

NOTICE OF REGULAR MEETING AND CLOSED SESSION
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
665 JOHNSON STREET, ALPENA, MICHIGAN, 49707

DATE OF NOTICE: January 11, 2017

The Alpena Community College Board of Trustees will gather at 5:30 p.m. on Wednesday, January 18, 2017, for a closed session to consider the purchase or lease of real property.

The regular January ACC Board of Trustees meeting will occur after the conclusion of the closed session, at approximately 7:00 p.m.

The meeting will be held in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, 665 Johnson Street.

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.

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

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

REGULAR MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, January 18, 2017, 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 Minutes from the December 21, 2016, 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
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- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: February 15, 2017, 7:00 p.m.
- 17) Adjournment

2.675 Election of Board Officers

The election of officers of the Alpena Community College Board of Trustees occurs biennially, and officers thereby serve two-year terms of office as specified by the official by-laws of the Board.

The last officer election was held at the January 15, 2015, Board of Trustees meeting.

Therefore, the following resolution is proposed:

- a) The Board of Trustees approves the election of _____
as Chairperson of the Board of Trustees;
- b) The Board of Trustees approves the election of _____
as Vice Chairperson of the Board of Trustees;
- c) The Board of Trustees approves the election of _____
as Treasurer of the Board of Trustees;
- d) The Board of Trustees approves the appointment of Denis J. Walterreit as Secretary of
the Board of Trustees.

The term of office for all officers will extend through December 31, 2018, unless changed by official resolution of the Board of Trustees.

2.676 Authorization of Depository Accounts

The College normally reviews its various depository relationships biennially and finalizes these relationships for the next two years. In January 2015 the Board of Trustees passed a resolution of authorization of depository account.

The College currently maintains depository relationships with the following financial institutions:

First Federal of Northern Michigan
FirstMerit Bank
Chemical Bank
PNC Bank

Upon reviewing the above list, College staff recommends that depository relationships be renewed with each of these institutions for future relationships.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to execute all appropriate agreements to continue the existing financial relationships of the College with the following institutions for future relationships over the coming year:

First Federal of Northern Michigan
FirstMerit Bank
Chemical Bank
PNC Bank

3.883 Financial Report

Monthly General Fund Revenue and Expense through December 31, 2016 (Year to Year Actual Comparison)

- The property tax receipts of \$904,816 were \$71,354 more than those for December 2015. The funds received for the industrial personal property from the City of Alpena tax rolls were much higher than anticipated, \$159,000 versus the \$40,000 to \$50,000 we expected. The additional amount will probably not be typical for future years. There are some timing issues with receipts received by communities within the taxing district.
- Tuition/fee receipts of \$5,039,270 are \$394,136 more due to higher tuition rates and higher than budgeted enrollments.
- State aid for the current year is \$1,552,532 as anticipated.
- Instruction is lower due to moving tutor expenses to Instructional Support, turnover and one less full time faculty position.
- MIS increases are due to filling of a technician position, increases in system support, and other expected increases.
- Instruction Support's additional increase is due to timing of expenses and from increased hours for the nursing secretary, tutor expenses, and the grant technician moved to general fund.
- Student Services rose because of timing for recording scholarships and reallocating clerical positions.
- Institutional Administration decrease is attributed to lower administrative costs for the development office and reallocating a clerical position.
- Net income through the first six months of the new fiscal year shows a gain of \$925,031 due to higher enrollments and spring registrations coming in.

Monthly General Fund Revenue and Expense through December 31, 2016 (Budget to Actual Comparison)

- Property taxes are ahead as discussed above.
- The tuition/fee revenue is ahead as discussed above.
- Travel & Mileage is lower due to a higher budget from FY 2016.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through December 31, 2016

- The Month to Month comparisons are tracking as expected.

Consolidated Income Statement through December 31, 2016

- Change in Auxiliary Fund is due to timing of receiving books for the bookstore.
- All other funds are tracking as expected for this time of year.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Six Months Ending December 31, 2016

	<u>YTD Actual FY 2017</u>	<u>YTD Actual FY 2016</u>	<u>Variance</u>
Revenue			
Property Tax	904,816	833,462	71,354
Tuition/Fees	5,039,270	4,645,134	394,136
Sales, Services, and Rent	18,380	3,773	14,607
State Aid	1,552,532	1,521,001	31,531
Federal	65,516	50,684	14,832
Donations	0	0	0
Interest	293	148	145
Other	1,370	1,010	360
Revenue	<u>7,582,177</u>	<u>7,055,212</u>	<u>526,965</u>
Expense			
Instruction	3,265,418	3,393,955	(128,537)
MIS	460,570	430,270	30,300
Instruction Support	607,628	489,889	117,739
Student Services	643,226	593,551	49,675
Institutional Administration	983,679	1,053,555	(69,876)
Physical Plant	696,625	676,461	20,164
Transfers	0	0	0
Expenses	<u>6,657,146</u>	<u>6,637,681</u>	<u>19,465</u>
Income	925,031	417,531	507,500
Net Assets - Beginning of Year	<u>909,664</u>	<u>817,268</u>	<u>92,396</u>
Net Assets - End of Month	<u>1,834,695</u>	<u>1,234,799</u>	<u>599,896</u>

