



Office of the President

**OCTOBER 30, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **October 30, 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 to discuss a legal opinion in room 120 of the Morris Lawrence Building.

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. – OCTOBER 30, 2018
ROOM 150, MORRIS LAWRENCE BUILDING
4800 East Huron River Drive, Ann Arbor, Michigan**

- I. CALL TO ORDER; Roll Call**

- II. APPROVAL OF AGENDA**

- III. APPROVAL OF MINUTES** (September 25th Special and Monthly Meeting) **(Action)**.....**Tab A**

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

- V. SPECIAL REPORTS**
 - A. OER Update
 - B. Grants Awarded to Washtenaw Community College
 - C. Annual Student and Financial Aid Profile; Fall Student Profile

- VI. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations **(Action)**.....**Tab B**
 - 2. Financial Reports (September 2018) **(Action)**.....**Tab C**
 - 3. Facilities Development Report**Tab D**

- VII. REMARKS**
 - A. Remarks from Members of the Board of Trustees
 - B. President’s Remarks

- VIII. OLD BUSINESS**
 - A. Action Items
 - 1. Receipt of FY18 Audit Report **(Action)**.....**Tab E**
 - 2. Approval of the 2020 - 2024 WCC Capital Outlay Plan **(Action)**.....**Tab F**

- IX. NEW BUSINESS**
 - A. Action
 - 1. Revision to the 2018 Schedule of Monthly Board Meeting **(Action)**.....**Tab G**

- X. Adjournment of Monthly Meeting and Move into Closed Session to discuss a legal opinion. (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
October 30, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of the September 25th Special and Monthly Meeting as submitted.

Prepared by: Vanessa Brooks

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

Recommended by: 
Rose B. Bellanca, President

**MINUTES
WASHTENAW COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 25, 2018**

CALL TO ORDER

The Special Meeting of the WCC Board of Trustees was called to order by Vice Chair Christina Fleming on September 25, 2018 at 3:07 p.m. in room 103, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

Present: Vice Chair Christina Fleming, Treasurer Bill Milliken, Secretary Angela Davis, Trustee David DeVarti, Trustee Ruth Hatcher and Trustee Richard Landau.

Absent: Chair Diana McKnight-Morton

Approval of the Agenda (Action)

It moved by Treasurer Milliken seconded by Trustee Landau that the Board approve the September 25th Special Meeting agenda. The motion was adopted.

Public Comment

Ms. Julie Kissel, WCEA 2nd Vice President, English and Writing Faculty welcomed the Board back to campus and extended sympathy to Chair McKnight-Morton and Secretary for their loss.

Remarks of Members of the Board of Trustees

There were no Trustee remarks.

DISCUSSION TOPICS

Topics discussed during the Special Meeting:

- Discussion on the Master Plan was facilitated by President Bellanca and Khan and Associates.
- Discussion on the 2020 -2024 WCC Capital Outlay Plan was facilitated by Mr. Mark Allen, Vice President of Facilities Development and Operations.
- Discussion on the Deferred Maintenance Plan was facilitated by Mr. Mark Allen, Vice President of Facilities Development and Operations and Mr. William Johnson, Vice President of Finance and CFO.

CALL TO ORDER

**Approval of the
Agenda (Action)**

Public Comment

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

**DISCUSSION
TOPICS**

Motion to Adjourn and Meet in Closed Session (Action)

It was moved by Trustee Hatcher seconded by Trustee Landau that the Board adjourn the September 25, 2018 Special Meeting and move into closed session. The motion was adopted. The meeting adjourned at 5:11 p.m..

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

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

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 25, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Vice Chair Christina Fleming on September 25, 2018 at 6:08 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Vice Chair Christina Fleming, Treasurer Bill Milliken, Secretary Angela Davis, Trustee David DeVarti, Trustee Ruth Hatcher and Trustee Richard Landau

Absent: Chair Diana McKnight-Morton

Approval of the Agenda (Action)

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board approve the September 25th Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the minutes of July 17th Monthly Meeting. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

There were no comments given.

