

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

DATE OF NOTICE: March 10, 2017

The Alpena Community College Board of Trustees will gather at 6:00 p.m. on Wednesday, March 15, 2017, for a workshop session to discuss preparations for the College's upcoming accreditation visit.

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, March 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 February 15, 2017, Closed Meeting and 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  
None
- 12) Information Items

3.889	Financial Report.....	2
3.890	Personnel Report.....	6
3.891	Gifts and Grants Report .....	7
- 13) Board Discussion  
Topic for April workshop
- 14) New Business
- 15) Suggested Future Agenda Items
- 16) Next Regular Meeting: April 19, 2017, 7:00 p.m.
- 17) Adjournment

### **3.889 Financial Report**

#### Monthly General Fund Revenue and Expense through February 28, 2017 (Year to Year Actual Comparison)

- The property tax receipts of \$1,951,365 were \$173,319 less than those for February 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. Alpena Township's taxes had not been received as of February 28, for which last year accounted for \$288,000.
- Tuition/fee receipts of \$5,638,758 are \$301,281 more due to higher tuition rates and higher than budgeted enrollments.
- State aid for the current year is \$2,560,659 as anticipated.
- Instruction is lower due to moving tutor expenses to Instructional Support, turnover, timing of overload pay, 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 eight months of the new fiscal year shows a gain of \$1,607,966 due to higher enrollments.

#### Monthly General Fund Revenue and Expense through February 28, 2017 (Budget to Actual Comparison)

- Property taxes are lower 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 February 28, 2017

- The Month to Month comparisons are tracking as expected.

**Alpena Community College**  
**General Fund**  
**Year to Year Actual Comparison**  
**For the Eight Months Ending February 28, 2017**

	<u>YTD Actual FY 2017</u>	<u>YTD Actual FY 2016</u>	<u>Variance</u>
Revenue			
Property Tax	1,951,365	2,124,684	(173,319)
Tuition/Fees	5,638,758	5,337,477	301,281
Sales, Services, and Rent	21,350	4,696	16,654
State Aid	2,560,659	2,514,528	46,131
Federal	77,300	57,388	19,912
Donations	0	0	0
Interest	433	210	223
Other	1,875	1,525	350
Revenue	<u>10,251,740</u>	<u>10,040,508</u>	<u>211,232</u>
Expense			
Instruction	4,174,755	4,417,889	(243,134)
MIS	580,192	535,253	44,939
Instruction Support	782,038	673,676	108,362
Student Services	891,102	830,806	60,296
Institutional Administration	1,242,751	1,341,587	(98,836)
Physical Plant	972,936	945,311	27,625
Transfers	0	0	0
Expenses	<u>8,643,774</u>	<u>8,744,522</u>	<u>(100,748)</u>
Income	1,607,966	1,295,986	311,980
Net Assets - Beginning of Year	<u>909,664</u>	<u>817,268</u>	<u>92,396</u>
Net Assets - End of Month	<u>2,517,630</u>	<u>2,113,254</u>	<u>404,376</u>

**Alpena Community College**  
**Comparative Income Statement**  
**General Fund**  
**For the Eight Months Ending February 28, 2017**

	FY 2017				FY 2016
	Budget	YTD Actual	Variance	Complete	Complete
<b>Revenue</b>					
Property Tax	2,619,913	1,951,365	(668,548)	74.48%	81.94%
Tuition/Fees	5,528,110	5,638,758	110,648	102.00%	97.70%
Sales, Services, and Rent	9,000	21,350	12,350	237.22%	39.13%
State Aid	5,561,614	2,560,659	(3,000,955)	46.04%	45.89%
Federal	109,209	77,300	(31,909)	70.78%	45.14%
Donations	74,350	0	(74,350)	0.00%	0.81%
Interest	2,500	433	(2,067)	17.32%	8.40%
Other	1,200	1,875	675	156.25%	2.98%
Revenue	<u>13,905,896</u>	<u>10,251,740</u>	<u>(3,654,156)</u>	<u>73.72%</u>	<u>72.75%</u>
<b>Expense</b>					
Salaries	7,613,259	4,770,485	2,842,774	62.66%	64.49%
Fringe Benefits	3,750,611	2,327,189	1,423,422	62.05%	63.57%
Outside Services	608,065	516,769	91,296	84.99%	73.79%
Advertising	187,500	134,732	52,768	71.86%	79.43%
Supplies	251,470	127,183	124,287	50.58%	58.95%
Rental	5,500	750	4,750	13.64%	40.91%
Utilities	465,714	248,103	217,611	53.27%	53.66%
Telephone	58,813	39,332	19,481	66.88%	67.29%
Postage	40,000	23,575	16,425	58.94%	45.58%
Insurance	166,400	133,588	32,812	80.28%	88.07%
Travel & Mileage	89,162	49,696	39,466	55.74%	76.88%
Tuition Waivers	218,000	203,486	14,514	93.34%	98.41%
Library Books & Equipment	81,140	40,987	40,153	50.51%	22.03%
Other	140,000	27,898	112,102	19.93%	15.42%
Transfers	230,262	0	230,262	0.00%	0.00%
Expense	<u>13,905,896</u>	<u>8,643,773</u>	<u>5,262,123</u>	<u>62.16%</u>	<u>63.35%</u>
Income	0	1,607,967			
Net Assets - Beginning of Year	909,664	909,664			
Net Assets - End of Year	909,664	2,517,631			
Percent of Year Complete		50.0%			

