

**Board of Trustees**  
Washtenaw Community College

TAB A

**ACTION**

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

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Subject  
Approval of Minutes

Date  
June 26, 2018

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**RECOMMENDATION**

That the Board of Trustees approve the minutes of April 24th Closed Session, May 22<sup>nd</sup> Special and Monthly Meetings and June 12<sup>th</sup> Special Meeting as submitted.

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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

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**MINUTES  
WASHTENAW COMMUNITY COLLEGE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
TUESDAY, MAY 22, 2018**

**CALL TO ORDER**

The Special Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on May 22, 2018 at 5:09 p.m. in room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

**Present:** Chair Diana McKnight-Morton, Vice Chair Christina Fleming, Treasurer Bill Milliken, Secretary Angela Davis, Trustee DeVarti and Trustee Ruth Hatcher.

**Absent:** Trustee Richard Landau.

**Approval of the Agenda (Action)**

It moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the May 22<sup>nd</sup> Special Meeting agenda. The motion was adopted.

**Public Comment**

There were no public comments.

**Remarks of Members of the Board of Trustees**

There were no Trustee remarks.

**Motion to Adjourn and Meet in Closed Session (Action)**

It was moved by Treasurer Milliken seconded by Trustee Hatcher that the Board adjourn the May 22, 2018 Special Meeting of the WCC Board of Trustees and move into closed session. The motion was adopted. The meeting adjourned at 5:10 p.m..

Respectfully submitted,

Angela Davis  
Secretary

Diana McKnight-Morton  
Chair

**CALL TO ORDER**

**Approval of the  
Agenda (Action)**

**Public Comment**

**Remarks of  
Members of the  
Board of Trustees**

**Motion to  
Adjourn and  
Meet in Closed  
Session (Action)**

**MINUTES  
WASHTENAW COMMUNITY COLLEGE  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
TUESDAY, MAY 22, 2018**

**CALL TO ORDER**

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on May 22, 2018 at 6:01 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, Treasurer Bill Milliken, Secretary Angela Davis, Trustee David DeVarti and Trustee Ruth Hatcher.

**Absent:** Trustee Richard Landau

**Approval of the Agenda (Action)**

It was moved by Trustee DeVarti and seconded by Secretary Davis that the Board approve the May 22<sup>nd</sup> Monthly Meeting agenda. The motion was adopted.

**Approval of Minutes (Action)**

It was moved by Vice Chair Fleming and seconded by Trustee Hatcher that the Board approve the minutes of the April 24<sup>th</sup> Monthly Meeting, February 27<sup>th</sup> and March 24<sup>th</sup> Closed Sessions. The motion was adopted.

**CITIZEN PARTICIPATION**

**WCC Education Association**

Mr. David Fitzpatrick, WCCEA President and Social Science faculty informed the Board that a tentative agreement was ratified with WCCEA. Lastly, he thanked the members of the College's negotiation team.

**Public Comments**

There were no public comments.

**Written Communications**

There were two written communications received.

**SPECIAL REPORTS**

**College Goals – Strategic Plan Accomplishments 2017 – 18**

President Bellanca began by giving an overview of the presentation referring to the Goals pamphlet. She noted that the work of the faculty and staff is what has made the Strategic Plan successful.

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation gave the Board a brief overview of the Strategic Plan process from implementation until now.

**Call to Order**

**Approval of Agenda (Action)**

**Approval of Minutes (Action)**

**CITIZEN PARTICIPATION**

**WCC Education Association**

**Public Comments**

**Written Communications**

**SPECIAL REPORTS**

**College Goals – Strategic Plan Accomplishments 2017 – 18**

College Goals –  
Strategic Plan  
Accomplishments  
2017 – 18 (cont)

Ms. Kiela Samuels, Pharmacy Tech faculty spoke about the current information gathering on the extent WCC faculty and staff are involved in the community. Lastly, she spoke about the Speakers Bureau mentioning that it is an extension of the colleges Free College Day.

Dr. Michelle Mueller, Vice President for Economic, Community & College Development talked about the work that the college is doing in Ypsilanti, and highlighted a few new initiatives that have been recently implemented.

Mr. Niko Dawson, Dean of Economic and Community Development spoke in depth on the events, programing and job training that WCC provides to the community, highlighting the work in Eastern Washtenaw County.

Ms. Linda Blakey, Vice President of Student and Academic Services informed the Board about the WCC's partnerships with Ypsilanti Community Schools (YCS), highlighting the computer donation program in which WCC will donate 70 computers to YCS.

Dr. Kimberly Hurns, Vice President of Instruction briefed the Board on key initiatives that have been completed to encourage and foster student success such as revisions to early alert letters and evaluating the withdraw process to name a few.

