



Office of the President

**MARCH 27, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **March 27, 2018**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan. Following the Monthly Meeting the Board will meet in Closed Session in Room 120 to discuss material (a written legal opinion) exempt from disclosure pursuant to section 8(h) of the Open Meetings Act.

Persons with disabilities that wish to attend this meeting and require special accommodations should contact the Office of the President, (734) 973-3491, prior to the date of the meeting to make arrangements for these services.

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – March 27, 2018
ROOM 150, MORRIS LAWRENCE BUILDING
4800 Huron River Drive, Ann Arbor, Michigan**

- I. CALL TO ORDER, APPROVAL OF AGENDA**

- II. APPROVAL OF MINUTES (Action).....Tab A**
February 27th Monthly Meeting and March 9th Retreat

- III. CITIZEN PARTICIPATION**
 - A. Verbal Communications
 - 1. WCC Education Association
 - 2. Public
 - B. Written Communications

- IV. SPECIAL REPORTS**
 - A. Sabbatical Report: Standardized Patients
 - B. 2018 Art and LAND Conference Winners
 - C. Recognition of Tom Penird
 - D. Recognition of Emily Hatsigeorgiou

- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (February 2018) (Action).....Tab C
 - 3. Facilities Development ReportTab D

- VI. REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks

- VII. OLD BUSINESS**
 - A. Action
 - 1. 2018 – 19 Tuition and Fee Rate for Credit Classes (Action).....Tab E
 - 2. FY 2018 Budget Adjustment (Action).....Tab F

- VIII. NEW BUSINESS**
 - A. Discussion
 - 1. Allowable 2018-19 Ad Valorem Tax Rate.....Tab G
 - 2. Retention and Recruitment Software Contract.....Tab H

- IX. ADJOURNMENT OF MONTHLY MEETING and Move into Closed Session to discuss material (a written legal opinion) exempt from disclosure pursuant to section 8(h) of the Open Meetings Act. (Action)**

Board of Trustees
Washtenaw Community College

TAB A

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105-4800

Subject
Approval of Minutes

Date
March 27, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of the February 27th Monthly Meeting and March 9th Retreat as submitted.

Prepared by: Vanessa Brooks

Recommended by: Rose B. Bellanca, Ed.D.

Title: Executive Administrator to the President
and Secretary to Board of Trustees

Rose B. Bellanca, President

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, FEBRAURY 27, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on February 27, 2018 at 6:02 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Chair Diana McKnight-Morton, Vice Chair Christina Fleming, Secretary Angela Davis, Trustee David DeVarti, Trustee Ruth Hatcher and Trustee Richard Landau.

Absent: Treasurer Bill Milliken

Moment of Silence

Chair McKnight-Morton asked for a moment of silence in honor of the memory of the 17 victims of the school shooting in Parkland, Florida.

Approval of the Agenda (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that the Board approve the amended February 27th Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve the minutes of the January 23rd Monthly Meeting. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty thanked Vice Presidents Johnson and Veltri for their professional and prompt response to the 3% ruling. Lastly, he stated his hope for negotiations to go smoothly and quickly.

Public Comments

There were no public comments.

Written Communications

There were no communications received.

SPECIAL REPORTS

Sabbatical Report: Researching Emory Upton

Mr. David Fitzpatrick, WCCEA President and Social Science faculty briefed the Board on his sabbatical, which involved researching Emory Upton's military career.

Call to Order

Moment of Silence

Approval of Agenda (Action)

Approval of Minutes (Action)

Citizen Participation

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Sabbatical Report: Researching Emory Upton

Vendor Diversity Report

Mr. Benjamin Hunholz, Director of Revenue Planning, Purchasing and Treasury Management reviewed with the Board the college's purchasing policies and practices. He also spoke about the steps the college is taking to increase the diversity of its vendor database.

Affirmative Action Report

Mr. Samuel Veltri, Vice President of Human Resources and Labor Relations presented to the Board the 2017 Affirmative Action Report. He noted that the College has experienced a growth in promotions of minority employees over the last three years. Lastly, he spoke about the diversity recruitment plan the College is implementing.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee DeVarti and seconded by Trustee Hatcher that the Board approve the personnel recommendations as listed. The motion was adopted.

Financial Reports (January 2018) (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board receive the Financial Reports for January 2018 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

Facilities Development Report

Mr. William Johnson, Vice President and CFO informed the Board that the fan terminal project is on schedule. He also mentioned the contract was issued to the design firm for the primarily design work for ATC project.

Remarks of Members of the Board of Trustees

Trustee DeVarti spoke about the recent conference he attended in Washington D.C., specifically mentioning the successful meeting with Representative Mike Bishop.

Trustee Hatcher informed the Board of the passing of Letitia Byrd, who was the wife of David Byrd, who started the WCC Construction program. Lastly requested a communication be sent out about the road conditions.

Chair McKnight-Morton talked about her attendance at the National Legislative Summit in D.C. She also mentioned the meeting with the Deputy Director of Education. Lastly, she gave kudos to Trustee DeVarti for articulating WCC's concerns with risk sharing to legislators.

Vendor Diversity Report

Affirmative Action Report

MONTHLY REPORTS

Personnel Recommendation (Action)

Financial Reports (January 2018) (Action)

Facilities Development Report

Remarks of Members of the Board of Trustees

President's Remarks

President Bellanca thanked the Custodial and Maintenance staff for doing such a great job this winter. She also thanked Vice President Johnson for overseeing the Facilities Department during the transition. Lastly, she thanked Pastor Hatter and Brown Chapel AME for the honor of being chosen for the Tomas H. Smith Educational Award.

