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

DATE OF NOTICE: March 15, 2013

The Alpena Community College Board of Trustees will convene at 7:00 p.m. on Thursday, March 21, 2013, for its regular monthly meeting. 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, on the Alpena Campus.

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

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
REGULAR MEETING
Thursday, March 21, 2013, 7:00 p.m.
Roger C. Bauer Board Room, Room 400 of the 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 February 20, 2013, Regular Proceedings

5) Introduction of Guests and Public Comment

6) Communication(s)

7) Board Member and Subcommittee Reports

8) Faculty Report

9) Student Report

10) President's Report

11) Action Items

- 2.552 Resolutions of Appreciation for PTK All-Michigan Academic Team Members
- 2.553 Resolutions of Appreciation and Emeritus Status for Joseph Klemens and Julie Robarge
- 2.554 2013 Lighting Project Purchases
- 2.555 Institutional Statement of Vision and Values

12) Information Items

- 3.756 Financial Report
- 3.757 Personnel Report
- 3.758 Gifts and Grants Report

13) New Business

14) Suggested Future Agenda Items

15) Next Regular Meeting: Thursday, April 18, 2013, 7:00 p.m.

16) Adjournment

2.552 **Resolutions of Appreciation for PTK All-Michigan Academic Team Members**

Phi Theta Kappa International Honor Society, headquartered in Jackson, Mississippi, is the largest honor society in American higher education with 1,250 chapters on two-year and community college campuses in all 50 of the United States and throughout the world. More than two million students have been inducted since its founding in 1918, with approximately 100,000 students inducted annually.

Each year Phi Theta Kappa recognizes the achievements of Michigan community college students through the Phi Theta Kappa All-Michigan Academic Team. Students are selected based on academic achievement, community service involvement and leadership accomplishment. Phi Theta Kappa's All-State recognition programs are conducted in 32 states. All-state team members have the opportunity to be named to the All-USA Team, and may receive stipends.

This year, three ACC students were named to the 2013 All-Michigan Academic Team. Those students are Vera Middleton (representing the Huron Shores Campus), Alan Phillips, and Rose Prell.

Therefore,

The following resolution is proposed:

That the Board of Trustees adopts resolutions of appreciation for Vera Middleton, Alan Phillips, and Rose Prell, and congratulates them on their distinguished academic successes.

RESOLUTION OF APPRECIATION

Vera L. Middleton

WHEREAS, the encouragement of scholarly achievement is a major purpose of Alpena Community College;

WHEREAS, scholarly achievement manifest itself in a person who excels in the classroom, who has the intellectual curiosity to pursue academic, career, and cultural enrichment outside the traditional classroom, who shows evidence of substantial development of talents in academic and/or technical education, and who has demonstrated an ability to share this development with others;

WHEREAS, Ms. Middleton has aptly demonstrated such notable scholarly achievements throughout her academic career at Alpena Community College and was appropriately recognized as a member of the Phi Theta Kappa 2013 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulation to Ms. Vera L. Middleton for her numerous contributions to increasing the quality of life at the College and for her outstanding scholarly accomplishments throughout her enrollment at the College.

_____	_____
John E. Briggs, Chairman	Olin H. Joynton, President
Alpena Community College Board of Trustees	Alpena Community College

Date: March 21, 2013

RESOLUTION OF APPRECIATION

Alan J. Phillips

WHEREAS, the encouragement of scholarly achievement is a major purpose of Alpena Community College;

WHEREAS, scholarly achievement manifest itself in a person who excels in the classroom, who has the intellectual curiosity to pursue academic, career, and cultural enrichment outside the traditional classroom, who shows evidence of substantial development of talents in academic and/or technical education, and who has demonstrated an ability to share this development with others;

WHEREAS, Mr. Phillips has aptly demonstrated such notable scholarly achievements throughout his academic career at Alpena Community College and was appropriately recognized as a member of the Phi Theta Kappa 2013 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulation to Mr. Alan J. Phillips for his numerous contributions to increasing the quality of life at the College and for his outstanding scholarly accomplishments throughout his enrollment at the College.

