



Office of the President

**FEBRUARY 26, 2019
ORGANIZATIONAL & MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **February 26, 2019**, the WCC Board of Trustees will hold an Organizational Meeting at **6:00 p.m.** followed by a Monthly Meeting in Room 150 of the Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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
ORGANIZATIONAL & MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – FEBRUARY 26, 2019
ROOM 150, MORRIS LAWRENCE BUILDING
4800 East Huron River Drive, Ann Arbor, Michigan**

I. ORGANIZATIONAL MEETING

- A. Election of Officers
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer
- B. Remarks from New Board Chair

II. CALL TO ORDER, APPROVAL OF AGENDA

- A. 2019 and 2020 Schedule of Monthly Board Meetings and March Retreat **(Action)**.....**Tab A**
- B. 2019 Board of Trustees Schedule of Activities and Events**Tab B**
- C. Background Information on Members of the Board of Trustees.....**Tab C**
- D. Terms of Board of Trustees Members, Class of 2019-20.....**Tab D**
- E. Trustee Assignments
 - 1. MCCA Liaison
 - 2. ACCT Delegate
 - 3. WTMC Liaison
 - 4. WCC Foundation Liaison
 - 5. SEMCOG Liaison
 - 6. Honorary Associate Degree in Community Service Committee
 - 7. Legislative Liaison

III. APPROVAL OF MINUTES (December 11 Monthly Meeting) (Action) Tab E

IV. CITIZEN PARTICIPATION

- A. Verbal Communications
 - 1. WCC Education Association
 - 2. Public
- B. Written Communications

V. SPECIAL REPORTS

- A. YouthBuild/Habitat House Update
- B. Spain Study Abroad Presentation
- C. SEMCOG Presentation on the 2045 Forecast for the School Aged Population
- D. Vendor Diversity

VI. REPORTS

- A. Monthly Reports
 - 1. Personnel Recommendations **(Action)** **Tab F**
 - 2. Financial Reports (December 2018 & January 2019) **(Action)** **Tab G**
 - 3. Facilities Development Report..... **Tab H**

VII. REMARKS

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

VIII. NEW BUSINESS

A. Discussion

- 1. Honorary Degree Recipient **Tab I**
- 2. Proposed Discontinuation of Programs for 2019 -20..... **Tab J**
- 3. Proposed New Programs for 2019 - 20..... **Tab K**
- 4. Proposed Updates to Policy 3043 – 1st Reading..... **Tab L**
- 5. Proposed Updates to Policy 3045 – 1st Reading..... **Tab M**
- 6. Proposed Updates to Policy 3046 – 1st Reading..... **Tab N**

B. Action

- 1. Appointment of Board Negotiating Team 2019 WCC A.F.S.C.M.E. Local 1921 Contract **(Action)** .**Tab O**
- 2. Appointment of Board Negotiating Team 2019 WCCEA Part Time Adjunct Teaching Faculty Union Contract **(Action)**..... **Tab P**
- 3. Appointment to the Washtenaw Technical Middle College Board of Directors **(Action)****Tab Q**

IX. ADJOURNMENT OF MONTHLY MEETING (Action)

ACTION

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

Subject
2019 and 2020 Schedule of Monthly Board Meetings

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees adopt and publish the calendar of regular meetings* for 2019 and 2020 as indicated on the attached sheets, with exceptions as indicated in italics. The fourth Tuesday of each month is established as the regular monthly meeting time at 6:00 p.m. in Room 150 of the Morris Lawrence Building.

**The Open Meetings Act (Act No. 267, Public Acts of 1976) requires the Board of Trustees to adopt and publish a calendar of regular meetings.*

Prepared by: Vanessa Brooks
Title: Director of President
and Board Affairs

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

Washtenaw Community College Board of Trustees
Room 215, Student Center Building
4800 E. Huron River Drive, Ann Arbor, Michigan 48105
Telephone: (734) 973-3621

2019
CALENDAR OF MONTHLY MEETINGS
WASHTENAW COMMUNITY COLLEGE
BOARD OF TRUSTEES

DATES: JANUARY 29* *cancelled due to extreme weather conditions*
 FEBRUARY 26
 March 12* *Retreat to begin at 3:00pm*
 MARCH 26
 APRIL 23
 MAY 21* *Moved due to Holiday*
 JUNE 25
 JULY 30 * *Moved due to MCCA Summer Conference*
 AUGUST (NO MEETING SCHEDULED)
 SEPTEMBER 24
 OCTOBER 22
 NOVEMBER 19* *Moved due to Holidays*
 DECEMBER 17* *Moved due to Holidays*

TIME: 6:00 p.m.