Technology Services Contract Award (Action)

It was moved by Trustee DeVarti and seconded by Vice Chair Fleming that the Board approve a two-year contract with Campus Works for technology services to include full time, on campus resources for CIO, CISO and other subject matter expertise as required in an amount not to exceed \$1,600,000.00.

A roll call vote was taken: Chair McKnight-Morton; yes, Vice Chair Fleming; yes, Secretary Davis; yes, Trustee DeVarti; yes, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

Contract Extension of Power Wellness (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board approve the extension of the contract with Power Wellness to operate the WCC Health and Fitness Center for the three-year period ending February 28, 2021 and at the College's election an additional three-year renewal term.

A roll call vote was taken: Chair McKnight-Morton; yes, Vice Chair Fleming; yes, Secretary Davis; yes, Trustee DeVarti; yes, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

BEB Ceiling Contractor Change Order (Action)

It was moved by Trustee DeVarti and seconded by Trustee Hatcher that the Board approve a construction contract change order for Acoustical Ceiling and Partition of Ann Arbor, Michigan in the amount of \$44,000.00.

A roll call vote was taken: Chair McKnight-Morton; yes, Vice Chair Fleming; yes, Secretary Davis; yes, Trustee DeVarti; yes, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

External Auditor Contract Award (Action)

It was moved by Trustee Landau and seconded by Vice Chair Fleming that the Board appoint the firm of Rehmann Robson, LLC, as the College external auditors for the three fiscal years ending June 30, 2018, 2019 and 2020, with a partner change in a year.

A roll call vote was taken: Chair McKnight-Morton; yes, Vice Chair Fleming; yes, Secretary Davis; yes, Trustee DeVarti; yes, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

President's Remarks

Technology Services Contract Award (Action)

Contract Extension of Power Wellness (Action)

BEB Ceiling Contractor Change Order (Action)

External Auditor Contract Award (Action)

Recommendation for New Programs in 2018- 19 (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve the 2018-2019 program proposals as listed below:

- *Animation for Film and Broadcast Advanced Certificate – Business and Computer Technologies Division - Digital Media Arts*
- *Animation for Game Art Advanced Certificate - Business and Computer Technologies Division Digital Media Arts*
- *Pre-Engineering Science Transfer (ASPET) Associate in Science (AS) – Arts and Sciences Division Physical Sciences*
- *Engineering Technologist – Manufacturing Associate in Applied Science (AAS) - Advanced Technologies and Public Service Careers Division and Arts and Sciences Division*
- *Advanced Manufacturing Technology*

The motion was adopted.

Recommendation to Discontinue a Program in 2018-19 (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that that the Board approve the discontinuation of the program in 2018 -19 as listed below:

- *C# Programming for Modern Computing Environments*

The motion was adopted.

Change to 2018 Schedule of Board Meetings (Action)

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board establish and hold its annual Spring Retreat on March 9, 2018 at 1:00pm. The Spring Retreat will be held at the Ann Arbor Marriott Ypsilanti at Eagle Crest at the Eagle Crest Golf Clubhouse.

A roll call vote was taken: Chair McKnight-Morton; yes, Vice Chair Fleming; yes, Secretary Davis; yes, Trustee DeVarti; yes, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

Parking Structure Repairs Project (Action)

It was moved by Trustee DeVarti and seconded by Trustee Landau the Board approve a construction contract for Industrial Services Inc. of Ann Arbor, Michigan in the amount of \$141,722.00.

A roll call vote was taken: Chair McKnight-Morton; yes, Vice Chair Fleming; yes, Secretary Davis; yes, Trustee DeVarti; yes, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

Recommendation for New Programs in 2018- 19 (Action)

Recommendation to Discontinue a Program in 2018-19 (Action)

Change to 2018 Schedule of Board Meetings (Action)

Parking Structure Repairs Project (Action)

Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board move to adjourn the monthly meeting and move into closed session. The motion was adopted. The monthly meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

**Motion to Adjourn
Monthly Meeting
(Action)**

**MINUTES
WASHTENAW COMMUNITY COLLEGE
ANNUAL RETREAT OF THE BOARD OF TRUSTEES
ANN ARBOR, MICHIGAN
FRIDAY, MARCH 9, 2018**

CALL TO ORDER

The annual retreat of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on March 9, 2018 at 1:04 p.m. at the Ann Arbor Marriott Ypsilanti at Eagle Crest, Ypsilanti, Michigan.

Present: Chair Diana McKnight-Morton, Vice Chair Christina Fleming, Secretary Angela Davis, Trustee David DeVarti and Trustee Richard Landau.

Absent: Treasurer Bill Milliken and Trustee Ruth Hatcher

It was moved by Trustee Landau and seconded by Secretary Davis to approve the agenda. The motion was adopted.

Public Comment: There were no public comments

DISCUSSION TOPICS

Topics discussed during the retreat:

- Discussion about the 2018 Honorary Degree Recipient was facilitated by President Bellanca and Chair McKnight-Morton.
- Discussion on Student Success was led by Ms. Linda Blakey, Vice President of Student and Academic Services and Dr. Kimberly Hurns, Vice President of Instruction.
- Discussion on Diversity and Inclusion was led by Clarence Jennings, Dean of Student Success, Access, Equity and Inclusion.
- Discussion on the Budget Process Updates, the Fiscal Year 2018 Financial Forecast and Tuition and Fee Rates was facilitated by Vice President and Chief Financial Officer, Mr. William Johnson.