Mr. Clarence Jennings, Dean of Student Access, Success, Equity and Inclusion spoke about the Minority Ambassador Program. He also spoke about the 3.27 % increase enrollment for African American Students and the Brother-to-Brother Initiative.

Ms. Linda Blakey, Vice President of Student and Academic Services talked about the work of the Student Success Coaches and the increased retention for 18 and 20 year olds.

Ms. Valerie Greaves, Dean of Health and Applied Technologies talked about Home Health Aide partnership with ECD, Safe Sitter certification and the LPN to RN Program.

Dr. Julie Morrison, Executive Director of institutional Effectiveness, Planning and Accreditation spoke about the international opportunities the College is exploring with China, and she mentioned the various international delegations that have visited WCC.

Ms. Kristen Good, Dean of Arts and Sciences talked about the Ypsilanti dual enrollment preparation, which has increase dual enrollment in math. Lastly, she spoke about the academic partnerships with Ypsilanti, Lincoln, Livingston Middle College, U of M, MSU, Western and Wayne State.

Ms. Joyce Hommel, Executive Director of the Library, briefed the Board on the success of the Teaching and Learning Center. She also spoke about the pilot program with Milan High School.

Ms. Claire Sparklin, Communication faculty informed the Board that student savings from OERs for studenst last year was \$585.065.00.

Dr. Julie Morrison, Executive Director of institutional Effectiveness, Planning and Accreditation spoke about the Global Endorsement for students that capture global knowledge and experiences.

Mr. Philip Snyder, Associate Vice President for Advancement spoke about the most recent Emergency fund that was established. He informed the Board that overall fundraising has increased by 36% with over 1000 scholarships awarded.

Mr. Samuel Veltri, Vice President for Human Resources and Labor Relations spoke to the Board about the formalization and development for professional development activities with an attendance tracking and employee incentives.

Dr. Michelle Mueller, Vice President for Economic, Community & College Development reported that Career Services has increased student participation by 40%. She also spoke about the 50% increase in apprenticeships.

Ms. Valerie Greaves, Dean of Health and Applied Technologies talked about the development of the Center of Excellence for Nursing. She also mentioned the revamping of the nursing curriculum to concept based curriculum.

Ms. Linda Blakey, Vice President of Student and Academic Services spoke about the establishment and ongoing development of Public Safety to include CROs.

Mr. William Johnson, Vice President and CFO talked about the development of a five-year classroom and department replacement. He also spoke about the increased investment in classroom equipment and deferred maintenance.

Mr. Mark Allen, Vice President of Facilities and College Development informed the Board that the campus has achieved at 15.92% decrease in green house emissions.

Ms. Stephanie Comai, Chief of Staff briefed the Board on the launch of the Master Plan process.

Mr. Michael Galea, Computer Technology faculty talked about the development and implementation of the digital badges, which has led to digital credentials for students.

Mr. Brendan Prebo, Associate Vice President of Marketing and Communications spoke about WCC's involvement at the Mackinaw Policy Conference and Auto Show. Lastly, he briefed the Board on the status of the implementation of the new website.

## **MONTHLY REPORTS**

### **Personnel Recommendations (Action)**

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

## **MONTHLY REPORTS**

### **Personnel** **Recommendations** **(Action)**

**Financial Reports (April 2018) (Action)**

It was moved by Treasurer Milliken and seconded by Secretary Davis that the Board receive the Financial Reports for April 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. Mark Allen, Vice President of Facilities Development and Operations informed the Board that the Parking Structure repairs are on scheule and the structure will reopen by June 15th. Lastly, he stated that the ATC schematic design has been sent to the State and has been forwarded to the Capital Outlay Committee.

**Remarks of Members of the Board of Trustees**

Chair McKnight-Morton spoke about the Honors Convocation, Commencement and Nursing Pinning Ceremony she attended.

**President's Remarks**

President Bellanca spoke about commencement, thanking the faculty and staff for their roles in the helping students complete and persist. She thanked Conference Services and the Foundation for their role in Dawn Procassini's Memorial. Lastly, President Bellanca thanked the Strategic Priority Team Leaders for all their work.

**OLD BUSINESS**

**Energy Pump Replacement Mechanical Contract Award (Action)**

It was moved by Trustee Hatcher and seconded by Treasurer Milliken that the Board approve a construction contract for John Darr Mechanical of Ann Arbor, Michigan, as Mechanical Contractor for the Energy Center Pump Replacement Project, in the amount of \$374,900.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

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

**Resolution to participate in IT/CLEMIS Agreement (Action)**

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the resolution as submitted.