PLACE: Morris Lawrence Building, Room 150
 4800 E. Huron River Drive
 Ann Arbor, Michigan 48105

Persons with disabilities that wish to attend these meetings 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 Board of Trustees
Room 215, Student Center Building
4800 E. Huron River Drive, Ann Arbor, Michigan 48105
Telephone: (734) 973-3621

2020
CALENDAR OF MONTHLY MEETINGS
WASHTENAW COMMUNITY COLLEGE
BOARD OF TRUSTEES

DATES: JANUARY 28
FEBRUARY 25
MARCH 31
APRIL 28
MAY 19 **Moved due to Holiday*
JUNE 23
JULY 28
AUGUST *(NO MEETING SCHEDULED)*
SEPTEMBER 22
OCTOBER 27
NOVEMBER 17* *Moved due to Holidays*
DECEMBER 15* *Moved due to Holidays*

TIME: 6:00 p.m.

PLACE: Morris Lawrence Building, Room 150
4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Persons with disabilities that wish to attend these meetings 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
2019 Board & College Activities and Events

TAB B

Mon., Feb. 25 – Sat, Mar. 2	Winter Recess (no credit classes)
Tues., Feb. 26	Board of Trustees Monthly Meeting (6:00 p.m.)
Tues., March 12	Spring Board Retreat (3:00 p.m.)
Tues., Mar. 26	Board of Trustees Monthly Meeting (6:00 p.m.)
Thurs., Mar. 28	Washtenaw Economic Club Luncheon
Sat., Apr. 6	Free College Day
Thurs., Apr. 18	MCCA Community College Day
Tues., Apr. 23	Board of Trustees Monthly Meeting (6:00 p.m.)
Mon., May 6	Winter Semester Ends
Thurs., May 9	Washtenaw Economic Club Luncheon
Mon., May 13	Spring/Summer Semester Begins
Wed., May 15	WCC Foundation Women’s Council Luncheon
Wed., May 15	Nursing Pinning Ceremony
Thurs., May 16	Honors Convocation
Fri., May 17	Commencement Platform Party Dinner
Sat., May 18	Commencement
Tues., May 21	Board of Trustees Monthly Meeting (6:00 p.m.)
Mon., May 27	Memorial Day (college closed)
Mon., June 24 – Fri., June 28	OPCMIA Training Week
Tues., June 25	Board of Trustees Monthly Meeting (6:00 p.m.)
Thurs., July 4	Independence Day Holiday (college closed)
Mon., July 15 – Fri., July 19	Ironworkers Training Week
Tues. July 23 – Fri. Jul 26	MCCA Summer Conference
Tues., July 30	Board of Trustees Monthly Meeting (6:00 p.m.)

WASHTENAW COMMUNITY COLLEGE
2019 Board & College Activities and Events

No August Board of Trustees Monthly Meeting

Thurs., Aug. 8 Spring/Summer Classes End

Sat., Aug. 11 – Fri., Aug. 16 UA Instructor Training Week

Mon., Aug. 12 Foundation Golf Outing

Tues., Aug. 20 – Fri., Aug. 23 Faculty In-Service

Mon., Aug. 26 Fall Semester Begins

Mon., Sept., 4 Labor Day (no classes, college closed)

Tues., Sept. 24 Board of Trustees Monthly Meeting (6:00 p.m.)

Tues., Oct. 22 Board of Trustees Monthly Meeting (6:00 p.m.)

Tues., Nov. 19 Board of Trustees Fall Retreat (*tentative*) 3pm

Tues., Nov. 19 Board of Trustees Monthly Meeting (6:00 p.m.)

