

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

DATE OF NOTICE: February 10, 2017

The Alpena Community College Board of Trustees will gather at 6:15 p.m. on Wednesday, February 15, 2017, for a closed session to discuss property issues. The regular monthly board meeting will begin at approximately 7:00 p.m.

The meetings 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, February 15, 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 January 18, 2017, 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
 - 2.676 Authorization of Depository Accounts2
- 12) Information Items
 - 3.886 Financial Report.....3
 - 3.887 Personnel Report.....7
 - 3.888 Gifts and Grants Report8
- 13) Board Discussion
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: March 15, 2017, 7:00 p.m.
- 17) Adjournment

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

3.886 Financial Report

Monthly General Fund Revenue and Expense through January 31, 2017 (Year to Year Actual Comparison)

- The property tax receipts of \$1,653,202 were \$161,399 more than those for January 2016. 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 always some timing issues with receipts received by communities within the taxing district.
- Tuition/fee receipts of \$5,655,431 are \$309,138 more due to higher tuition rates and higher than budgeted enrollments.
- State aid for the current year is \$2,056,595 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 seven months of the new fiscal year shows a gain of \$1,754,453 due to higher enrollments, spring registrations completed, and higher than anticipated property tax receipts.

Monthly General Fund Revenue and Expense through January 31, 2017 (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.
- Library books and equipment is higher because of the timing of purchases.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through January 31, 2017

- The Month to Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Seven Months Ending January 31, 2017

	<u>YTD Actual FY 2017</u>	<u>YTD Actual FY 2016</u>	<u>Variance</u>
Revenue			
Property Tax	1,653,202	1,491,803	161,399
Tuition/Fees	5,655,431	5,346,293	309,138
Sales, Services, and Rent	21,025	4,114	16,911
State Aid	2,056,595	2,017,764	38,831
Federal	71,362	57,388	13,974
Donations	0	0	0
Interest	361	168	193
Other	1,475	1,285	190
Revenue	<u>9,459,451</u>	<u>8,918,815</u>	<u>540,636</u>
Expense			
Instruction	3,706,230	3,861,601	(155,371)
MIS	528,657	479,297	49,360
Instruction Support	691,273	559,484	131,789
Student Services	811,661	743,014	68,647
Institutional Administration	1,122,109	1,197,621	(75,512)
Physical Plant	845,068	814,764	30,304
Transfers	0	0	0
Expenses	<u>7,704,998</u>	<u>7,655,781</u>	<u>49,217</u>
Income	1,754,453	1,263,034	491,419
Net Assets - Beginning of Year	<u>909,664</u>	<u>817,268</u>	<u>92,396</u>
Net Assets - End of Month	<u>2,664,117</u>	<u>2,080,302</u>	<u>583,815</u>

Alpena Community College
Comparative Income Statement
General Fund
For the Seven Months Ending January 31, 2017

	FY 2017				FY 2016
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,619,913	1,653,202	(966,711)	63.10%	57.53%
Tuition/Fees	5,528,110	5,655,431	127,321	102.30%	97.86%
Sales, Services, and Rent	9,000	21,025	12,025	233.61%	34.28%
State Aid	5,561,614	2,056,595	(3,505,019)	36.98%	36.82%
Federal	109,209	71,362	(37,847)	65.34%	45.14%
Donations	74,350	0	(74,350)	0.00%	0.81%
Interest	2,500	361	(2,139)	14.44%	6.72%
Other	1,200	1,475	275	122.92%	2.51%
Revenue	<u>13,905,896</u>	<u>9,459,451</u>	<u>(4,446,445)</u>	<u>68.02%</u>	<u>64.62%</u>
Expense					
Salaries	7,613,259	4,226,080	3,387,179	55.51%	56.31%
Fringe Benefits	3,750,611	2,088,950	1,661,661	55.70%	55.36%
Outside Services	608,065	468,944	139,121	77.12%	63.76%
Advertising	187,500	118,609	68,891	63.26%	68.62%
Supplies	251,470	107,063	144,407	42.57%	51.25%
Rental	5,500	750	4,750	13.64%	27.27%
Utilities	465,714	198,904	266,810	42.71%	43.59%
Telephone	58,813	34,512	24,301	58.68%	58.75%
Postage	40,000	23,465	16,535	58.66%	43.80%
Insurance	166,400	133,588	32,812	80.28%	88.07%
Travel & Mileage	89,162	45,783	43,379	51.35%	74.29%
Tuition Waivers	218,000	199,866	18,134	91.68%	96.57%
Library Books & Equipment	81,140	36,310	44,830	44.75%	18.87%
Other	140,000	22,175	117,825	15.84%	12.24%
Transfers	230,262	0	230,262	0.00%	0.00%
Expense	<u>13,905,896</u>	<u>7,704,999</u>	<u>6,200,897</u>	<u>55.41%</u>	<u>55.46%</u>
Income	0	1,754,452			
Net Assets - Beginning of Year	909,664	909,664			
Net Assets - End of Year	<u>909,664</u>	<u>2,664,116</u>			
Percent of Year Complete		50.0%			

