ALPENA
COMMUNITY COLLEGE
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# Alpena Community College Board of Trustees

125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707
(989) 358-7215

# Notice of Regular Meeting

Date of Notice: September 14, 2018

**Meeting Date**: September 27, 2018
**Meeting Time**: 7:00 p.m. Regular Meeting
**Location of Meeting**: Room 400, Charles R. Donnelly Natural Resources Center, 665 Johnson Street, Alpena, Michigan, 49707

The Alpena Community College Board of Trustees will gather for its regular monthly meeting on Thursday, September 27, 2018, at 7:00 p.m. **Please note the date change from the previously published calendar.**

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. Individuals with a disability who need a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, can contact Jay Walterreit, Secretary of the Board of Trustees, at (989) 358-7215 at least one week prior to the meeting or as soon as possible.

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
Thursday, September 27, 2018, 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 Proposed Minutes from the August 15, 2018, 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


2.715 Bids: Bus Transportation for Basketball Teams ..... 2
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12) Information Items


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13) Board Discussion

- Retreat topics

14) New Business

15) Suggested Future Agenda Items

16) Next Regular Meeting: October 17, 2018, 7:00 p.m.

17) Adjournment

## 2.715 Bids: Bus Transportation for Basketball Teams

Alpena Community College solicited bids for providing bus transportation to away games for the men's and women's basketball teams.

Three vendors replied to the College's RFP. The results of those responses are as follows:

| Vendor | Location | Season Cost |
|---|---|---|
| Blue Lakes Charters and Tours | Traverse City, MI | $35,749.00 |
| Coastal Charter and Tours | Alpena, MI | $22,708.00 |
| Great Lakes Motorcoach | Grand Rapids, MI | $36,670.00 |

Following is a breakdown of the costs associated with each vendor.

**Bus Bids**
**Men's and Women's Basketball 2018-19 Season**

| Date | Destination | Coastal Charter | Blue Lakes | Great Lakes |
|---|---|---|---|---|
| 11/16/2018 | Grand Rapids CC (Aquinas College) | $1,936.00 | $2,758.00 | $2,795.00 |
| 12/5/2018 | Bay College (Escanaba) | $1,900.00 | $2,780.00 | $2,975.00 |
| 12/14/2018 | Mid-Michigan CC | $1,364.00 | $1,994.00 | $2,345.00 |
| 12/28/2018 | Bay College (Escanaba) (overnight) | $1,900.00 | $2,525.00 | $3,150.00 |
| 12/29/2018 | Bay College (Escanaba) | — | $2,780.00 | — |
| 1/3/2019 | Henry Ford CC | $2,060.00 | $2,908.00 | $3,125.00 |
| 1/12/2019 | Oakland CC | $1,792.00 | $2,617.00 | $3,095.00 |
| 1/14/2019 | Lake Superior State JV (Soo) | $1,200.00 | $1,975.00 | $2,300.00 |
| 1/23/2019 | Delta CC | $1,140.00 | $1,861.00 | $2,195.00 |
| 1/26/2019 | Schoolcraft College | $1,912.00 | $2,750.00 | $3,050.00 |
| 2/6/2019 | St. Clair County CC | $2,028.00 | $2,858.00 | $3,175.00 |
| 2/16/2019 | Mott CC | $1,552.00 | $2,277.00 | $2,495.00 |
| 2/20/2019 | Macomb CC | $1,928.00 | $2,808.00 | $2,985.00 |
| 2/27/2019 | Wayne County CCD | $1,996.00 | $2,858.00 | $2,985.00 |
| | | $22,708.00 | $35,749.00 | $36,670.00 |

Notes:

- Coastal Charter bid does not include hotel accommodations for driver or bridge fairs. $4 per mile.
- Blue Lakes bid includes overnight driver per diem of $40; does not include accommodations for driver. $4.15 per mile.
- Great Lakes bid does not include hotel accommodations for driver.

Appropriate College staff have reviewed the bids and recommend accepting the bid submitted by Coastal Charter and Tours.

Therefore, the following resolution is proposed:

The Board of Trustees authorizes appropriate College officials to contract with Coastal Charter and Tours of Alpena, MI, to provide bus transportation for basketball team travel for the 2018-19 season.

## 2.716 Campus Nicotine Policy First Reading

In 1987 the Alpena Community College Board of Trustees passed a resolution approving Policy 3027, Tobacco Use Policy. That resolution stated,

"The Board of Trustees approved a resolution prohibiting smoking on campus in Compliance with Public Act 198 of 1986."