Public Comments

There were no public comments given.

Written Communications

There were two communications received.

SPECIAL REPORTS

Introduction of New Faculty

Dr. Kimberly Hurns, Vice President of Instruction read the names of the new faculty members hired that were not present and introduced those who attended.

STEM Scholars

Ms. Kristen Good, Dean of Art and Sciences, introduced Ms. Susan Dental, Life Sciences faculty member who has been leading the STEM Scholars Cohort. Ms. Dental gave the Board highlights of the activities and customized curriculum the cohort is receiving.

Call to Order

Approval of Agenda (Action)

Approval of Minutes (Action)

Citizen Participation

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Introduction of New Faculty

STEM Scholars

Voter Democracy Project

Ms. Linda Blakey, Vice President of Student and Academic Services introduced student leader, Matea Pejic. Ms. Pejic spoke to the board about the project she has been working on under the guidance of English faculty member Kim Jones and Director of Student Development and Activities, Mr. Peter Leshkevish, which is focused on increasing the number of registered voters in a non partisan way.

WTMC Update

Ms. Linda Blakey, Vice President of Student and Academic Services introduced WTMC Dean, Mr. Karl Covert. Dean Covert talked to the Board about the composition of the WTMC population. He also highlighted the successes WTMC has accomplished over the last academic year.

Union Training Partnership Update

Dr. Michelle Mueller, Vice President of Economic, Community and College Development highlighted the success of our partnership with the Ironworkers.

Ms. Marilyn Donham, Dean of Apprenticeships and Skilled Trades Training informed the Board that the College has a new trade partnership with the Operative Plasterers and Cement Masons International Association. Lastly, she showed a video that highlighted the UA 's training program this past summer.

Presentation on the Local Strategic Value Document (Section 230 of Public Act 265 for 2018)

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation, spoke about the compliance document. She reminded the Board that WCC needs to meet four of the five categories in each area in order to be considered for funding.

Dr. Kimberly Hurns, Vice President for Instruction and Dr. Michelle Mueller, Vice President of Economic, Community & College Development spoke about the areas updated for Economic Development and Business and Industry Partnerships.

Ms. Linda Blakey, Vice President of Student and Academic Services reviewed the areas that were updated for Educational Partnerships.

Mr. William Johnson, CFO and Vice President of Finance and Mr. Mark Allen, Vice President of Facilities Development and Operations spoke about WCC's best practices in Community Service.

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Voter Democracy Project

WTMC Update

Union Training Partnership Update

Presentation on the Local Strategic Value Document (Section 230 of Public Act 265 for 2018)

MONTHLY REPORTS

Personnel Recommendations (Action)

Financial Reports (Year End – June 2018) (Action)

It was moved by Treasurer Milliken and seconded by Trustee DeVarti that the Board receive the Financial Reports for June 2018 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was updated.

Facilities Development Report

Mr. Mark Allen, Vice President of Facilities Development and Operations informed the Board that the campus sidewalk and roof replacement projects were completed. Lastly, he mentioned that the Fitness Center hot water system replacement will be executed in 2019.

Remarks of Members of the Board of Trustees

Trustee Hatcher thanked those who put the Board Packets together.

Secretary Davis spoke about the recent college visits in preparation for the development of the college master plan.

President's Remarks

President Bellanca spoke about WCC's designation from the National League of Nursing as a Center of Excellence in Education. Lastly, she thanked Dean Greaves and the Nursing Faculty for their hard work and dedication.

NEW BUSINESS

Review of FY 18 Audit

Vice President and CFO William Johnson communicated to the Board an overview of the audited financials, highlighting the financial results this year compared to last year.

Ms. Michelle Fowler, of Rehmann Robson audit firm, briefed the Board on the draft 2017-2018 audit report, financial statement and supplementary information, the management letter, and the single audit act compliance report. Ms. Fowler stated WCC had a clean audit.