_____	_____
John E. Briggs, Chairman	Olin H. Joynton, President
Alpena Community College Board of Trustees	Alpena Community College

Date: March 21, 2013

RESOLUTION OF APPRECIATION

Rose M. Prell

WHEREAS, the encouragement of scholarly achievement is a major purpose of Alpena Community College;

WHEREAS, scholarly achievement manifest itself in a person who excels in the classroom, who has the intellectual curiosity to pursue academic, career, and cultural enrichment outside the traditional classroom, who shows evidence of substantial development of talents in academic and/or technical education, and who has demonstrated an ability to share this development with others;

WHEREAS, Ms. Prell has aptly demonstrated such notable scholarly achievements throughout her academic career at Alpena Community College and was appropriately recognized as a member of the Phi Theta Kappa 2013 All-Michigan Academic Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Alpena Community College unanimously extends its sincerest congratulation to Ms. Rose M. Prell for her numerous contributions to increasing the quality of life at the College and for her outstanding scholarly accomplishments throughout her enrollment at the College.

_____	_____
John E. Briggs, Chairman	Olin H. Joynton, President
Alpena Community College Board of Trustees	Alpena Community College

Date: March 21, 2013

2.553 **Resolutions of Appreciation and Emeritus Status for Joseph Klemens and Julie Robarge**

Alpena Community College continues to be most fortunate to have talented and dedicated employees who provide consistent and positive service to the institution and our students. One of the significant ways the College acknowledges this service is by resolution when these distinguished employees retire and emeritus status may be considered.

Two long-term, full-time members of the faculty and staff have retired at the end of the during the 2012-13 College year. They are Joseph Klemens and Julie Robarge.

Therefore,

The following resolution is proposed:

That the Board of Trustees adopts resolutions of appreciation for Joseph Klemens and Julie Robarge, extends its sincerest best wishes to them for much continued success in all their future activities, and confers emeritus status and all appropriate honors and benefits upon them on their retirement.

EMERITUS RESOLUTION
Joseph Klemens
March 21, 2013

WHEREAS, Joseph Klemens has served with distinction on the staff of Alpena Community College since March 1993 as a valued member of the administration in his role as director of the Upward Bound program; and

WHEREAS, he has demonstrated a consistent spirit of professionalism, collegialism, and academic excellence; and

WHEREAS, he has been described by colleagues as "a joy to work with," and they noted he was always quick to solve a problem and did so without hesitation, putting his program and students above his own interests; and

WHEREAS, he has always emphasized the qualities of responsibility and hard work into the students with whom he worked; and

WHEREAS, his commitment to serving students and the community has been evidenced through his oft-repeated phrase, "It's all about the kids;" and

WHEREAS, after 19 years of service to Alpena Community College and its students, his retirement was effective March 2013.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds this dedicated staff member and, recognizing his distinguished attributes, confers upon Joseph Klemens the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto; and

FURTHER, BE IT RESOLVED that the Board of Trustees of Alpena Community College, in recognition of his noteworthy accomplishments and dedication, wishes to convey its deep appreciation to Joseph Klemens.

_____ _____

John E. Briggs, Chairman of the Board Olin Joynton, President

EMERITUS RESOLUTION
Julie Robarge
March 21, 2013

WHEREAS, Julie Robarge has served with distinction on the staff of Alpena Community College since September 1993 as a valued member of the faculty in her role as Upward Bound counselor; and

WHEREAS, she was a gifted counselor who gave countless hours to alert both high school and college students about the dangers of alcohol abuse; and

WHEREAS, her commitment to serving students has been evidenced through her efforts to help students create plans for a successful personal future and for college; and

WHEREAS, she created and assisted with programs that developed the skills and motivation necessary for successful completion of postsecondary education; and

WHEREAS, after 19 years of service to Alpena Community College and its students, her retirement was effective February 2013;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Alpena Community College unanimously applauds this dedicated staff member and, recognizing her distinguished attributes, confers upon Julie Robarge the title of EMERITUS, as appropriate with all the rights and privileges appertaining thereunto; and

FURTHER, BE IT RESOLVED that the Board of Trustees of Alpena Community College, in recognition of her noteworthy accomplishments and dedication, wishes to convey its deep appreciation to Julie Robarge.