PA 198, otherwise known as the Michigan Clean Indoor Air Act, prohibited smoking in places owned or operated by state or local government, except in designated areas. It required separation of smokers/non-smokers, appropriate signage, procedures to handle complaints, and special consideration for those with hypersensitivity to tobacco smoke. The ACC Catalog published a prohibition on smoking within 50 feet of ACC buildings except for four locations on the Main Campus outside entrances to buildings.

In 2009 Alpena Community College undertook an effort to eliminate the use of tobacco products on campus grounds. As part of this effort, the ACC Board of Trustees revised Policy 3027. The new policy language was as follows.

"In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College property shall be free of the use of tobacco products."

The College also added Administrative Procedure 3527, Tobacco Use Policy Violation Procedures.

Since that time new ways to deliver tobacco products have been created, and these nicotine delivery systems are being brought onto ACC's campuses. College officials determined it was appropriate to review the College's policies and procedures in light of these developments.

The Safety Committee drafted a new policy which specifically targets electronic and mechanical nicotine delivery systems in addition to smoking and chewing tobacco. This proposed policy change was reviewed and approved by the Executive Council. It is now appropriate for the ACC Board of Trustees to consider the proposed policy change.

The text of the proposed policy revision is as follows:

CAMPUS NICOTINE POLICY

**Policy Statement**

Alpena Community College is committed to providing a safe and healthy work and learning environment for all students, employees, and visitors. It is the policy of the College that smoking and the use of nicotine on all its campuses is prohibited.

**Definitions**

Smoking

Smoking is defined, but not limited to, the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind, and/or "vaping" with e-cigarettes, mechanical personal vaporizers (MPVs), or atomizers. It also includes the use of any product intended to mimic tobacco products, contains tobacco flavoring, or delivers nicotine other than for purposes of cessation.

Smokeless Tobacco

Alpena Community College prohibits the use of smokeless tobacco products on any of its campuses. This includes chewing tobacco, dipping tobacco (dip), snuff, nasal tobacco (snus) and/or any other variation of smokeless tobacco product.

Electronic and Mechanical Nicotine Delivery Systems and Vaping

Alpena Community College strictly prohibits the use of e-cigarettes and/or any other type of electronic or mechanical nicotine delivery system. This includes electronic cigarettes, pipes, cigars, and atomizers or mechanical devices such as mechanical personal vaporizers (MPVs) which use mechanical magnetic switches for activation. While the College recognizes that these products may not contain tobacco, they may contain nicotine and their use looks similar to regular tobacco products and therefore gives the appearance and/or effect of smoking.

**Scope**

The Campus Nicotine Policy applies to any property owned or maintained by the College including inside all buildings including College Park Apartments, exterior open spaces, parking lots, indoor facilities, on-campus sidewalks, recreational spaces, and in vehicles owned or leased by the College. This policy applies to all employees, temporary employees, students, clients, visitors (customers and vendors), consultants, independent contractors and/or their employees on College property.

**Theatrical Performances at the Granum Theatre**

The use of artificial tobacco products designed to mimic the appearance of smoking are only permitted on stage as part of a theatrical production. Such props must be verified by the Director of Facilities to ensure compatibility with smoke detection devices.

**Cessation**

Alpena Community College is strongly committed to supporting individuals to become nicotine free. Nicotine replacement therapy products (e.g., nicotine patches, gum) for the purpose of cessation are permitted provided they do not give the appearance of smoking. Employees may contact Human Resources for more information on available smoking cessation programs.

Please see Administrative Procedure 3527 pertaining to this policy.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves on first reading the proposed change to Policy 3027, Tobacco Use Policy, to Policy 3027, Campus Nicotine Policy.

## 3.937 Financial Report

Monthly General Fund Revenue and Expense through August 2018 (Year to Year Actual Comparison)

- The property tax receipts of $509,038 are $9,259 less than those for August 2017. This is due to lower than expected collection of taxes.
- Tuition/fee receipts of $3,096,497 are $13,425 less primarily due to lower enrollment than anticipated.
- State aid for the current year is zero because of the normal start month of October.
- All expenses are higher so far this year due to three payrolls being processed in August as opposed to two payrolls last year.
- OIT is up due to a significant increase in software maintenance costs and timing of expensing information processing costs.
- Instruction Support is up due to addition of half the expense of Director of Institutional Research.
- Net income through the second month of the new fiscal year shows as a gain of $1,180,019, which is typical for this time of year, when fall tuition receipts have built up.