ADJOURNMENT OF ANNUAL RETREAT

It was moved by Trustee Landau and seconded by Trustee DeVarti that the Board move to adjourn the annual retreat. The motion was adopted. The annual retreat of the WCC Board of Trustees concluded at 6:24 p.m. on Friday, March 9, 2018.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

March 9, 2018
Annual Board
Retreat

Discussion Topics

Adjournment of
Annual Retreat

Board of Trustees
Washtenaw Community College

TAB B

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105-4800

Subject

Date

Personnel Recommendations

March 27, 2018

RECOMMENDATION

That the Board of Trustees approve the personnel recommendations as listed.

Prepared by: Samuel Veltri

Recommended by: *Rose B. Bellanca E.D.*

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

PERSONNEL RECOMMENDATIONS
March 2018

Economic & Community Development

Full-Time New Hires

Office Professional Technical

Chelsea Harvey, Executive Secretary, V.P. Economic, Community and College Development, \$18.99 hourly Replacement

Full Time Ending Employment

Megan Rayburn, Talent Development Specialist, with less than two (2) years of service

Facilities Development & Operations

Full Time Ending Employment

Tammy Abbotts, Building Services Manager, with ten (10) years of service

Instruction

Part Time New Hire

Faculty - Classified & Professional Services Personnel

Stephanie Sanders, Instructional Laboratory Assistant Welding, \$19.49 hourly

Support Staff

Frank Najera, Welding, \$12.53 hourly

Gregory Weatherspoon, Welding, \$12.53 hourly

Public Relations/Marketing

Full-Time New Hires

Independent

John Powell, Web Design & Content Manager, \$72,063 Replacement

Student & Academic Services

Part-Time New Hires

Independent

James Carlisle, Athletic Coach, \$2,700 stipend

Finance/Information Technology

No Report

Foundation

No Report

Human Resources

No Report

President

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Financial Reports (February 2018)

March 27, 2018

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for February 2018 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

Prepared by: William Johnson

Recommended by: Rose B. Bellanca E.D.

Title: CFO and Vice President of Finance

Rose B. Bellanca, President

Financial Narrative

February 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2017-18, the eight months ended February 28, 2018.

Revenue

As of February 28, 2018, Total Revenues were \$92.3 million; Total Expenditures and Operating Transfers were \$66.3 million. Revenues in total are ahead of the expected budget for the first eight months of the year by approximately \$1.4 million.

Winter Tuition revenue is in line with budget as of the end of February. As expected, overall credit hours are slightly behind last year; however, total dollars are holding steady due to more of those credits being charged at the higher Online and Out-state rates. Revenue from Student Fees, which trends with enrollment, is also showing a positive variance because of both the strong overall registration activity for the year, and increases in enrollments in occupational programs, which carry additional contact hour fees.

State Aid revenue reflects eight months of the annual appropriation for the new fiscal year, which is slightly more than what the College budgeted for the year. The State pays the annual appropriation in equal monthly installments from October through August. Contributing to the positive variance, the Local Community Stabilization Authority distribution came in approximately \$59,000 higher than the budgeted amount.

Receipts for Local Government Taxes are \$47.9 million through February, which represents 95 percent of the total budgeted revenue from property taxes. To-date, refunds of prior year taxes are running well below budget, indicating that this line item will outpace the current budget by at least \$500,000 for the year.

Expenditures

Total Expenditures through February 28, 2018, represent 64 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$2.1 million less than what was expected through the first eight months of the year.

The non-personnel variance items total approximately \$0.9 million. The variances are spread across all areas of campus. We consider a number of the variances to be timing differences; however, we do expect a significant portion will translate into permanent savings by the end of the year.

The personnel-related variance of approximately \$1.2 million is largely due to vacancies exceeding the budgeted vacancy level during the first eight months of the fiscal year. We view this largely as a permanent savings variance. For the year, vacancies were budgeted to provide savings of approximately \$2 million, based on an average of 20 vacant positions per month. Actual vacancies in full-time positions, however, have exceeded 30 each month since the beginning of the fiscal year. Additional savings from budgeted part-time positions have also contributed to the positive variance. As the savings from vacancies are realized throughout the year, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of February 28, 2018