_____ _____

John E. Briggs, Chairman of the Board Olin Joynton, President

2.554 **2013 Lighting Project Purchases**

In an effort to reduce our carbon footprint and reduce our energy cost we are proposing to upgrade our parking lot lighting and building perimeter lighting from Metal Halide to LED lighting on both the Alpena and Oscoda campuses. In addition we are proposing to replace the Metal Halide lighting in the plant section of WCCT with high bay fluorescents. This will reduce our kilowatt consumption by 78639.6 kw and reduce our energy cost by $7,864 per year based on our present energy cost of $.10/kw. The cost of the project is $37,994.51. Utilizing the present rebate program of $7,285.40, our ROI for this project is approximately 3.9 years, even less when you consider the maintenance cost of the present lighting. The life span of the LED lights is 100,000 hours and based on our usage that's equivalent to 32 years.

Current staff, with direction from a local licensed electrician, will be installing the lighting. Interior lights will be installed first and when weather permits, exterior lights will be installed. Funding will come from the Maintenance and Replacement Fund. The following are the items placed in the RFP:

70 Count LED 104 Watt Parking Lot lights
11 Count LED 52 Watt Parking Lot Lights
19 Count LED 30 Watt Perimeter Lights
20 Count Fluorescent 224 Watt T8 Lights for WCCT High Bay.

We requested bids from the following suppliers with the following results:

Bidder	Location	Amount
Kendall Electric	Alpena, MI	$37,994.51
Standard Electric	Alpena, MI	$38,410.00
All Phase Electric Supply Company	Petoskey, MI	None submitted

After reviewing the bids, administrative services staff recommend the bid from Kendall Electric. Past experience with them has been very positive as well.

<u>The following resolution is proposed:</u>

That the Board of Trustees authorizes appropriate College officials to contract with Kendall Electric to purchase lighting fixtures as described above for a price not to exceed $37,994.51.

2.555 **Institutional Statement of Vision and Values**

Organizations of all types benefit from codifying their operational methodology through mission, vision, and values statements. Higher education accreditation organizations also use these statements in the accreditation process as a way of proving the audited institution meets the accreditation criteria.

On February 20, 2012, the Alpena Community College Board of Trustees met in a retreat session to discuss vision and values statements to be adopted by the College. Following are the draft statements:

Vision: To be recognized in our local and global communities as the premier resource and first choice for exceptional, affordable, and innovative education.

Values:

- We hold ourselves **accountable** to all our stakeholders, students, staff, business partners, industry alliances, and taxpayers.
- We act with **integrity**, placing fairness and honesty at the center of all our actions.
- We aspire to **excellence** in all our endeavors.
- We **respect** diversity, individual contributions, and educational partnerships.

<u>The following resolution is proposed:</u>

That the Board of Trustees adopts the proposed statements, above, as Alpena Community College's official Vision and Values Statements, and directs ACC personnel to publish the information in the appropriate places.

3.756 **Financial Report**

Monthly General Fund Revenue and Expense through February 2013 (Year to Year Actual Comparison)

- The property tax receipts of $2,156,171 were $55,411 less than those a year ago as expected.
- The increased tuition rate caused tuition/fee receipts of $6,218,088 to go up by $115,256.
- State aid for the current year is up by $110,514 due to a modest increase in appropriations this year and a lump sum payment for MPSERS reimbursement.
- Instruction expense is down by $179,067 as budgeted because of only two payrolls processed in December (compared with three last year) and two faculty retirements.
- In spite of the difference in payrolls, MIS expense is $298 more than last February because of retaining a substitute technician to take the place of a colleague on extended medical leave.
- Instructional support expense is $106,436 less than last February due to the number of payrolls, the vice presidential vacancy, and the transfer of an administrative position to a federal grant.
- The $50,497 increase in student services expense ties to the number of scholarships for all categories processed within the General Fund this year.
- Institutional administration expense nets out at $1,907 more compared with last February. Expense in this category was less due to the number of payrolls and the vacancy in the board secretary position, but these reductions were offset by increased legal fees and telephone charges compared to last year.
- The physical plant expense decrease of $24,727 is also due to the number of payrolls, as well as a reduction of a custodian position.
- Net income through the eighth month of the fiscal year shows as a gain of $1,663,876, due primarily to one less payroll and increased tuition/fee revenue.