2020 – 2024 WCC Capital Outlay Plan

Mr. Mark Allen, Vice President of Facilities Development and Operations welcomed additional questions on the purposed plan that was presented at the Special Meeting preceding September Monthly Meeting.

**Financial Reports
(Year End – June
2018) (Action)**

**Facilities
Development Report**

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

President's Remarks

NEW BUSINESS

**Review of FY 18
Audit**

**2020 – 2024 WCC
Capital Outlay
Plan**

Contract Award for MLB Boiler Replacement (Action)

It is moved by Trustee DeVarti seconded by Trustee Hatcher that the Board approve a construction contract for Monroe Plumbing & Heating Co., of Monroe, MI in the amount of \$455,886.00.

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

Contract Award for MLB Air Handling Unit Replacement (Action)

It was moved by Trustee DeVarti and seconded by Trustee Hatcher that the Board approve a construction contract for Monroe Plumbing & Heating Co., of Monroe, MI in the amount of \$548,914.00.

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

Resolution Regarding Section 230 of Public Act 265 for 2018 (Action)

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Washtenaw Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under section 230 of the Michigan Public Act 265 of 2018.

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

Revision to the 2018 Schedule of Monthly Board Meetings (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board revise the 2018 Schedule of Board Meetings and hold the October Monthly Meeting on October 30, 2018 at 6:00 pm in Morris Lawrence Building, Room 150 located at 4800 East Huron River Drive, Ann Arbor, MI 48105.

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

Appointment to the Washtenaw Technical Middle College Board of Directors (Action)

It was moved by Treasurer Milliken and seconded by Trustee Landau that the WCC Board of Trustees approve the appointment of Donald J. Peurach as a Washtenaw Technical Middle College Board of Directors with a term ending April 2021. The motion was updated.

**Contract Award for
MLB Boiler
Replacement
(Action)**

**Contract Award for
MLB Air Handling
Unit Replacement
(Action)**

**Resolution
Regarding Section
230 of Public Act
265 for 2018
(Action)**

**Revision to the
2018 Schedule of
Monthly Board
Meetings (Action)**

**Appointment to the
Washtenaw
Technical Middle
College Board of
Directors (Action)**

Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that the Board move to adjourn the monthly meeting. The motion was adopted. The Monthly Meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

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

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject

Date

Personnel Recommendations

October 30, 2018

RECOMMENDATION

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

Prepared by: Samuel Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

PERSONNEL RECOMMENDATIONS
October 2018

Economic & Community Development

Full Time Ending Employment

Whitney Thomas, Department Secretary, resignation with five (5) years of service

Facilities Development & Operations

Full-Time New Hires

Independent

Kevin Marshall, Custodial Services Manager, \$59,000 annually

Replacement

Finance/Information Technology

Full Time Ending Employment

Shiping Ji, Database Administrator, retirement with nineteen (19) years of service

Renee Bock, Accounts Receivable Clerk, with less than one (1) year of service

Human Resources

Full-Time New Hires

Independent

Katherine DeLong, Labor Relations Associate, \$85,000 annually

New

Instruction

Part-Time New Hires

Faculty

Rebecah Pulsifer, English, \$880 per course contact hour

Tamika Hawkins, Health Sciences, \$880 per course contact hour

Kimberley Barker, Business & Computer Technologies, \$880 per course contact hour

John Fitzgerald, Business & Computer Technologies, \$880 per course contact hour

Caryl Wooten, Business & Computer Technologies, \$880 per course contact hour

Support Staff

Christopher Dobbs, Non-clerical Support, \$12.72 hourly

Isaac Eisenmann, Non-clerical Support, \$12.72 hourly

Danielle Percy, Non-clerical Support, \$12.72 hourly

Mark Shipman, Non-clerical Support, \$12.72 hourly

Full Time Ending Employment

Kathleen Cook, Professional Faculty Health Sciences, resignation with twelve (12) years of service

