law Enforcement Coverage Between City of Alpena and Alpena Community College (New Business Item)

The following new business resolution was proposed by Trustee Townsend and seconded by Trustee Hilberg:

The Board of Trustees approves the contract with the City of Alpena and the Alpena Police Department to provide enhanced law enforcement coverage for the Alpena Campus for the period of January 1, 2019, through December 31, 2024. The cost of the first year of the contract will be \$41,241.

Ayes: 6. Nays: 0. Motion approved.

Suggested Future Agenda Items

None.

Next Regular Meeting

The next regularly scheduled Board of Trustees meeting **has been changed to Tuesday, November 20, 2018, at 7:00 p.m.**, in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, MI 49707.

Adjournment

The regular meeting was adjourned at approximately 8:00 p.m.

Jay Walterreit
Secretary of the Board of Trustees
(989) 358-7215