Alpena Community College
Comparative Income Statement
General Fund
For the Six Months Ending December 31, 2016

	FY 2017				FY 2016
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,619,913	904,816	(1,715,097)	34.54%	32.14%
Tuition/Fees	5,528,110	5,039,270	(488,840)	91.16%	85.03%
Sales, Services, and Rent	9,000	18,380	9,380	204.22%	31.44%
State Aid	5,561,614	1,552,532	(4,009,082)	27.92%	27.76%
Federal	109,209	65,516	(43,693)	59.99%	39.87%
Donations	74,350	0	(74,350)	0.00%	0.81%
Interest	2,500	293	(2,207)	11.72%	5.92%
Other	1,200	1,370	170	114.17%	1.97%
Revenue	<u>13,905,896</u>	<u>7,582,177</u>	<u>(6,323,719)</u>	<u>54.52%</u>	<u>51.12%</u>
Expense					
Salaries	7,613,259	3,716,206	3,897,053	48.81%	49.46%
Fringe Benefits	3,750,611	1,824,713	1,925,898	48.65%	48.23%
Outside Services	608,765	409,639	199,126	67.29%	57.48%
Advertising	187,500	92,929	94,571	49.56%	52.56%
Supplies	250,770	86,574	164,196	34.52%	43.85%
Rental	5,500	750	4,750	13.64%	27.27%
Utilities	465,714	141,287	324,427	30.34%	32.17%
Telephone	58,813	24,231	34,582	41.20%	43.55%
Postage	40,000	18,052	21,948	45.13%	32.35%
Insurance	166,400	133,588	32,812	80.28%	88.07%
Travel & Mileage	89,162	38,943	50,219	43.68%	63.74%
Tuition Waivers	218,000	129,415	88,585	59.36%	63.23%
Library Books & Equipment	81,140	21,009	60,131	25.89%	18.02%
Other	140,000	19,810	120,190	14.15%	8.73%
Transfers	230,262	0	230,262	0.00%	0.00%
Expense	<u>13,905,896</u>	<u>6,657,146</u>	<u>7,248,750</u>	<u>47.87%</u>	<u>48.09%</u>
Income	0	925,031			
Net Assets - Beginning of Year	<u>909,664</u>	<u>909,664</u>			
Net Assets - End of Year	<u>909,664</u>	<u>1,834,695</u>			

Percent of Year Complete 50.0%

Alpena Community College
General Fund Month to Month Tracking
For the Six Months Ending December 31, 2016

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	91,356	408,041	19,034	4,380	163,833	218,171	0	0	0	0	0	0	904,815	2,619,913
Tuition/Fees	2,672,593	433,838	(69,030)	227,191	1,697,156	77,522	0	0	0	0	0	0	5,039,270	5,528,110
Sales, Services, and Rent	12,125	213	2,775	2,715	240	313	0	0	0	0	0	0	18,381	9,000
State Aid	0	0	18,143	504,063	504,063	526,263	0	0	0	0	0	0	1,552,532	5,561,614
Federal	8,248	6,272	18,679	7,085	6,950	18,282	0	0	0	0	0	0	65,516	109,209
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	74,350
Interest	0	34	44	72	82	60	0	0	0	0	0	0	292	2,500
Other	5	395	630	130	120	90	0	0	0	0	0	0	1,370	1,200
Revenue	2,784,327	848,793	(9,725)	745,636	2,372,444	840,701	0	0	0	0	0	0	7,582,176	13,905,896
Expense														
Salaries	517,445	506,835	842,767	671,413	590,981	586,766	0	0	0	0	0	0	3,716,207	7,613,259
Fringe Benefits	284,853	249,906	384,799	315,509	280,376	309,270	0	0	0	0	0	0	1,824,713	3,750,611
Outside Services	158,104	50,306	60,243	52,691	45,922	42,373	0	0	0	0	0	0	409,639	608,765
Advertising	16,919	18,434	37,313	3,403	8,373	8,487	0	0	0	0	0	0	92,929	187,500
Supplies	4,926	11,540	23,935	24,020	15,864	6,290	0	0	0	0	0	0	86,575	250,770
Rental	0	0	0	0	0	750	0	0	0	0	0	0	750	5,500
Utilities	6,436	22,325	29,371	25,416	37,581	20,158	0	0	0	0	0	0	141,287	465,714
Telephone	4,105	4,659	5,130	4,586	4,836	915	0	0	0	0	0	0	24,231	58,813
Postage	0	738	7,031	719	6,559	3,006	0	0	0	0	0	0	18,053	40,000
Insurance	55,731	27,865	2,609	3,940	27,865	15,578	0	0	0	0	0	0	133,588	166,400
Travel & Mileage	1,346	6,146	5,921	9,480	3,871	12,178	0	0	0	0	0	0	38,942	89,162
Tuition Waivers	26,774	81,678	(1,931)	21,419	1,275	200	0	0	0	0	0	0	129,415	218,000
Library Books & Equipment	4,193	4,494	6,215	1,373	1,505	3,230	0	0	0	0	0	0	21,010	81,140
Other	1,085	5,003	3,162	8,443	1,148	969	0	0	0	0	0	0	19,810	140,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	230,262
Expense	1,081,917	989,929	1,406,565	1,142,412	1,026,156	1,010,170	0	0	0	0	0	0	6,657,149	13,905,896
Income	1,702,410	(141,136)	(1,416,290)	(396,776)	1,346,288	(169,469)	0	0	0	0	0	0	925,027	0