Mon., Nov. 25 – Tues., Nov. 26 Faculty In Service (no classes)

Wed., Nov. 27 – Sat., Nov. 30 Thanksgiving Holiday (no classes)

Thurs., Nov. 28 – Fri., Nov. 29 Thanksgiving Holiday (college closed)

Tues., Nov. 19 Board of Trustees Fall Retreat (*tentative*) 3pm

Thurs., Nov. 21 Foundation Scholarship Luncheon

Tues., Dec. 17 Board of Trustees Monthly Meeting (6:00 p.m.)

Sun., Dec. 15 Fall Semester Ends

Tues., Dec. 24 – Wed., Jan. 1, 2020 Winter Holiday (college closed)

Thurs., Jan. 2 College Open (no classes)

Board Meetings

- ❖ One per month
- ❖ Read and analyze materials for each Board meeting – Packets are delivered on or before Friday before the meeting

WASHTENAW COMMUNITY COLLEGE
2019 Board & College Activities and Events

Two Board retreats

- ❖ Spring
- ❖ Fall is an afternoon/early evening event

Serve as Board speaker at various College ceremonies and occasions

- Part-Time Honors Convocation in January
- Graduation in May
- Honors Convocation in May
- GED Graduation Ceremony
- Nursing Pinning Ceremony
- Others as they arise

Participation in WCC Foundation activities

- Mardi Gras/ Winter Gala
- Scholarship Luncheon
- Women's Council Luncheon
- Golf Outing
- Others as they arise

MCCA (Michigan Community College Association)

- Summer Conference in July
- Possibly others throughout the year

ACCT (Association of Community College Trustees) Conferences

- ❖ Conferences (*voluntary*)
 - Winter – National Legislative Summit in Washington D.C.
 - Fall – Location TBD

WCC Board of Trustees Background Information

Ms. Angela Davis

Angela Davis was born and raised in Ann Arbor, MI. She attended Ann Arbor Public Schools and graduated from Pioneer High School. She attended HBCU's Bishop College in Dallas, TX. She later enrolled in Concordia University and completed her undergraduate degree in Human Resource Administration while attending Washtenaw Community College. She relocated to West Virginia where she enrolled in Mountain State University in Beckley, WV and received a graduate degree in Strategic Leadership. She is active in the community as a literacy tutor, a volunteer at the Ann Arbor Art Center's jewelry studio, and participates in chartable fundraising events. She is also the owner of Davis Jewelry Collections and works at TJMaxx in Ann Arbor.

Mr. David DeVarti

Dave DeVarti is a lifelong Ann Arbor resident and community activist. Dave was the founding publisher of the Michigan Football Guide and the Current Entertainment Monthly, transferring ownership to another publisher in 2007. He has been a part-time student at Washtenaw Community College over the past several years, primarily studying art. He attended the University of Michigan School of Natural Resources in the 1970's.

He served as an Ann Arbor City Councilperson and a member of the Ann Arbor Planning Commission in the 1980's. He served on the Ann Arbor Downtown Development Authority from 1991 to 2008. He currently serves on the Ann Arbor Zoning Board of Appeals. Dave is also a board member of the Ann Arbor Film Festival.

Ms. Christina Fleming

Christina M. H. Fleming is a web developer and systems engineer with over 17 years of experience in the field. Ms. Fleming was elected to the Board of Trustees for a six-year term in November 2014 that began January 1, 2015. Her current term expires December 31, 2020. Ms. Fleming grew up in Frankenmuth, Michigan and is a graduate of Frankenmuth High School. She moved to Ann Arbor as a student of the University of Michigan and graduated with a dual-degree in Sociology and Classical Archaeology. In Sociology she earned two certificates of specialization: "Race, Class, Gender", and "International Social Inequality." After college Ms. Fleming entered the technology field as a Help Desk Technician earning several technical certifications until working her way up to Data Center Administrator.

Ms. Fleming currently a private consultation business Christina Fleming LLC. She has provided services for a variety of not-for-profit organizations assisting in launching web sites and social media.

Besides being a technology enthusiast, she is also an artist at heart enjoying oil painting, still life painting, ceramics and lapidary arts. Together with her mother she can sometimes be found at artisan shows such as the Midland Center for the Arts or Dexter Daze.

Ms. Fleming lives in Dexter, Michigan with her husband William and daughter Athena.