Monthly General Fund Revenue and Expense through August 2018 (Budget to Actual Comparison)

- Salaries and fringe are higher due to the additional payroll period.
- Postage is higher due to a timing of postage meter purchases.
- Insurance is higher because the overall budget for insurance was decreased for worker's compensation and unemployment insurance that have not yet been invoiced.
- Library Books and Equipment is higher due to timing of purchases.
- All other categories are in acceptable ranges for this stage of the year.

General Fund Month to Month Comparison through August 2018

- Salaries and fringe benefits are tracking higher due to three payrolls processed.
- All other Month-to-Month comparisons are tracking as expected.

# Alpena Community College
## General Fund
## Year to Year Actual Comparison
## For the Two Months Ending August 31, 2018

| | YTD Actual FY 2019 | YTD Actual FY 2018 | Variance |
|---|---|---|---|
| Revenue | | | |
| Property Tax | 509,038 | 518,297 | (9,259) |
| Tuition/Fees | 3,096,497 | 3,109,922 | (13,425) |
| Sales,Service,and Rent | 2,900 | 2,750 | 150 |
| State Aid | 0 | 0 | 0 |
| Local | 0 | 0 | 0 |
| State | 0 | 0 | 0 |
| Federal | 0 | 0 | 0 |
| Donations | 7,672 | 12,675 | (5,003) |
| Interest | 124 | 62 | 62 |
| Other | 630 | 3,471 | (2,841) |
| **Revenue** | 3,616,861 | 3,647,177 | (30,316) |
| | | | |
| Expense | | | |
| Instruction | 1,125,133 | 885,313 | 239,820 |
| OIT | 288,723 | 229,406 | 59,317 |
| Public Service | 0 | 0 | 0 |
| Instruction Support | 214,517 | 165,800 | 48,717 |
| Student Services | 256,971 | 255,003 | 1,968 |
| Institutional Administration | 351,999 | 336,210 | 15,789 |
| Physical Plant | 199,499 | 199,072 | 427 |
| **Expense** | 2,436,842 | 2,070,804 | 366,038 |
| Income | 1,180,019 | 1,576,373 | (396,354) |
| Net Assets - Beginning of Year | 1,148,771 | 909,664 | 239,107 |
| Net Assets - End of Year | 2,328,790 | 2,486,037 | (157,247) |

# Alpena Community College
## Comparative Income Statement
## General Fund
## For the Two Months Ending August 31, 2018

| | FY 2019 | | | | FY 2018 |
|---|---|---|---|---|---|
| | Budget | YTD Actual | Variance | Complete | Complete |
| Revenue | | | | | |
| Property Tax | 2,610,574 | 509,038 | (2,101,536) | 19.50% | 20.18% |
| Tuition/Fees | 5,912,971 | 3,096,497 | (2,816,474) | 52.37% | 53.48% |
| Sales, Services, and Rent | 19,000 | 2,900 | (16,100) | 15.26% | 9.17% |
| State Aid | 5,830,365 | 0 | (5,830,365) | 0.00% | 0.00% |
| Federal | 63,120 | 7,672 | (55,448) | 12.15% | 12.26% |
| Donations | 69,415 | 0 | (69,415) | 0.00% | 0.00% |
| Interest | 2,500 | 124 | (2,376) | 4.96% | 2.48% |
| Other | 7,200 | 630 | (6,570) | 8.75% | 289.25% |
| Revenue | 14,515,145 | 3,616,861 | (10,898,284) | 24.92% | 25.62% |
| Expense | | | | | |
| Salaries | 7,811,162 | 1,361,778 | 6,449,384 | 17.43% | 13.91% |
| Fringe Benefits | 3,873,507 | 614,557 | 3,258,950 | 15.87% | 13.73% |
| Outside Services | 773,819 | 229,013 | 544,806 | 29.60% | 28.33% |
| Advertising | 187,500 | 32,916 | 154,584 | 17.56% | 20.19% |
| Supplies | 263,720 | 16,718 | 247,002 | 6.34% | 7.04% |
| Rental | 5,500 | 0 | 5,500 | 0.00% | 0.00% |
| Utilities | 499,662 | 699 | 498,963 | 0.14% | 5.45% |
| Telephone | 60,000 | 1,780 | 58,220 | 2.97% | 18.47% |
| Postage | 40,000 | 5,114 | 34,886 | 12.79% | 4.53% |
| Insurance | 139,000 | 64,624 | 74,376 | 46.49% | 32.38% |
| Travel & Mileage | 93,662 | 10,584 | 83,078 | 11.30% | 10.40% |
| Tuition Waivers | 242,000 | 70,593 | 171,407 | 29.17% | 45.18% |
| Library Books & Equipment | 80,640 | 23,758 | 56,882 | 29.46% | 11.42% |
| Other | 113,000 | 4,708 | 108,292 | 4.17% | 3.09% |
| Transfers | 331,973 | 0 | 331,973 | 0.00% | 0.00% |
| Expense | 14,515,145 | 2,436,842 | 12,078,303 | 16.79% | 14.55% |
| Income | 0 | 1,180,019 | | | |
| Net Assets - Beginning of Year | 1,148,771 | 1,148,771 | | | |
| Net Assets - End of Year | 1,148,771 | 2,328,790 | | | |