Alpena Community College
General Fund Month to Month Tracking
For the Seven Months Ending January 31, 2017

	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	748,386	0	0	0	0	0	1,653,201	2,619,913
Tuition/Fees	2,672,593	433,838	(69,030)	227,191	1,697,156	77,522	616,161	0	0	0	0	0	5,655,431	5,528,110
Sales, Services, and Rent	12,125	213	2,775	2,715	240	313	2,645	0	0	0	0	0	21,026	9,000
State Aid	0	0	18,143	504,063	504,063	526,263	504,063	0	0	0	0	0	2,056,595	5,561,614
Federal	8,248	6,272	18,679	7,085	6,950	18,282	5,845	0	0	0	0	0	71,361	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	69	0	0	0	0	0	361	2,500
Other	5	395	630	130	120	90	105	0	0	0	0	0	1,475	1,200
Revenue	<u>2,784,327</u>	<u>848,793</u>	<u>(9,725)</u>	<u>745,636</u>	<u>2,372,444</u>	<u>840,701</u>	<u>1,877,274</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,459,450</u>	<u>13,905,896</u>
Expense														
Salaries	517,445	506,835	842,767	671,413	590,981	586,766	509,873	0	0	0	0	0	4,226,080	7,613,259
Fringe Benefits	284,853	249,906	384,799	315,509	280,376	309,270	264,237	0	0	0	0	0	2,088,950	3,750,611
Outside Services	158,104	50,306	60,243	52,691	45,922	42,373	59,305	0	0	0	0	0	468,944	608,065
Advertising	16,919	18,434	37,313	3,403	8,373	8,487	25,680	0	0	0	0	0	118,609	187,500
Supplies	4,926	11,540	23,935	24,020	15,864	6,290	20,489	0	0	0	0	0	107,064	251,470
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	57,617	0	0	0	0	0	198,904	465,714
Telephone	4,105	4,659	5,130	4,586	4,836	915	10,281	0	0	0	0	0	34,512	58,813
Postage	0	738	7,031	719	6,559	3,006	5,413	0	0	0	0	0	23,466	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	6,840	0	0	0	0	0	45,782	89,162
Tuition Waivers	26,774	81,678	(1,931)	21,419	1,275	200	70,452	0	0	0	0	0	199,867	218,000
Library Books & Equipment	4,193	4,494	6,215	1,373	1,505	3,230	15,301	0	0	0	0	0	36,311	81,140
Other	1,085	5,003	3,162	8,443	1,148	969	2,365	0	0	0	0	0	22,175	140,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	230,262
Expense	<u>1,081,917</u>	<u>989,929</u>	<u>1,406,565</u>	<u>1,142,412</u>	<u>1,026,156</u>	<u>1,010,170</u>	<u>1,047,853</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,705,002</u>	<u>13,905,896</u>
Income	<u>1,702,410</u>	<u>(141,136)</u>	<u>(1,416,290)</u>	<u>(396,776)</u>	<u>1,346,288</u>	<u>(169,469)</u>	<u>829,421</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,754,448</u>	<u>0</u>

3.887 Personnel Report

New hires, terminations, and status changes between January 11, and February 7, 2017.

New Hires:

N/A

Resignations:

N/A

Status Changes:

Dana Labar from FT Administrator, Director of Student Support Services, to PT Administrator, Director of CET Grant – effective 1/1/17.

Jim Makowske from PT Administrator, Director of Specialized Training to On-Call Administrator, Director of WCCT – effective 1/1/17.

3.888 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between January 10 and February 7, 2017.

TOTAL GIFTS & PLEDGES: \$20,532
TOTAL DONORS: 28