Student & Academic Services

Full-Time New Hires

Independent

Robert Harwood, Security Officer, \$15.81 hourly

Cameron Bauer, Campus Resource Officer, \$26.95 hourly

Replacement

New

Part-Time New Hires

Independent

Guillermo Delgado, Women's Basketball Coach, \$3,750 Stipend

Paul Gomez, Campus Resource Officer, \$28.85 hourly

Support Staff

Mary Ansbro, Livingston Northern Centers Support, 12.72 hourly

Foundation

No Report

President

No Report

Public Relations/Marketing

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Financial Reports (September 2018)

October 30, 2018

RECOMMENDATION

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

Prepared by: William Johnson
Title: CFO and Vice President of Finance

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

Financial Narrative

September 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the three months ended September 30, 2018.

Revenue

As of September 30, 2018, Total Revenues were \$57.6 million; Total Expenditures and Operating Transfers were \$28.2 million. Revenues in total are ahead of the expected budget for the first quarter by approximately \$230,000.

Fall Tuition revenue of \$12.1 million is on track with the budgeted revenue. Overall, slightly lower enrollment and credit hours (down by 0.1%) have been fully offset by increased Out of District enrollments, which yield a higher tuition rate. Revenue from Student Fees is down slightly due to the lower credit hour enrollment.

State Aid revenue reflects an accrual for 25 percent of the annual appropriation for the new fiscal year. Appropriation payments for the current year begin in October and are in line with what the College budgeted for the year. The biggest unknown for this line item is the amount coming from the Local Community Stabilization Authority (the make whole mechanism for lost personal property tax revenue), which we are expecting to know within the next month or two.

Receipts for Local Government Taxes are \$36.2 million through September, which represents 68.5 percent of the total budgeted revenue from property taxes. This is slightly ahead of the expected collections through the first quarter and is a positive indication that we will meet, if not exceed, the budgeted amount of tax revenue for the year.

Expenditures

Total Expenditures through September 30, 2018, represent 24 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$260,000 less than what was expected through the first quarter of the year due to a positive personnel-related variance related to vacancies in part-time positions. For the year, vacancies in full-time positions were budgeted to provide savings of approximately \$2 million, based on an average of 20-25 vacant positions per month. Actual vacancies averaged 21 per month for the first quarter of the year, on target with the budget. As the year progresses, 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.

Operating Transfers

The full-year budgeted allocations for Deferred Maintenance, Campus Maintenance & Repair, and Furniture were transferred from the General Fund to the appropriate Plant Funds as of the first of the fiscal year. The transfer to the Debt Maintenance fund represents the first of two semi-annual interest payments on the College's outstanding bond debt. The next required payment, for both principal and interest, is due April 1, 2019. The Health & Fitness Center transfer is a transfer into the General Fund from the first quarter operations of the Center.

Washtenaw Community College
 Revenues and Expenditures - General Fund
 Statement as of September 30, 2018

