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

DATE OF NOTICE: August 9, 2013

The Alpena Community College Board of Trustees will convene at 7:00 p.m. on Thursday, August 15, 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.

After the regular meeting agenda has been addressed, **the Board will enter into closed session to hear a presentation from trainer/facilitator Ed Hartfield of Hartfield Resolution Group related to possible contract negotiation strategies and objectives for the next year**. The start time of the closed session is estimated to be around 8 p.m., but may be sooner or later depending on the length of the regular meeting.

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, August 15, 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 June 24, 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

    2.568 Statement of Support of the Guard and Reserve
    2.569 Acceptance of Bid for Alternative Energy and Smart Grid Technology Learning System

12) Information Items

    3.768 Financial Report
    3.769 Personnel Report
    3.770 Gifts and Grants Report

13) New Business

14) Suggested Future Agenda Items

15) Next Regular Meeting: September 19, 2013.

16) Adjournment

2.568 **Statement of Support of the Guard and Reserve**

In late June Alpena Community College was contacted by Gary Aten, program support technician for the Michigan Committee for Employer Support for the Guard and Reserve, who requested that the College sign a statement of support for legal provisions relating to re-employment of staff taking leave for military service. In essence these requirements include holding the person's position for re-employment after military service for up to six years, making additions to the person's seniority standing as if there were no leave, and providing any training that the person missed.

The governors of all 50 states have signed such statements, and in Michigan signatories include presidents of Mott Community College, Baker College, Central Michigan University, Davenport University, Western Michigan University, Northwood University, Lansing Community College, and Northwestern Michigan College. The request for Alpena Community College to join them has the support of former Senator Jason Allen, now serving as senior deputy director of the Michigan Department of Military and Veterans Affairs.

As a veteran-friendly campus Alpena Community College certainly does appreciate the sacrifices made by those serving in the military and would take every occasion for thanking them. The College does not hesitate to affirm its commitment to provisions of the Uniformed Services Employment and Re-Employment Rights Act of 1994 and to continue its strong record of services for current and former military members seeking education and training.

Therefore, the following resolution is proposed:

That the Alpena Community College Board of Trustees expresses its profound gratitude to citizens with current and former military service, its encouragement for continued hospitality and assistance for those of them pursuing certificates and degrees at ACC, and its direction for the president to sign the attached Statement of Support for the Guard and Reserve.

STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE

Alpena Community College

We recognize the Guard and Reserve are essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills Service members bring to the workforce and will encourage opportunities to employ Guardsmen, Reservists, and Veterans.
- We will continually recognize and support our country's Service members and their families in peace, in crisis, and in war.

Employer	*Paul E. Mock* *National Chair, ESGR*	*Chuck Hagel* *Secretary of Defense*
Date		

EMPLOYER SUPPORT OF THE GUARD AND RESERVE

2.569 **Acceptance of Bid for Alternative Energy and Smart Grid Technology Learning System**

Alternative energy and smart grid learning systems will support the growth of the College's highly regarded electrical programs into new programs incorporating renewable energy sources and smart grid technology as the Electrical Power Technology Center moves toward construction. Alternative energy and smart grid technology together comprise one of five tracks in the TAACCCT grant, and a line item to procure equipment to support development of this track was a component of the TAACCCT grant when it was awarded in 2011. As the grant matures, procurement of this equipment now needs to move ahead. With the guidance and assistance of Instructor Roy Smith, a request for proposals for an applied-technology, panel-based learning system was built upon the following specifications:

- AC/DC Electrical Learning System
- Alternative Energy – Small Wind and Solar Combined
- Electrical Control/PLC Training systems
- Smart Grid Technology System

The request for proposals brought in responses as follows from three bidders:

Company	Bid
Applied Technology Systems PO Box 250232 Franklin, MI 48025	$153,010
ATTI of Michigan 37904 Lakeshore Dr Harrison Township, MI 48045-2853	$163,400
Amatrol, Inc. 2400 Centennial Blvd Jeffersonville, IN 47130	$133,498

College officials have reviewed the bids and determined that the low bidder, Amatrol, did not meet all of the specifications of the RFP and the other two bidders met the specifications.