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	11,705,894	11,705,894	12,096,844	390,950
Tuition Winter	11,322,094	11,322,094	11,287,596	(34,498)
Tuition Spring	4,615,153	1,476,849	1,539,140	62,291
Student Fees	4,097,462	3,430,774	3,636,487	205,713
Total Tuition and Fees	<u>31,740,603</u>	<u>27,935,611</u>	<u>28,560,067</u>	<u>624,456</u>
Local Property Taxes	50,800,000	47,882,796	48,347,918	465,121
State Appropriations	14,402,000	9,890,884	10,014,745	123,862
Trade Partnerships	3,417,227	2,729,969	2,981,999	252,030
Investment Income	650,000	433,333	538,986	105,652
Other	1,879,435	1,301,581	1,111,569	(190,012)
Auxiliary Activities	1,198,000	732,833	720,026	(12,806)
Total Revenue	104,087,265	90,907,007	92,275,311	1,368,303
EXPENDITURES				
Humanities & Social Sciences	11,771,371	7,752,569	7,647,023	105,546
Math, Science & Engineering Technologies	8,893,015	5,822,993	5,776,074	46,920
Health Sciences	5,308,387	3,514,714	3,758,170	(243,456)
Business & Computer Technologies	7,028,302	4,662,146	4,569,405	92,741
Advanced Technologies & Public Service Careers	7,143,792	4,670,990	4,293,854	377,137
Continuing Education	635,262	403,706	297,969	105,737
Distance Learning	1,838,462	1,171,751	1,113,494	58,257
Instructional Support	13,228,306	9,105,080	8,445,236	659,844
Total Instruction	<u>55,846,897</u>	<u>37,103,951</u>	<u>35,901,225</u>	<u>1,202,726</u>
Student Services	8,909,644	5,849,580	5,166,945	682,635
Scholarships	1,518,402	1,168,608	1,156,530	12,078
Executive Management	2,104,488	1,320,917	1,242,113	78,805
General Admin - Institutional Services	6,628,883	4,502,021	5,454,793	(952,772)
MIS/Computer Services	7,306,991	5,029,246	4,704,429	324,817
Public Relations Development	3,370,803	2,084,777	1,762,349	322,428
Community Services	2,017,328	1,301,573	1,267,702	33,871
Physical Plant Operations	10,263,639	6,794,439	6,341,054	453,384
Utilities	2,181,700	1,428,968	1,430,441	(1,474)
Equipment	1,686,015	814,330	855,045	(40,715)
Total Non-Instruction	<u>45,987,893</u>	<u>30,294,459</u>	<u>29,381,402</u>	<u>913,057</u>
Total Expenditures	101,834,790	67,398,411	65,282,628	2,115,783
OPERATING TRANSFERS				
Repair & Maintenance	500,000	500,000	500,000	-
Debt Retirement	1,927,475	206,238	206,238	-
Health & Fitness Center	(1,675,000)	(837,500)	(1,187,500)	(350,000)
Deferred Maintenance	1,500,000	1,500,000	1,500,000	-
Total Operating Transfers	2,252,475	1,368,738	1,018,738	(350,000)
Total Expenditures and Operating Transfers	104,087,265	68,767,149	66,301,366	2,465,783
Operating Revenue Over Expenditures & Transfers	-	22,139,859	25,973,945	3,834,086
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(94,654)	(94,654)
Total Revenue over Expenditures & Transfers	-	22,139,859	25,879,291	3,739,433

**Capital Fund
Project Summary
February 28, 2018**

Project Category	Budget	Actuals	Commitment	Balance
Revenues				
State Appropriation CC - STEP Equipment	4,516,749	4,516,749	-	0
General Fund	6,055,178	6,055,178	-	0
Misc. Revenue		10,767		10,767
Total Revenues	\$ 10,571,927	10,582,694	-	10,767
Construction/Repair Projects				
Storage Receiving Building				
Renovations:				
SRB Addition	1,830,000	1,827,590	-	2,410
Total Storage Receiving Building	\$ 1,830,000	\$ 1,827,590	\$ -	2,410
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	552,707	5,349	12,746
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	203,301	26,455	88,935
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,484,148	\$ 31,804	225,975
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,311,739	\$ 31,804	228,384
Revenue Over (Under) Expenditures		\$ 270,955		

**Washtenaw Community College
Deferred Maintenance Fund
February 28, 2018**

Five Year Priority List at inception of fund - September 2012	12,570,900
New projects identified - 2015	5,420,000
Additional Projects undertaken (not on above lists)	3,612,400
Adjustments to budgets of started or completed projects	3,200,849
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	<u>23,982,249</u>

Since inception of fund:

General Fund Transfers	12,300,000
Completed projects	(9,152,392)
Projects in process	(2,970,000)
Uncommitted Fund Balance	<u>177,608</u>

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	6,465,248
Current year completed projects:	
THFC 2nd Floor Carpet Replacement	68,494
CLASB 2nd Fl to SC Storefront Replace	65,341
TIB NE & SE Storefront Replace	136,599
Parking Lots Replacement	2,100,000
Concrete Sidewalk Replacement FY17	72,617
CLASB 2nd Fl window and sill	113,472
Total of FY18 completed projects < \$50,000 each	130,621
Total Completed	<u>9,152,392</u>

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
BEB Boiler&VAV Box Replacement	525,000
GMB Carpet/Flooring Replacement	170,000
EC Heating Pumps Replacement	85,000
EC Tunnels reinsulate primary heating water & chilled water piping	80,000
EC - Upgrade 13,200 v main campus fed with a power line conditioning syst	60,000
CLASB Humidification Boiler Replacement	260,000
OEB Sanitary Pipe Replacement	70,000
Maintenance Garage replace oil separator/sanitation line	120,000
BEB Fan Coil Units	600,000
EC Boiler Control & Valve Repl	75,000
Siemens Temp.control Panel Upgrade	130,000
PS - Expansion joint replacement and crack and joint repair	225,000
THFC Pool Filtration Piping & HX Rep	60,000
GMB Penthouse replace main building transformers	125,000
Replace Bus Loop	350,000
Total of other projects < \$50,000 each	35,000
Total in Process	<u>2,970,000</u>

Additional projects pending for this fiscal year

	<u>Expected Budget</u>
Total of other projects < \$50,000 each	140,000
Total Pending	<u>140,000</u>

WCC Active Portfolio
Portfolio Management
Portfolio Summary
February 28, 2018

Washtenaw Community College
 4800 East Huron River Drive
 Ann Arbor, MI 48105
 (734)973-3300