Monthly General Fund Revenue and Expense through February 2013 (Budget to Actual Comparison)

- The tuition/fee revenue is level as a percentage with last year because of a budgeted decline in enrollments and a 7% increase in tuition rates.
- Salaries and fringe benefits are lower due to one less payroll processed so far this year.
- Outside service expense is slightly lower because of reduced auditing costs, lower building maintenance costs and a reclassification of dues.
- Telephone expense is higher because of lower costs last year awaiting decision on the new system.
- Travel expense is down as a percentage because of restoring travel to FY13 funding.
- The tuition waivers/dues category is up 27 points due to all scholarships budgeted and charged to the General Fund this year and a misclassification of MCCA dues paid last year, which was corrected at the end of the year.
- The Other category is higher due primarily to higher credit card usage.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through February 2013

- The Month to Month comparisons are tracking as expected. Note the near level payroll and fringe benefits for the first three months with a jump in October to cover faculty overload pay. An additional payroll appears in November. A similar situation occurs in the second half of the year.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Eight Months Ending February 28, 2013

	YTD Actual FY 2013	YTD Actual FY 2012	Variance
Revenue			
Property Tax	2,156,171	2,211,582	(55,411)
Tuition/Fees	6,218,088	6,102,832	115,256
Sales, Services, and Rent	8,538	5,805	2,733
State Aid	2,376,100	2,265,586	110,514
Federal	65,388	57,680	7,708
Donations	0	0	0
Interest	1,030	1,060	(30)
Other	1,316	2,063	(747)
Revenue	10,826,631	10,646,608	180,023
Expense			
Instruction	4,837,263	5,016,330	(179,067)
MIS	587,826	587,528	298
Instruction Support	664,960	771,396	(106,436)
Student Services	744,112	693,615	50,497
Institutional Administration	1,325,573	1,323,666	1,907
Physical Plant	1,000,334	1,025,061	(24,727)
Transfers	2,687	1,438	1,249
Expenses	9,162,755	9,419,034	(256,279)
Income	1,663,876	1,227,574	436,302
Net Assets - Beginning of Year	1,002,819	986,615	16,204
Net Assets - End of Year	2,666,695	2,214,189	452,506

Alpena Community College
Comparative Income Statement
General Fund
For the Eight Months Ending February 28, 2013

	FY 2013				FY 2012
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,514,039	2,156,171	(357,868)	85.77%	85.33%
Tuition/Fees	6,494,938	6,218,088	(276,850)	95.74%	95.30%
Sales, Services, and Rent	12,000	8,538	(3,462)	71.15%	48.38%
State Aid	5,153,766	2,376,100	(2,777,666)	46.10%	45.45%
Federal	128,129	65,388	(62,741)	51.03%	53.84%
Donations	49,000	0	(49,000)	0.00%	0.00%
Interest	9,000	1,030	(7,970)	11.44%	11.78%
Other	73,150	1,316	(71,834)	1.80%	2.82%
Revenue	14,434,022	10,826,631	(3,607,391)	75.01%	74.72%
Expense					
Salaries	7,752,049	5,106,144	2,645,905	65.87%	68.80%
Fringe Benefits	4,122,488	2,584,776	1,537,712	62.70%	65.25%
Outside Services	589,753	414,058	175,695	70.21%	71.41%
Advertising	178,630	107,401	71,229	60.12%	54.23%
Supplies	315,036	169,247	145,789	53.72%	58.27%
Rental	3,000	0	3,000	0.00%	16.67%
Utilities	460,810	250,817	209,993	54.43%	54.62%
Telephone	53,000	37,912	15,088	71.53%	32.66%
Postage	50,000	25,357	24,643	50.71%	58.48%
Insurance	177,160	145,346	31,814	82.04%	71.57%
Travel & Mileage	94,700	54,744	39,956	57.81%	94.91%
Tuition Waivers	221,000	206,047	14,953	93.23%	65.98%
Library Books & Equipment	82,140	22,090	60,050	26.89%	39.31%
Other	106,500	36,134	70,366	33.93%	21.44%
Transfers	227,756	2,682	225,074	1.18%	2.02%
Expense	14,434,022	9,162,755	5,271,267	63.48%	66.11%
Income	0	1,663,876			
Net Assets - Beginning of Year	1,002,819	1,002,819			
Net Assets - End of Year	1,002,819	2,666,696			