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,145,133	19,885
Tuition Winter	11,294,472	-	-	-
Tuition Spring	4,887,996	1,613,039	1,656,550	43,511
Student Fees	4,985,000	2,157,354	2,113,528	(43,826)
Total Tuition and Fees	<u>33,292,716</u>	<u>15,895,641</u>	<u>15,915,211</u>	<u>19,570</u>
Local Property Taxes	52,900,000	36,123,660	36,210,217	86,556
State Appropriations	14,696,374	3,441,875	3,445,640	3,765
Trade Partnerships	3,773,072	1,068,995	1,085,779	16,783
Investment Income	825,000	206,250	227,629	21,379
Other	1,835,364	405,873	475,501	69,628
Auxiliary Activities	1,218,650	216,000	228,187	12,187
Total Revenue	108,541,176	57,358,294	57,588,163	229,868
EXPENDITURES				
Humanities & Social Sciences	11,770,496	2,673,643	2,642,885	30,757
Math, Science & Engineering Technologies	8,753,752	1,985,401	2,060,760	(75,359)
Health Sciences	5,730,257	1,300,120	1,221,601	78,519
Business & Computer Technologies	7,192,726	1,633,789	1,641,175	(7,386)
Advanced Technologies & Public Service Careers	7,338,127	1,754,326	1,612,030	142,296
Continuing Education	588,555	119,237	128,122	(8,885)
Distance Learning	1,886,957	446,715	447,821	(1,106)
Instructional Support	14,054,101	4,174,395	4,078,720	95,675
Total Instruction	<u>57,314,971</u>	<u>14,087,626</u>	<u>13,833,115</u>	<u>254,511</u>
Student Services	8,906,096	2,038,712	1,908,463	130,249
Scholarships	1,668,520	695,202	681,223	13,979
Executive Management	2,145,162	543,308	553,082	(9,773)
General Admin - Institutional Services	7,460,852	1,839,796	2,171,595	(331,799)
MIS/Computer Services	8,098,604	2,056,452	1,978,373	78,079
Public Relations Development	3,139,405	593,900	574,751	19,149
Community Services	2,435,272	530,904	481,217	49,687
Physical Plant Operations	10,922,204	2,398,836	2,371,193	27,643
Utilities	2,089,700	470,206	466,607	3,600
Equipment	1,938,515	561,752	539,010	22,742
Total Non-Instruction	<u>48,804,330</u>	<u>11,729,068</u>	<u>11,725,512</u>	<u>3,555</u>
Total Expenditures	106,119,301	25,816,694	25,558,627	258,067
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	175,938	175,938	-
Health & Fitness Center	(1,750,000)	(437,500)	(437,500)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	2,421,875	2,688,438	2,688,438	-
Total Expenditures and Operating Transfers	108,541,176	28,505,132	28,247,065	258,067
Operating Revenue Over Expenditures & Transfers	-	28,853,162	29,341,098	487,935
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(124,910)	(124,910)
Total Revenue over Expenditures & Transfers	-	28,853,162	29,216,188	363,025

Capital Fund
Project Summary
September 30, 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		11,167		11,167
Total Revenues	\$ 10,571,927	10,583,094	-	11,167
Construction/Repair Projects				
Storage Receiving Building				
Renovations:				
SRB Addition	1,830,000	1,828,220	-	1,780
Total Storage Receiving Building	\$ 1,830,000	\$ 1,828,220	\$ -	1,780
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	561,320	2,623	6,859
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	315,938	1,502	1,251
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,605,398	\$ 4,125	132,404
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,433,619	\$ 4,125	134,183
Revenue Over (Under) Expenditures		\$ 149,476		

**Washtenaw Community College
Deferred Maintenance Fund
September 30, 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)	4,782,971
Adjustments to budgets of started or completed projects	3,556,102
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	<u>25,508,073</u>

<u>Since inception of fund:</u>	
General Fund Transfers	17,300,000
Completed projects	(9,533,909)
Projects in process	(5,911,099)
Uncommitted Fund Balance	<u>1,854,992</u>

<u>Completed Projects:</u>	<u>Final Cost</u>
Projects completed in prior years	9,533,909
Total Completed	<u>9,533,909</u>

<u>Projects in Process or scheduled to begin:</u>	<u>Allocated Budget</u>
GMB Carpet/Flooring Replacement	174,222
EC Heating Pumps Replacement	432,827
EC - Upgrade 13,200 v main campus fed with a power line conditioning system	60,000
CLASB Humidification Boiler Replacement	260,000
Maintenance Garage replace oil separator/sanitation line	120,000
BEB Fan Coil Units	615,000
GMB Penthouse replace main building transformers	150,000
EC Boiler Control & Valve Repl	75,000
Siemens Temp.control Panel Upgrade	130,000
Replace Bus Loop	350,000
Campus-Concrete sidewalk replacement and GL-Correct curb height	102,000
THFC Pool Filtration Piping & HX Rep	60,000
HFC Hot Water System	375,000
FEB-Roof Replacement	60,000
ML-Boiler Replacement	556,075
ML-Firing Range AHU Replacement	693,975
GL-Handicap ramp replacement	100,000
* EC-Replace campus cooling tower with stainless steel unit	800,000
* LA-Replace Chemistry Hoods	700,000
Total of other projects < \$50,000 each	97,000
Total in Process	<u>5,911,099</u>