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Federal Agency Coupon Securities	7,000,000.00	6,826,480.00	6,994,298.65	26.84%	2,484	1638	1.817	1.842
Treasury Coupon Securities	1,000,000.00	990,469.00	991,937.82	3.81%	388	364	1.918	1.945
State of Michigan Coupon Securities	4,000,000.00	3,871,570.00	4,010,580.29	15.39%	2,505	2078	2.114	2.144
Municipal Bonds	14,000,000.00	13,865,530.00	14,063,600.31	53.97%	2,096	1298	2.355	2.388
	26,000,000.00	25,554,049.00	26,060,417.07	100.00%	2,198	1,474	2.167	2.187

Investments	Month Ending 2/28/2018	Fiscal Year 2017 - 2018 To Date	Month Ending 2/28/17	Fiscal Year 2016 - 2017 To Date
Total Earnings				
Current Year	47,452.79	372,346.10	39,494.00	316,241.32
Average Monthly Balance - Long Term Invested Balance		25,625,111.45		24,998,477.21
Effective Rate of Return - Long Term Invested Balance		2.18%		1.90%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 2/28/2018	1.86%	2.07%	2.65%	2.87%	3.02%

Reporting period 2/01/2018-2/28/2018

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- New security camera system planning, deployment and layout work in MLB is complete.
- Materials purchasing is in process.
- Work to begin utilizing in-house trades upon receipt of materials.

Advanced Transportation Center Addition and Renovation Project

- A/E firm has attended additional meetings with the ATC program planning committee to finalize the program and building parameters.
- WCC & A/E team worked to finalized project budget.
- A/E has completed draft submission for schematic design package for WCC review.
- Several internal reviews of the document have been completed and revisions to submission have been completed.
- Draft document sent to the ATC program planning committee for input and review.
- Document submission to State by end of month.

Deferred Maintenance Schedule Update

1.	BEB Boiler and Temperature Control Replacement <i>Budget = \$525,000</i>	<i>Complete.</i>
2.	BEB Fan Terminal Units and piping replacement <i>Budget = \$600,000</i>	<i>Construction ongoing on 2nd floor. Planning for 1st floor on-going.</i>
3.	BEB Smoke Evacuation Mechanical System Access Catwalk Replacement <i>Budget = \$7,500</i>	<i>Complete.</i>
4.	CLASB humidification boilers replacement for AHU-1, AHU-2, AHU-5 and AHU-7 <i>Budget = \$260,000</i>	<i>Construction ongoing. Awaiting unit delivery.</i>
5.	Energy Center water cooled heating pump(s) replacement with air cooled pumps and piping reconfiguration <i>Budget = \$75,000</i>	<i>Project bid over budget. Cost review underway.</i>
6.	Storm Sewer Drain Cover Repairs <i>Budget = \$0</i>	<i>Complete.</i>
7.	CLASB 2 nd Floor Bridge to SCB Storefront Replacement <i>Budget = \$65,341; actuals to date = \$52,828</i>	<i>Complete.</i>
8.	MLB Storm Water Drainage and Pond Water Elevation Repairs <i>Budget = \$40,000</i>	<i>Engineering solutions are being re-evaluated.</i>
9.	GM Main Transformer Replacement <i>Budget = \$125,000</i>	<i>Engineering design complete.</i>

10.	OEB Sanitary Line and Manholes Rebuild <i>Budget = \$70,000</i>	<i>Contractor recommending different approach. Currently under review.</i>
11.	Maintenance Garage Mechanical System Replacement <i>Budget = \$90,000</i>	<i>Project pre-bid scheduled.</i>
12.	GMB 3 rd Floor Carpet and resilient flooring Replacement <i>Budget = \$75,000</i>	<i>Phase 2 planning complete and work scheduled.</i>
13.	T&I Ceramics Lab Exhaust System Upgrades <i>Budget = \$11,000</i>	<i>Complete.</i>
14.	Campus Primary Electrical Service Line Conditioning <i>Budget = \$95,000</i>	<i>Engineering study is nearing completion.</i>
15.	MLB Main Boilers Replacement Project <i>Budget = \$200,000</i>	<i>Engineering design work is complete. Deferred to 2019.</i>
16.	MLB Firing Range Air-Handling Units Replacement <i>Budget = \$150,000</i>	<i>Engineering design work is complete. Deferred to 2019</i>
17.	SCB South Stair Ceramic Tile Replacement <i>Budget = \$40,000</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>
18.	Campus Wide Temperature Control System Panels Upgrades <i>Budget = \$115,000</i>	<i>Work is ongoing.</i>
19.	<i>Campus Wide Concrete Sidewalk Replacement</i> <i>Budget = \$75,000; actuals to date = \$72,617</i>	<i>Complete.</i>
20.	EC Tunnel Insulation Replacement <i>Budget = \$80,000</i>	<i>Project pre-bid scheduled.</i>
21.	Bus Loop & Parking Lot 6 Replacement <i>Budget = \$950,000</i>	<i>Engineering & design work nearing completion.</i>
22.	HFC Heat Exchanger Replacement <i>Budget = \$55,000</i>	<i>Project pre-bid scheduled.</i>
23.	Parking Structure Waterproofing & Joint Repl. <i>Budget = \$225,000</i>	<i>Contractor awarded. Awaiting start date.</i>
24.	SC 2 nd Floor HVAC Upgrades <i>Budget = \$180,000</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>

Campus Repair & Maintenance Projects Update

1.	SEMCOG Non-Motorized Pathway <i>Budget = \$80,000</i>	<i>Tree removal ongoing. Engineering design work is complete. Project pre-bid scheduled.</i>
2.	BEB HRM Emergency exit access and workstation and conference room modifications. <i>Budget = \$32,000;</i>	<i>Complete.</i>
3.	Nursing Simulation Lab & Skills Lab <i>Budget = \$250,000</i>	<i>Engineering design work is underway.</i>
4.	ML Lactation Room <i>Budget = \$9,000</i>	<i>Complete.</i>