**Alpena Community College**  
**General Fund Month to Month Tracking**  
**For the Eight Months Ending February 28, 2017**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
<b>Revenue</b>														
Property Tax	91,356	408,041	19,034	4,380	163,833	218,171	748,386	298,164	0	0	0	0	1,951,365	2,619,913
Tuition/Fees	2,672,593	433,838	(69,030)	227,191	1,697,156	77,522	616,161	(16,674)	0	0	0	0	5,638,757	5,528,110
Sales, Services, and Rent	12,125	213	2,775	2,715	240	313	2,645	325	0	0	0	0	21,351	9,000
State Aid	0	0	18,143	504,063	504,063	526,263	504,063	504,064	0	0	0	0	2,560,659	5,561,614
Federal	8,248	6,272	18,679	7,085	6,950	18,282	5,845	5,938	0	0	0	0	77,299	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	72	0	0	0	0	433	2,500
Other	5	395	630	130	120	90	135	370	0	0	0	0	1,875	1,200
Revenue	2,784,327	848,793	(9,725)	745,636	2,372,444	840,701	1,877,304	792,259	0	0	0	0	10,251,739	13,905,896
<b>Expense</b>														
Salaries	517,445	506,835	842,767	671,413	590,981	586,766	509,873	544,405	0	0	0	0	4,770,485	7,613,259
Fringe Benefits	284,853	249,906	384,799	315,509	280,376	309,270	264,237	238,239	0	0	0	0	2,327,189	3,750,611
Outside Services	158,104	50,306	60,243	52,691	45,922	42,373	59,305	47,825	0	0	0	0	516,769	608,065
Advertising	16,919	18,434	37,313	3,403	8,373	8,487	25,680	16,123	0	0	0	0	134,732	187,500
Supplies	4,926	11,540	23,935	24,020	15,864	6,290	20,489	20,120	0	0	0	0	127,184	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	49,199	0	0	0	0	248,103	465,714
Telephone	4,105	4,659	5,130	4,586	4,836	915	10,281	4,820	0	0	0	0	39,332	58,813
Postage	0	738	7,031	719	6,559	3,006	5,413	110	0	0	0	0	23,576	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	3,914	0	0	0	0	49,696	89,162
Tuition Waivers	26,774	81,678	(1,931)	21,419	1,275	200	70,452	3,620	0	0	0	0	203,487	218,000
Library Books & Equipment	4,193	4,494	6,215	1,373	1,505	3,230	15,301	4,678	0	0	0	0	40,989	81,140
Other	1,085	5,003	3,162	8,443	1,148	969	2,365	5,723	0	0	0	0	27,898	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	1,047,853	938,776	0	0	0	0	8,643,778	13,905,896
Income	1,702,410	(141,136)	(1,416,290)	(396,776)	1,346,288	(169,469)	829,451	(146,517)	0	0	0	0	1,607,961	0

### **3.890 Personnel Report**

New hires, terminations, and status changes between February 8 and March 8, 2017.

New Hires:

N/A

Resignations:

N/A

Status Changes:

N/A



### **3.891 Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the College and its Foundation between February 8 and March 7, 2017.

**TOTAL GIFTS & PLEDGES: \$10,532**  
**TOTAL DONORS: 25**