# Alpena Community College

## General Fund Month to Month Tracking

## For the Two Months Ending August 31, 2018

| | July | August | September | October | November | December | January | February | March | April | May | June | YTD | Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Revenue | | | | | | | | | | | | | | |
| Property Tax | 84,471 | 424,567 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 509,038 | 2,610,574 |
| Tuition/Fees | 2,863,769 | 232,727 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,096,496 | 5,912,971 |
| Sales, Services, and Rent | 2,775 | 125 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,900 | 19,000 |
| State Aid | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,830,365 |
| Federal | 5,526 | 2,146 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,672 | 63,120 |
| Donations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 69,415 |
| Interest | 0 | 124 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 124 | 2,500 |
| Other | 20 | 610 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 630 | 7,200 |
| Revenue | 2,956,561 | 660,299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,616,860 | 14,515,145 |
| Expense | | | | | | | | | | | | | | |
| Salaries | 570,593 | 791,185 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,361,778 | 7,811,162 |
| Fringe Benefits | 270,746 | 343,812 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 614,558 | 3,873,507 |
| Outside Services | 188,085 | 40,928 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 229,013 | 773,819 |
| Advertising | 13,793 | 19,123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,916 | 187,500 |
| Supplies | 5,814 | 10,904 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,718 | 263,720 |
| Rental | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,500 |
| Utilities | 199 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 699 | 499,662 |
| Telephone | 1,683 | 97 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,780 | 60,000 |
| Postage | 5,000 | 114 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,114 | 40,000 |
| Insurance | 64,624 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 64,624 | 139,000 |
| Travel & Mileage | 4,397 | 6,187 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,584 | 93,662 |
| Tuition Waivers | 865 | 69,728 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 70,593 | 242,000 |
| Library Books & Equipment | 18,848 | 4,910 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23,758 | 80,640 |
| Other | 0 | 4,708 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,708 | 113,000 |
| Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 331,973 |
| Expense | 1,144,647 | 1,292,196 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,436,843 | 14,515,145 |
| Income | 1,811,914 | (631,897) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,180,017 | 0 |

## 3.938 Personnel Report

New hires, terminations, and status changes from August 9 to September 20, 2018.

New Hires:

- Darrin Lightner, ESP2 Provisional CTE Programs/Dual Enrollment Liaison, effective 09/07/18.
- Kelly Lewis, ESP2 Part-time Switchboard Operator, effective 09/24/18.
- Ashley Timmreck, Part-time TRiO Talent Search Student Assistant, effective 09/24/18.

Transfers

- Jenniffer Watson, from ESP2 PT Student Services Technician & EPS2 PT Switchboard Operator to ESP2 PT Student Services Technician & ESP2 PT Perkins/Student Services Technician, effective 09/13/18.

Resignations:

- Ashley Popp, Part-time TRiO Talent Search Student Assistant, effective 08/27/18.
- Kendra McInerney, ESP2 Full-Time Library Technician, effective 09/04/18.

### 3.939 Gifts and Grants Report

This report reflects the following activity for pledges and gifts received by the College and its Foundation between August 9, 2018 and September 10, 2018.

| | |
|---|---|
| **Total Donors**: | 188 |
| **New Gifts**: | $115,480.40 |
| **Pledge Payments**: | $113,240.00 |
| **New Pledges**: | $251,996.00 |