5.	Student Activities, and Barnes & Noble Book Storage Room move and remodeling <i>Phase 1 Budget = \$92,600. Phase 2 Budget = \$157,400</i>	<i>Phase 1 nearing completion. Phase 2 bid documents developed.</i>
6.	ML 161 Green Room conversion to Music Appreciation Classroom <i>Budget = \$25,000</i>	<i>Complete.</i>
7.	Digital Video Lab Storage Expansion <i>Budget = \$18,000</i>	<i>Complete.</i>
8.	Campus Services Receiving Area and Breakroom <i>Budget = \$20,000</i>	<i>Complete.</i>
9.	SC304 Classroom conversion to office suite. <i>Budget = \$75,000</i>	<i>Construction ongoing.</i>
10.	SRB Dock Shelter Replacement & Upgrade <i>Budget = \$10,000</i>	<i>Complete.</i>
11.	TI222 Classroom conversion to office suite. <i>Budget = \$35,000</i>	<i>Engineering complete. Awaiting start date.</i>
12.	Welding Lab Lighting Upgrade <i>Budget = \$40,000</i>	<i>Fixtures on order.</i>
13.	SC203 Rearrangement <i>Budget = \$40,000</i>	<i>Material on order.</i>
14.	Exterior Messaging Signage <i>Budget = \$75,000</i>	<i>Project development underway.</i>
15.	Campus Wide Joint Sealants <i>Budget = \$40,000</i>	<i>Project pre-bid scheduled.</i>
16.	Huron River Watershed Council Grant Upgrades <i>Budget = \$0</i>	<i>Design underway.</i>
17.	WTMC Furniture & Space Upgrade <i>Budget = \$0 (WTMC Funded)</i>	<i>Design underway.</i>
18.	TI126 Sink Relocation & Installation <i>Budget = \$6,000</i>	<i>Project awaiting start date.</i>

Construction Contracts issued in the past 30 days exceeding \$20,000

1. None this month.

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
2018-19 Tuition and Fee Rates for Credit Courses

Date
March 27, 2018

RECOMMENDATION

Tuition and Fee rates for Washtenaw Community College continue to be among the lowest for Michigan community colleges with the total cost of enrollment for WCC students consistently ranking in the lowest cost quartile. In an effort to maintain an affordable cost of education, the college is proposing no increase to In-District tuition rates and modest increases for all other residency categories. The recommended percentage tuition rate increases are as follows for the 2018-19 academic year:

On Campus: In-District	0.0%	Distance Learning: In-District	0.0%
Out-of-District	2.0%	Out-of-District	2.0%
Out-of-State	3.0%	Out-of-State	3.0%
Work-in-District	0.0%	Work-in-District	0.0%
Property-in-District	0.0%	Property-in-District	0.0%
International	4.0%	International	4.0%

This proposed rate increase structure reflects the significant support which the college receives from Washtenaw county residents, holds In-District rates flat to 2017-18 levels, increases Out-District & Out-State rates to general inflation levels and requests slightly higher rate increases for International students in support of the additional operating resources required to support these students. As presented to the Board of Trustees at the March 9th, 2018 board retreat meeting, the college believes that our multiyear financial forecast will support holding In-District rates flat for one year and will help students to better afford their educational endeavors at WCC.

Regarding fees, the college only has one per credit hour fee, the Technology Fee, which is currently at \$7/credit hour. The Technology Fee has been at this level since 2004 and serves to partially offset the significant annual technology investment the college incurs in support of the student-learning environment. At the March 9th, 2018 Board Retreat meeting the college reviewed the fee structure of other Michigan Community Colleges and the data revealed that similar to tuition rates, that WCC offers one of the lowest fee structures in the state. Given that the college has made and will continue

to make significant technology investments in support of student success, we are recommending to increase the Technology Fee from \$7/credit hour to \$10/credit hour.

Therefore, it is recommended that the following student tuition and fee structure be approved for the 2018-19 academic year.

2018-19 Tuition and Fee Rates for Credit Courses:

<p><u>On Campus Tuition Rates:</u></p> <p>In-District - \$95/credit hour Out-of-District - \$161/credit hour Out-of-State - \$220/credit hour International - \$258/credit hour Work In-District - \$95/credit hour Property In-District - \$95/credit hour</p> <p><u>Distance Learning Tuition Rates:</u></p> <p>In-District - \$108/credit hour Out-of-District - \$115/credit hour Out-of-State - \$119/credit hour International - \$119/credit hour Work In-District - \$108/credit hour Property In-District - \$108/credit hour</p> <p><u>Student Fees per Credit Hour:</u></p> <p>Technology/Enrollment Fee - \$10/cr hr Credit by Exam - \$25/cr hr Credit for Prior Learning - \$50/cr hr Course Repeat Fee - \$200/cr hr Excess Contact Hour Fee - \$5/contact hr (max=\$300)</p>	<p><u>Student Fees per Transaction:</u></p> <p>Late Registration - \$25 Delinquent Payment - \$25 Duplicate Diploma - \$20 Returned Check - \$25 Special Transcript Service - \$20 Student ID Card Replacement - \$10 Loan Processing Fee - \$25 Credit for Prior Learning Evaluation - \$50 Student Record Copy Fee - \$1/page</p> <p><u>Department Course Fees:</u></p> <p>Dental Kit Fee - \$200/400 Police Academy Program: - Supplies - \$500 - Special Off-Site Training - \$400 - Firearms Range Use - \$500 Fine Arts: Ceramics Supplies - \$40 Photography: Printer Ink Supply - \$20 Art: Art Model - \$15</p>
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A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson
 Title: Vice President and Chief
Financial Officer