Alpena Community College
Consolidated Income Statement
For the Six Months Ending December 31, 2016

	General	Designated	Auxiliary	Current Unrestricted	Unfunded Pension	Restricted	Loan	Endow. & S'ship	Plant	Agency	Total
Revenue											
Property Tax	904,816	0	0	904,816	0	0	0	0	0	0	904,816
Tuition/Fees	5,039,270	307,274	30,396	5,376,940	0	(1,722)	0	0	178,627	0	5,553,845
Sales, Services, and Rent	18,380	47,657	553,570	619,607	0	(59,188)	0	0	0	0	560,419
State aid	1,552,532	0	0	1,552,532	0	0	0	0	0	0	1,552,532
Local	0	0	0	0	0	14,500	0	0	0	0	14,500
State	0	0	0	0	0	147,219	0	16,830	0	0	164,049
Federal	65,516	0	0	65,516	0	1,959,991	1,020,345	0	0	0	3,045,852
Donations	0	3,564	0	3,564	0	37,076	0	72,983	0	9,536	123,159
Interest	293	0	0	293	0	0	0	0	0	0	293
Other	1,370	6,276	(22,359)	(14,713)	0	0	105,150	0	1,276	20,277	111,990
Total Revenue	7,582,177	364,771	561,607	8,508,555	0	2,097,876	1,125,495	89,813	179,903	29,813	12,031,455
Expenditures											
Salaries	3,716,206	85,013	61,928	3,863,147	0	425,757	0	0	0	0	4,288,904
Fringe Benefits	1,824,713	34,059	28,959	1,887,731	0	183,787	0	0	0	0	2,071,518
Outside Services	409,639	20,904	87,392	517,935	0	27,744	0	0	5,727	0	551,406
Advertising	92,929	550	146	93,625	0	0	0	0	0	0	93,625
Supplies	86,574	15,899	493,117	595,590	0	39,777	0	0	0	0	635,367
Rental	750	0	0	750	0	0	0	0	0	0	750
Utilities	141,287	2,000	0	143,287	0	0	0	0	0	0	143,287
Telephone	24,231	0	0	24,231	0	0	0	0	0	0	24,231
Postage	18,052	233	12,369	30,654	0	0	0	0	0	0	30,654
Insurance	133,588	23,358	0	156,946	0	0	0	0	0	0	156,946
Travel & Mileage	38,943	12,407	1,405	52,755	0	32,330	0	0	0	0	85,085
Tuition Waivers/Payments	129,415	2,775	2,700	134,890	0	1,284,566	1,124,652	66,073	0	0	2,610,181
Library Books & Equipment	21,009	148,453	1,495	170,957	0	103,940	0	0	81,389	0	356,286
Other	19,810	5,283	2,409	27,502	0	386	0	0	14,024	29,235	71,147
Transfers	0	6,276	0	6,276	0	0	0	0	0	0	6,276
Total Expenditures	6,657,146	357,210	691,920	7,706,276	0	2,098,287	1,124,652	66,073	101,140	29,235	11,125,663
Net Revenue (Expense)	925,031	7,561	(130,313)	802,279	0	(411)	843	23,740	78,763	578	905,792
Beginning Year Net Assets	909,664	430	73,578	983,672	(19,343,390)	36,655	4,244	14,730	17,916,298	0	(387,791)
Period Ending Net Assets	1,834,695	7,991	(56,735)	1,785,951	(19,343,390)	36,244	5,087	38,470	17,995,061	578	518,001

3.884 Personnel Report

New hires, terminations, and status changes between December 16, 2016, and January 10, 2017.

New Hires:

N/A

Resignations:

N/A

Status Changes:

N/A

3.885 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between December 15, 2016 and January 9, 2017.

TOTAL GIFTS & PLEDGES: \$65,641

TOTAL DONORS: 178