Percent of Year Complete: 66.67%

Alpena Community College

General Fund Month to Month Tracking

For the Eight Months Ending February 28, 2013

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	102,825	439,316	11,950	5,633	1,923	211,050	814,446	569,027	0	0	0	0	2,156,171	2,514,039
Tuition/Fees	2,643,974	671,209	(3,825)	539,731	1,335,994	261,962	782,386	(13,342)	0	0	0	0	6,218,088	6,494,938
Sales, Services, and Rent	2,412	297	297	2,397	297	0	593	2,247	0	0	0	0	8,538	12,000
State Aid	0	0	0	464,654	517,484	464,654	464,654	464,654	0	0	0	0	2,376,100	5,153,766
Federal	335	19,209	6,366	6,862	10,858	6,225	9,524	6,008	0	0	0	0	65,388	128,129
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	49,000
Interest	0	129	146	0	506	110	69	70	0	0	0	0	1,030	9,000
Other	(10)	25	300	480	170	48	150	152	0	0	0	0	1,316	73,150
Revenue	2,749,536	1,130,185	15,234	1,019,757	1,867,232	944,049	2,071,822	1,028,816	0	0	0	0	10,826,631	14,434,022
Expense														
Salaries	540,532	515,787	567,989	697,454	904,409	602,247	514,073	763,653	0	0	0	0	5,106,144	7,749,417
Fringe Benefits	290,622	284,535	307,596	336,205	408,259	312,393	293,045	354,803	0	0	0	0	2,587,458	4,121,586
Outside Services	123,920	24,781	23,523	61,668	50,924	45,331	30,184	53,728	0	0	0	0	414,058	594,083
Advertising	4,225	18,468	31,420	14,242	1,522	3,677	13,570	20,277	0	0	0	0	107,401	178,630
Supplies	2,212	17,070	19,200	41,901	23,443	29,267	16,021	20,131	0	0	0	0	169,247	313,940
Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000
Utilities	262	23,711	24,503	27,713	32,822	50,593	42,806	48,406	0	0	0	0	250,817	448,810
Telephone	0	1,345	13,145	5,469	4,325	4,449	4,536	4,644	0	0	0	0	37,912	53,000
Postage	1,441	6,361	2,163	1,134	1,654	6,860	5,489	254	0	0	0	0	25,357	50,000
Insurance	51,777	28,647	25,889	0	0	25,889	13,145	0	0	0	0	0	145,346	177,160
Travel & Mileage	2,343	5,148	5,542	6,870	7,579	20,523	3,686	3,052	0	0	0	0	54,744	94,000
Tuition Waivers	22,176	6,909	63,223	32,393	0	3,250	57,034	21,062	0	0	0	0	206,047	221,000
Library Books & Equipment	0	6,939	173	7,398	5,737	275	494	1,074	0	0	0	0	22,090	83,140
Other	19	1,002	2,824	4,998	10,910	1,914	5,205	9,263	0	0	0	0	36,134	106,500
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	239,756
Expense	1,039,529	940,703	1,087,190	1,237,445	1,451,584	1,106,668	999,288	1,300,347	0	0	0	0	9,162,755	14,434,022
Income	1,710,007	189,482	(1,071,956)	(217,688)	415,648	(162,619)	1,072,534	(271,531)	0	0	0	0	1,663,876	0

3.757 **Personnel Report**

New hires, terminations, and status changes for February 2013.

New Hires:
N/A

Terminations:
N/A

Status Changes:
N/A

3.758 **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the College and its Foundation between February 12, 2013, and March 12, 2013.

Total Gifts & Pledges: $20,829
Total Number of Donors: 87