Recommended by: Rose B. Bellanca, Ed.D.
 Rose B. Bellanca, President

2018-19 Tuition and Student Fees Inventory

I. ON CAMPUS TUITION RATES	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>
In-District	\$95.00/cr hr	\$95.00/cr hr
Out-of-District	\$158.00/cr hr	\$161.00/cr hr
Out-of-State	\$214.00/cr hr	\$220.00/cr hr
International	\$248.00/cr hr	\$258.00/cr hr
Work In-District	\$95.00/cr hr	\$95.00/cr hr
Property In-District	\$95.00/cr hr	\$95.00/cr hr
DISTANCE LEARNING TUITION RATES		
In-District	\$108.00/cr hr	\$108.00/cr hr
Out-of-District	\$113.00/cr hr	\$115.00/cr hr
Out-of-State	\$116.00/cr hr	\$119.00/cr hr
International	\$114.00/cr hr	\$119.00/cr hr
Work In-District	\$108.00/cr hr	\$108.00/cr hr
Property In-District	\$108.00/cr hr	\$108.00/cr hr
Contact Hour Fee	\$5.00/Additional Contact Hour (Maximum \$300/course)	No Change
Emeritus Students	Tuition Scholarship if 65 or older and Resident of Washtenaw County.	No Change
II. STUDENT FEES per Credit Hour		
Technology/Enrollment Fee	\$7.00/cr hr	\$10.00/cr hr
Credit by exam	\$25.00/cr hr	No Change
Credit for prior learning	\$50.00/cr hr	No Change
Course Repeat Fee	\$200.00/cr hr	No Change
III. STUDENT FEES per Transaction		
Late registration	\$25.00	No Change
Delinquent Payment	\$25.00	No Change
Duplicate Diploma	\$20.00	No Change
Returned check	\$25.00	No Change
Special Transcript Service	\$20.00	No Change
Student ID Card Replacement	\$10.00	No Change
Loan Processing Fee	\$25.00	No Change
Credit for prior learning evaluation	\$50.00	No Change
Student Record Copy Fee	\$1/page	No Change

Approved 2017-18

Proposed 2018-19

IV. DEPARTMENTAL COURSE FEES

A. Dental Program

- Dental Kit \$200/400 No Change

B. Police Academy Program

- Supplies (e.g., ammo, handcuffs) \$500.00 No Change
- Special Off-Site Training (e.g., driving course) \$400.00 No Change
- Firearms Range Use \$500.00 No Change

C. Fine Arts Program

- Ceramics Supplies \$40.00 No Change

D. Art Program

- Art Model \$15 No Change

Board of Trustees
Washtenaw Community College

TAB F

ACTION

4800 E. Huron River Drive
 Ann Arbor, Michigan 48105

Subject
 FY 2018 Budget Adjustment

Date
 March 27, 2018

RECOMMENDATION

That the Board of Trustees approve the following adjustments to the FY 2018 Budget as reviewed at the March 9, 2018 Board Retreat meeting:

		Original 2017-18 Budget	Adjustments	Revised 2017-18 Budget
Revenues				
1	Tuition and Fees	31,740,603	671,466	32,412,069
2	Local Property Taxes	50,800,000	600,000	51,400,000
3	State Appropriations	14,402,000	156,874	14,558,874
5	Investment Income	650,000	136,500	786,500
6	Trade Partnerships	3,417,227	294,475	3,711,702
7	Other Miscellaneous	1,871,435	(106,610)	1,764,825
8	Auxiliary Activities	1,206,000	20,650	1,226,650
9		104,087,265	1,773,355	105,860,620
Expenditures				
10	Personnel	79,118,225	(2,162,156)	76,956,069
11	Non-Personnel	14,560,799	(306,149)	14,254,650
12	Utilities	2,514,700	(78,207)	2,436,493
13	Equipment	860,000	(29,000)	831,000
14	Trade Partnerships	2,633,458	118,562	2,752,020
15	Institutional Projects	1,529,608	(464,237)	1,065,371
16	Total Expenditures	101,216,790	(2,921,187)	98,295,603
Operational Transfers				
17	Restricted Fund/Cost Sharing	618,000	67,000	685,000
18	Debt Service	1,927,475	-	1,927,475
19	Furniture Replacement Fund	-	250,000	250,000
20	Health & Fitness Center	(1,675,000)	(350,000)	(2,025,000)
21	Campus Maintenance & Repair	500,000	1,000,000	1,500,000
		1,370,475	967,000	2,337,475
22	Deferred Maintenance	1,500,000	3,000,000	4,500,000
23	Total Expenditures and Transfers	104,087,265	1,045,813	105,133,078
24	General Fund Contribution/Usage	-	727,542	727,542

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson
 Title: VP and CFO

Recommended by: Rose B. Bellanca, E.D.
 Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB G

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Resolution to recommend the Allowable 2018-19 Ad Valorem Tax Rate	March 27, 2018

RECOMMENDATION

That the Board of Trustees recommends that the College, when developing its FY 2019 Budget utilize the maximum allowable 2018-19 Ad Valorem Rate for operations, which at its current rate of 3.4267 mills will generate approximately \$54,402,559 of gross tax revenue.