* Scheduled; no financial activity as of report date

<u>Additional projects pending for next twelve months</u>	<u>Expected Budget</u>
CAMPUS-Flooring Replacement (Based upon assessment)	100,000
FEB-Upgrade & Replace Lighting	75,000
GL-Northeast wall waterproofing & draintile	62,000
HFC-The lap pool and therapy pool floor and walls need to be replaced	200,000
LA-Corridor Tile Flooring Replacement 2nd Floor	110,000
LA-Exploratory roof or air intake on the southeast side to the CLASB Addition	60,000
ML-Replace seminar room walls	300,000
Total of other projects < \$50,000 each	375,000
Total Pending	<u>1,282,000</u>

**WCC Active Portfolio
 Portfolio Management
 Portfolio Summary
 September 30, 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	YTMC 360 Equiv.	YTMC 365 Equiv.
Federal Agency Coupon Securities	7,000,000.00	6,771,770.00	6,987,296.03	26.82%	2,478	1527	2.110	2.139
Treasury Coupon Securities	2,000,000.00	1,990,827.58	1,993,553.05	7.65%	371	181	2.070	2.098
Miscellaneous Coupon Securities	4,000,000.00	3,846,530.00	4,009,765.42	15.39%	2,505	1864	2.114	2.144
Municipal Bonds	13,000,000.00	12,823,510.00	13,059,431.63	50.13%	2,180	1178	2.395	2.428
	26,000,000.00	25,432,637.58	26,050,046.13	100.00%	2,172	1,301	2.250	2.282

Investments	Month Ending 9/30/2018		Fiscal Year 2018 - 2019 To Date		Month Ending 9/30/17		Fiscal Year 2017 - 2018 To Date	
Total Earnings								
Current Year		49,768.47		149,503.15		46,285.50		137,423.21
Average Monthly Balance - Long Term Invested Balance				26,048,596.35				25,571,686.44
Effective Rate of Return - Long Term Invested Balance				2.30%				2.15%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 9/28/2018	2.36%	2.59%	2.94%	3.05%	3.13%

Reporting period 09/01/2018-09/30/2018

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is complete
- Work continuing in buildings including supports, wiring and mounts
- Project status by location
 - Business Education – All work complete. Commissioning in process.
 - Health Fitness Center – Supports, wiring complete. Installation on going.
 - Morris Lawrence – Materials delivered
 - Harriet St Center – Materials delivered

Advanced Transportation Center Addition and Renovation Project

- The project was included in the 2019 state budget
- Project team working to award next phases of design
- Phase 400/500 design contract presented to BOT in October