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

**Financial Reports  
(April 2018)  
(Action)**

**Facilities  
Development Report**

**Remarks of  
Members of the  
Board of Trustees**

**President's Remarks**

**OLD BUSINESS**

**Energy Pump  
Replacement  
Mechanical Contract  
Award (Action)**

**Resolution to  
participate in  
IT/CLEMIS Agreement  
(Action)**

**Recommendation for New Programs for 2018-19 (Action)**

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board approve the New Programs for 2018-19 and 3 + 1 proposals as submitted. The motion was adopted.

**Resolution to Approve the 2018-19 Tax Levy Rate for General Operations (Action)**

It was moved by Treasurer Milliken and seconded by Secretary Davis that the Board approve the 2018-19 Tax Levy of 3.3978 mills for operations as submitted.

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

**Approval of the 2018 -19 General Fund Operating Budget (Action)**

It was moved by Trustee Hatcher and seconded by Treasurer Milliken that the Board approved the 2018 – 19 Budget as submitted.

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

**NEW BUSINESS**

**Proposed Approval of 2018-19 Faculty Sabbaticals**

Dr. Kimberly Hurns, Vice President for Instruction, briefed the Board on the requested faculty sabbaticals for the 2018 – 19 academic year.

**Approval of Non-Motorized Path Easement to Washtenaw County Parks & Recreation (Action)**

It was moved by Trustee Hatcher and seconded by Trustee DeVarti that the Board authorize execution of the easement by President Bellanca or her designee.

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

**Contract Award for Lobby Furniture Upgrade Project**

Mr. Mark Allen, Vice President of Facilities Development and Operation talked about the background on the need for the furniture upgrade.

**Recommendation for New Programs for 2018-19 (Action)**

**Resolution to Approve the 2018-19 Tax Levy Rate for General Operations (Action)**

**Approval of the 2018 -19 General Fund Operating Budget (Action)**

**NEW BUSINESS**

**Proposed Approval of 2018-19 Faculty Sabbaticals**

**Approval of Non-Motorized Path Easement to Washtenaw County Parks & Recreation (Action)**

**Contract Award for Lobby Furniture Upgrade Project**

**Contract Award for 2018 Bus Loop Paving Project (Action)**

It was moved by Trustee DeVarti and seconded by Treasurer Milliken that Board approve a contract for KI of Green Bay, Wisconsin in the amount of \$177,531.81; contingent upon the College administration obtaining a satisfactory contract with the firm.

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

**Ratification of the Washtenaw Community College Education Association Collective (WCCEA) Bargaining Agreement (Action)**

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board ratify the proposed three-year contract effective August 29, 2018, continuing through August 27, 2021, between the Washtenaw Community College Education Association, a Chapter of the Michigan Education Association and affiliated with the National Education Association and the Washtenaw Community College Board of Trustees.

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

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

It was moved by Secretary Davis and seconded by Treasurer Milliken that the Board move to adjourn the monthly meeting. The motion was adopted. The monthly meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Angela Davis  
Secretary

Diana McKnight-Morton  
Chair

**Contract Award for 2018 Bus Loop Paving Project (Action)**

**Ratification of the Washtenaw Community College Education Association Collective (WCCEA) Bargaining Agreement (Action)**

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



**MINUTES  
WASHTENAW COMMUNITY COLLEGE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
TUESDAY, JUNE 12, 2018**

**CALL TO ORDER**

The Special Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on June 12, 2018 at 5:00 p.m. in room 211, Student Center Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

**Present:** Chair Diana McKnight-Morton, Vice Chair Christina Fleming, Treasurer Bill Milliken, Secretary Angela Davis and Trustee Ruth Hatcher.

**Absent:** Trustee David DeVarti and Trustee Richard Landau.

**Approval of the Agenda (Action)**

It moved by Trustee Hatcher seconded by Vice Chair Fleming that the Board approve the June 12<sup>th</sup> Special Meeting agenda. The motion was adopted.

**Public Comment**

There were no public comments.

**Remarks of Members of the Board of Trustees**

There were no Trustee remarks.

**Motion to Adjourn and Meet in Closed Session (Action)**

It was moved by Treasurer Milliken seconded by Secretary Davis that the Board adjourn the June 12, 2018 Special Meeting of the WCC Board of Trustees and move into closed session. The motion was adopted. The meeting adjourned at 5:02 p.m..

Respectfully submitted,

Angela Davis  
Secretary

Diana McKnight-Morton  
Chair

**CALL TO ORDER**

**Approval of the  
Agenda (Action)**

**Public Comment**

**Remarks of  
Members of the  
Board of Trustees**

**Motion to  
Adjourn and  
Meet in Closed  
Session (Action)**