Therefore, the following resolution is proposed:

That the Alpena Community College Board of Trustees authorizes College officials to purchase the alternative energy and smart grid technology learning system meeting specification from Applied Technology Systems at a cost not to exceed $153,010, using funds from the TAACCCT grant for the purchase.

3.768 **Financial Report**

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

- The property tax receipts of $115,671 were $12,846 more than those for August 2012. This is due to timing of receipts.
- Tuition/fee receipts of $2,598,745 are $45,229 less than last year because of lower than anticipated enrollments through July.
- State aid for the current year is zero because of the normal start month of October.
- Instruction support is up due primarily from the timing of two invoices for administrative and subscription services for the library.
- Institutional administration expense is up by $13,008 compared with last July due to the timing of the worker's compensation invoice.
- Net income through the first month of the new fiscal year shows as a gain of $1,637,303 which is typical for this time of year, when fall tuition receipts have built up.

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

- The tuition/fee revenue is slightly behind last year's because of less than anticipated registrations for fall.
- Advertising is up due to a concerted effort to improve enrollments.
- Insurance is up ten points because of timing for a worker's compensation invoice.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through July 2013

- The Month to Month comparisons are tracking as expected.

Alpena Community College
General Fund
Year to Year Actual Comparison
For the Month Ending July 31, 2013

	YTD Actual FY 2013	YTD Actual FY 2012	Variance
Revenue			
Property Tax	115,671	102,825	12,846
Tuition/Fees	2,598,745	2,643,974	(45,229)
Sales, Services, and Rent	447	2,412	(1,965)
State Aid	0	0	0
Federal	0	335	(335)
Donations	0	0	0
Interest	0	0	0
Other	15	(10)	25
Revenue	2,714,878	2,749,536	(34,658)
Expense			
Instruction	462,284	454,569	7,715
MIS	150,413	147,785	2,628
Instruction Support	93,987	79,447	14,540
Student Services	81,789	83,921	(2,132)
Institutional Administration	209,384	196,376	13,008
Physical Plant	79,023	77,080	1,943
Transfers	695	352	343
Expenses	1,077,575	1,039,530	38,045
Income	1,637,303	1,710,006	(72,703)
Net Assets - Beginning of Year	1,617,237	1,002,819	614,418
Net Assets - End of Year	3,254,540	2,712,825	541,715

Alpena Community College
Comparative Income Statement
General Fund
For the Month Ending July 31, 2013

	FY 2014				FY 2013
	Budget	YTD Actual	Variance	Complete	Complete
Revenue					
Property Tax	2,540,658	115,671	(2,424,987)	4.55%	4.09%
Tuition/Fees	6,483,680	2,598,745	(3,884,935)	40.08%	40.71%
Sales, Services, and Rent	24,000	447	(23,553)	1.86%	20.10%
State Aid	5,256,841	0	(5,256,841)	0.00%	0.00%
Federal	108,129	0	(108,129)	0.00%	0.26%
Donations	50,500	0	(50,500)	0.00%	0.00%
Interest	2,500	0	(2,500)	0.00%	0.00%
Other	73,150	15	(73,135)	0.02%	-0.01%
Revenue	14,539,458	2,714,877	(11,824,581)	18.67%	19.05%
Expense					
Salaries	7,888,559	528,179	7,360,380	6.70%	6.98%
Fringe Benefits	4,107,485	286,817	3,820,668	6.98%	7.04%
Outside Services	614,095	135,345	478,750	22.04%	20.86%
Advertising	178,630	16,684	161,946	9.34%	2.37%
Supplies	315,288	4,071	311,217	1.29%	0.70%
Rental	3,000	2,000	1,000	66.67%	0.00%
Utilities	442,314	212	442,102	0.05%	0.06%
Telephone	53,000	432	52,568	0.81%	0.00%
Postage	50,000	283	49,717	0.57%	2.88%
Insurance	172,000	68,227	103,773	39.67%	29.23%
Travel & Mileage	71,200	1,914	69,286	2.69%	2.49%
Tuition Waivers	221,000	26,711	194,290	12.09%	10.03%
Library Books & Equipment	83,140	5,793	77,347	6.97%	0.00%
Other	159,000	212	158,788	0.13%	0.02%
Transfers	180,747	695	180,052	0.38%	0.15%
Expense	14,539,458	1,077,576	13,461,882	7.41%	7.20%
Income	0	1,637,302			
Net Assets - Beginning of Year	1,617,237	1,617,237			
Net Assets - End of Year	1,617,237	3,254,538			