Deferred Maintenance Project Update

1	CLASB Humidifier Replacement <i>FY17 \$260,000 – Replace 4 existing humidifiers for AHU1, 2, 5 & 7</i>	<i>Commissioning ongoing</i>
2	Energy Center Pump Replacement <i>FY17 \$400,000 – Replace 6 existing water cooled pumps w/ air cooled pumps</i>	<i>Awaiting pump delivery</i>
3	MLB Storm Water Drainage Pond Elevation Repairs <i>FY18 \$40,000 – Correct water drainage issues associated with pond elevation</i>	<i>Engineering solutions are being re-evaluated</i>
4	GM Main Transformer Replacement <i>FY18 \$125,000 – Replace existing oversized dry transformer</i>	<i>Project planning</i>
5	GMB 3 rd Floor Carpet Replacement <i>FY17 \$75,000 – Replace existing carpet and install resilient floor in corridors</i>	<i>Construction ongoing</i>
6	Campus Primary Electrical Service Line Conditioning <i>FY17 \$60,000 – Study electrical service and recommend changes for reliability</i>	<i>Engineering review complete</i>
7	MLB Main Boilers Replacement Project <i>FY18 \$550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers</i>	<i>Project Planning</i>
8	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$630,000 – Replace existing AHU w/ new ERU</i>	<i>Project Planning</i>
9	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2nd floor</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>
10	SC 2 nd Floor HVAC Upgrades <i>FY18 \$180,000 – Replace existing HVAC controllers and dampers.</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>

11	Campus Wide Concrete Sidewalk Replacement <i>FY19 \$102,000 - Replace failing concrete and trip hazards across campus.</i>	<i>Complete</i>
12	BE Stair Tread Replacement <i>FY19 \$30,000 - Replace stair treads w/ resilient tread</i>	<i>Awaiting Construction Bids</i>
13	Campus Wide Flooring Replacement <i>FY19 \$100,000 - Complete flooring replacements across campus based upon assessment</i>	<i>Assessment underway</i>
14	Energy Center Cooling Tower Replacement <i>FY19 \$800,000 - Replace campus cooling tower, associated piping and electrical</i>	<i>Planning underway</i>
15	Parking Lot 6 Replacement <i>FY19 \$600,000 - Repave with subbase stabilization, asphalt and curb repairs</i>	<i>Design complete. Bid package developed.</i>
16	FEB Lighting Replacement <i>FY19 \$75,000 - Replace non-LED overhead lighting w/ LED fixtures</i>	<i>Awarding Design Services</i>
17	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 - Replace damaged and non-compliant concrete ramp</i>	<i>Awaiting Final Design</i>
18	Great Lakes Building Foundation Waterproofing <i>FY19 \$62,000 - Repair waterproofing membrane for foundation wall</i>	<i>Planning underway</i>
19	HFC Domestic Hot Water System Replacement <i>FY19 \$375,000 - Replace hot water tanks w/ new gas fired hot water tanks</i>	<i>Awaiting Construction Bids</i>
20	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 - Replace shower stall inserts w/ tile</i>	<i>Awaiting Construction Bids</i>
21	HFC Chiller 10 Year Maintenance Package <i>FY19 \$32,000 - Perform periodic recommended tear down and maintenance</i>	<i>Awaiting Construction Bids</i>
22	LA Chemistry Hood Repairs <i>FY19 \$150,000 - Complete repairs on existing lab hoods</i>	<i>Planning underway</i>
23	LA Corridor Tile Floor Replacement 2nd Floor <i>FY19 \$110,000 - Replace quarry tile flooring w/ resilient flooring</i>	<i>Awarding Design Services</i>
24.	LA Water Softener Replacement <i>FY19 \$45,000 - Replace existing softener</i>	<i>Planning underway</i>
25	LA Roofing Repairs <i>FY19 \$60,000 - Complete repairs to the roof/parapet wall interface</i>	<i>Planning underway</i>
26	OEB Isolation Valve Replacement <i>FY19 \$20,000 - Relocate valve and strainer to accessible location</i>	<i>Planning underway</i>
27	OEB Dental Lab Compressor Replacement <i>FY19 \$8,000 - Replace compressor unit</i>	<i>Planning underway</i>
28	OEB Autoclave Electrical Panel Relocation <i>FY19 \$12,000 - Reroute electrical feed directly from building substation</i>	<i>Awaiting Construction Bids</i>
29	OEB Auto Lab Exhaust Fan Replacement <i>FY19 \$25,000 - Replace failing exhaust fan</i>	<i>Awarding Design Services</i>
30	OEB Tunnel Exhaust Fan Replacement <i>FY19 \$20,000 - Replace failing exhaust fan</i>	<i>Awarding Design Services</i>
31	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 - Install new OSHA compliant upgrades for roof fall protection</i>	<i>Planning underway</i>
32	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 - Replace failing components and install redundant systems</i>	<i>Planning underway</i>