Prepared by: William L Johnson
Title: VP and CFO

Recommended by: Rose B. Bellanca, Ed.D.
Rose B. Bellanca, President

4800 E. Huron River Drive
Ann Arbor, Michigan 48105-4800

Subject
Retention and Recruitment Software Contract

Date
March 27, 2018

BACKGROUND

The declining production of high school graduates in the State of Michigan (and consequent increased competition) poses significant challenges to the long-term health of many higher educational institutions. This creates a strategic necessity for the college to maximize its recruitment opportunities, while transforming our retention and student success activities to retain our current students and ensure their successful completion.

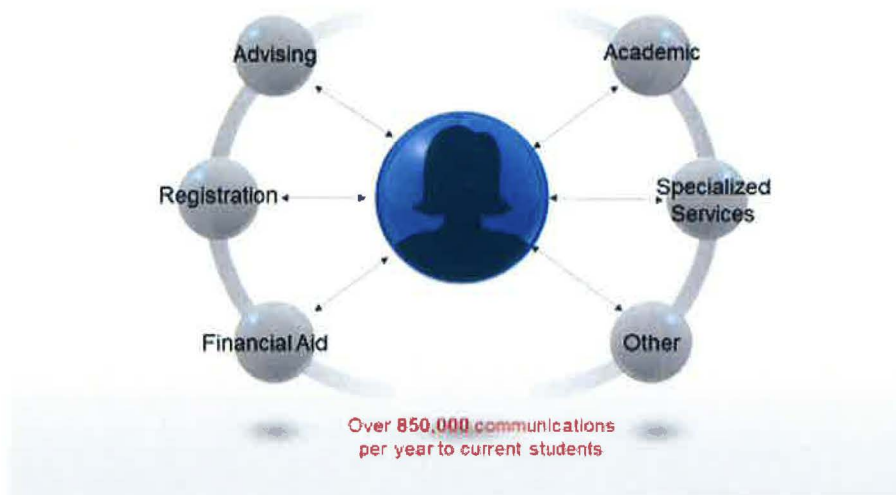
Unfortunately, the college's current tools are ill-suited for this challenge. To meet these needs, the college requires technology which:

- Empowers individual treatment of students— to understand their personal history, motivations, challenges, and path for success
- Uses data analysis and comprehensive knowledge of student's history to improve recruitment, retention, and success outcomes
- Aggregates data about students from various sources (Banner, Blackboard, etc.) into one "picture" of the student
- Provides efficiency in managing interactions from many support areas on campus with students to accommodate our existing volume (475,000/year with prospective students, 850,000/year with current students), and needed growth

New Student Relationship-Building



Current Student Relationship-Building



- Enables engagement across multiple channels (mail, phone, email, text, in-person, social, etc.), while empowering staff/faculty to communicate with each student in the manner most meaningful to them
- Consolidates several existing, disparate software products and homegrown systems into one platform
- Measures results of activities to know what is working best

To this end, the college embarked on a significant RFP project in October 2017 to identify our needs and potential student lifecycle relationship management software (enterprise CRM) to provide needed tools.

RFP PROCESS

The college formed a RFP committee composed of key individuals from many units, including Student Services, Instruction, Business and Finance, Recruitment, Admissions, Registration, Information Technology Services, Advising, and Faculty.

The RFP was constructed to identify potential vendor(s) for three independent project elements: Recruitment CRM, Retention CRM, and Predictive Analytics. It was sent to seven potential vendors and was open to all qualified organizations. Five qualified responses were received, and all five were invited to present to the committee and provide open demos to stakeholders (e.g. student service professionals and faculty) during January 2018.

The committee found that CRM and predictive analytics solutions are far from a commodity. Rather, they vary dramatically in platform, functions, focus, licensing, technology, etc. Selection was based on the product(s), which most closely satisfies the (weighted) identified needs, with preference given to the most comprehensive solutions - i.e. those which satisfied multiple elements of Recruitment CRM, Retention CRM, and Predictive Analytics.

The RFP Committee thoroughly vetted the potential solutions via submitted proposals, on-campus presentations, follow-up questions/responses, as well as reference-checks of existing clients for leading vendors via a comprehensive review/rating matrix. The committee confidently recommends the TargetX suite of products (on Salesforce CRM platform) to address the Recruitment CRM and Retention CRM elements and the college's overall student lifecycle relationship management (CRM) needs.

PRICING ESTIMATE

The direct cost for TargetX implementation and annual licensing for years 1-3 is **\$320,000**:

TargetX Detailed Pricing	Year 1	Year 2	Year 3	TOTALS
Recruitment	\$ 60,000	\$ 60,000	\$ 60,000	\$ 180,000
Implementation	\$ 20,000			\$ 20,000
Retention	\$ 35,000	\$ 35,000	\$ 35,000	\$ 105,000
Implementation	\$ 15,000			\$ 15,000
TOTALS	\$ 130,000	\$ 95,000	\$ 95,000	\$ 320,000

Additional costs include upgraded service level of Axiom for data integration, and user licenses for the Salesforce platform at annual costs of approximately \$4,000 and \$45,000, respectively.

Savings of approximately \$40-45,000/year will be realized from TargetX replacing several existing software products/services.

RECOMMENDATION

That the Board of Trustees approve a 3-year contract with TargetX in an amount not to exceed \$320,000, with annual renewal options, to provide the student lifecycle relationship management (CRM) software to satisfy our recruitment and retention needs.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson
 Title: VP and CFO

Recommended by: *Rose B. Bellanca, Ed. D.*
 Rose B. Bellanca, President