Percent of Year Complete: 8.33%

Alpena Community College
General Fund Month to Month Tracking
For the Month Ending July 31, 2013

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget
Revenue														
Property Tax	115,671	0	0	0	0	0	0	0	0	0	0	0	115,671	2,540,658
Tuition/Fees	2,598,745	0	0	0	0	0	0	0	0	0	0	0	2,598,745	6,483,680
Sales, Services, and Rent	447	0	0	0	0	0	0	0	0	0	0	0	447	24,000
State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	5,256,841
Federal	0	0	0	0	0	0	0	0	0	0	0	0	0	108,129
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	50,500
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Other	15	0	0	0	0	0	0	0	0	0	0	0	15	73,150
Revenue	2,714,878	0	0	0	0	0	0	0	0	0	0	0	2,714,878	14,539,458
Expense														
Salaries	528,179	0	0	0	0	0	0	0	0	0	0	0	528,179	7,888,559
Fringe Benefits	287,513	0	0	0	0	0	0	0	0	0	0	0	287,513	4,107,485
Outside Services	135,345	0	0	0	0	0	0	0	0	0	0	0	135,345	614,095
Advertising	16,684	0	0	0	0	0	0	0	0	0	0	0	16,684	178,630
Supplies	4,071	0	0	0	0	0	0	0	0	0	0	0	4,071	315,288
Rental	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000	3,000
Utilities	212	0	0	0	0	0	0	0	0	0	0	0	212	430,314
Telephone	432	0	0	0	0	0	0	0	0	0	0	0	432	53,000
Postage	283	0	0	0	0	0	0	0	0	0	0	0	283	50,000
Insurance	68,227	0	0	0	0	0	0	0	0	0	0	0	68,227	172,000
Travel & Mileage	1,914	0	0	0	0	0	0	0	0	0	0	0	1,914	71,200
Tuition Waivers	26,711	0	0	0	0	0	0	0	0	0	0	0	26,711	221,000
Library Books & Equipment	5,793	0	0	0	0	0	0	0	0	0	0	0	5,793	83,140
Other	212	0	0	0	0	0	0	0	0	0	0	0	212	159,000
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	192,747
Expense	1,077,576	0	0	0	0	0	0	0	0	0	0	0	1,077,576	14,539,458
Income	1,637,302	0	0	0	0	0	0	0	0	0	0	0	1,637,302	0

3.769 **Personnel Report**

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

New Hires:
N/A

Terminations:
Greg Augustyn, Faculty – Autobody, 7/25/13
Sandy Sengenberger, ESP2, Financial Aid Tech, RETIRED 8/1/13
Brendan Fleishans, ESP2, Communications/Learning Technology Tech, 8/2/13

Status Changes:
N/A

3.770 **Gifts and Grants Report**

This report reflects the following activity for pledges and gifts received by the College and its Foundation between June 13, 2013 and August 7, 2013.

TOTAL GIFTS & PLEDGES: $378,388
TOTAL DONORS: 183