Campus Repair & Maintenance Projects Update

1	SEMCOG Non-Motorized Pathway <i>FY18 \$80,000 – WCC cost to support new grant funded pathway along HRD</i>	<i>MDOT/WCRC bid Jan. 2019</i>
2	SC 1st Floor Renovations <i>FY18 \$250,000 – Renovate existing spaces to create new spaces for Student Activities, B&N Book Storage, Quiet Study area, Reflection room & Career Services</i>	<i>Punchlist</i>
3	SC304 Classroom conversion to office suite. <i>FY18 \$75,000 – Convert existing classroom to new office space</i>	<i>Complete</i>
4	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	<i>Project development underway</i>
5	Huron River Watershed Council Grant Upgrades <i>FY18 \$0</i>	<i>Grant Cancelled</i>
6	WTMC Furniture & Space Upgrade <i>FY18 \$0 (WTMC Funded) – Renovate WTMC spaces and upgrade furniture</i>	<i>Installation Scheduled</i>
7	LA275 Renovations <i>FY19 \$135,000 – Renovate classroom including furniture</i>	<i>Planning underway</i>
8	GM118 Renovations <i>FY19 \$55,000 – Renovate classroom including furniture</i>	<i>Planning underway</i>
9	OE163 Replace epoxy flooring. <i>FY19 \$20,000 – Replace existing floor surface in main auto lab</i>	<i>Planning underway</i>
10	Power Upgrades OE143 <i>FY19 \$30,000 – Install new 200A 480V service</i>	<i>Awaiting Construction Bids</i>
11	Replace Welding Booth Exhaust Arms <i>FY19 \$40,000 – Replace 40 existing exhaust arms in the welding booths</i>	<i>Materials on order</i>
12	Replace Welding Lab Overhead Lighting <i>FY19 \$25,000 – Improved overhead lighting with new LED fixtures</i>	<i>Awarding Design Services</i>
13	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	<i>Planning underway</i>
14	Install motorized loading dock plate. <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	<i>Awaiting Construction Bids</i>
15	TI126 Upgrade Power Requirements <i>FY19 \$11,000 – Install new circuits to power new electrical drops over tables</i>	<i>Awaiting Construction Bids</i>

Construction Contracts issued in the past 60 days exceeding \$20,000

1. The Interior Group, Campus Wide Lobby Furniture – Installation, \$33,350
2. Michigan Air Products, OE 137 Fume Hume Extraction Arms – MATERIAL ONLY, \$36,000

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Receipt of the FY 18 Audit Report

October 30, 2018

RECOMMENDATION

That the Board receive the FY 18 Audit Report as submitted.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson
Title: CFO and Vice President of Finance

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

Board of Trustees
Washtenaw Community College

TAB F

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
2020 – 2024 WCC Capital Outlay Plan	October 30, 2018

RECOMMENDATION

That the Board of Trustees approve the Five-Year Capital Outlay Plan for fiscal years 2020- 2024 as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: <u>Mark Allen</u>	Recommended by: <u><i>Rose B. Bellanca, Ed.D.</i></u>
Title: <u>Vice President, Facilities</u> <u>Development and Operations</u>	Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB G

ACTION

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

Subject

Date

Revision to 2018 Schedule of Monthly Board Meetings

October 30, 2018

RECOMMENDATION

That the Board of Trustees establish and hold their annual Fall Retreat on November 27th at 3:00 pm. The Fall Retreat will be held in Room 150 of the Morris Lawrence Building.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Larry Barkoff

Recommended by: Rose B. Bellanca, Esq.

Title: General Counsel

Rose B. Bellanca, President