Ms. Ruth Hatcher

Ms. Hatcher is a retired instructor who taught writing and literature for 30 years at Washtenaw Community College. She served as English/Writing Department Chair for several years. Other positions she held at the college include: director of the English/Writing Department Writing Center, interim Vice President of Instruction, interim Dean of Humanities and Social Science, assistant to the Dean of HSS assigned to write the first Assessment Report to The North Central Association. During her tenure she received several awards including: 1986 - Faculty Recognition Award from the Board of Trustees, 1989 - National Teaching Excellence Award from the University of Texas, 1991 - the first Morris Lawrence Award, 1995 - Administrative Group Special Service Award, 2000 - WCC Vision of Racial Equity Award, and 2004 - WCC Model Award for Motivating and Developing Leaders. She also held several appointed and elected positions in the Washtenaw Community College Education Association including President of the Association overseeing several faculty contracts. In 2014, she was elected to the Washtenaw Community College Board of Trustees for a six-year term beginning in January, 2015.

As a resident of Ann Arbor since 1971, Ruth has served on The Vestry of St. Andrew's Episcopal Church, The Ann Arbor Community Foundation, The Greenhills School Board, and the Board of the Shelter Association of Washtenaw County.

Ruth Hatcher grew up on the south side of Chicago attending both the University of Chicago Lab School and Hyde Park HS. She attended Earlham College, a Quaker school in Indiana where she earned a B.A. in English. Following her graduation, she worked at Earlham College as Head Resident of women's dormitories and Assistant Director of the Faculty Seminar in African American Studies. After moving with her husband to Ann Arbor, she earned a M.A. in English and completed course work in the Doctor of Arts program at the University of Michigan. It was in this program that her mentor, Dr. Richard Bailey ignited her passion for the community college. Ruth has been married to Chuck, a retired fishery biologist, for 51 years. They have three grown children: Charles, Robert, and Corinne.

Dr. Richard J. Landau

Richard J. Landau is an attorney and the managing member of RJ Landau Partners PLLC in Ann Arbor, Michigan. Dr. Landau was first elected to the Board of Trustees in January 2001. He was re-elected in 2006, 2012 and 2018. His current term expires December 31, 2024. He has served as Board Chair from 2007-2008 and 2016-17.

Dr. Landau grew up in Ann Arbor and is a graduate of Ann Arbor Huron High School. Dr. Landau is the recipient of the following degrees: Bachelor of Arts degree from Brown University; Ph.D. in clinical psychology from the Stony Brook University; and J.D. from the Boston University School of Law. Dr. Landau practiced law with the firm of Dykema Gossett for 18 years where he was an equity member. In 2007 he formed his own firm which is located in the office building built by his father, Henry S. Landau, a former WCC trustee himself.

Dr. Landau is a trial lawyer who specializes in business litigation. He is also licensed as a clinical psychologist in Illinois. Throughout his legal career, Dr. Landau has also had an interest in the areas of mental health in the legal profession, disability rights and special education issues. Dr. Landau has been recognized in the list of Michigan "Super Lawyers" published by Law & Politics Media, Inc. for his work in business litigation. He has been recognized as one of the "Best Lawyers in America" published by US News and World Reports. He is married to Kristen Landau, also an attorney and the co-founder of the RJ Landau Partners law firm.

Ms. Diana McKnight-Morton

Ms. McKnight-Morton was first elected to the Board of Trustees for a six-year term in November 1994, and re-elected for subsequent terms in November 2000, November 2006, November 2012 and again in November 2018. Her current term expires December 31, 2024. She served as Secretary of the Board (1997-99), Vice Chair (2003-04, 2011-12, 2015-16) and Chair (2005-06, 2017-18).

Recently, Trustee McKnight-Morton was appointed by her peers to serve on the Board of the Southeast Michigan Council of Governments (SEMCOG), the regional organization in Southeast Michigan which supports local planning through its technical, data, and intergovernmental resources. Most recently she was appointed to be the Vice Chair on Education Bloc for SEMCOG; serves on the Board of Directors, the Executive Board and Transportation Alternative Planning and Harvard selection committees. Nationally, at the Association of Community College Trustees she has served as member of the Diversity Community. Currently she serves on the State Legislative Committee and Board of Directors at the Michigan Community College Association.

Born and raised in Ann Arbor, Ms. McKnight-Morton has been active in the community for many years. She is the founder and past president of Ann Arbor Community Development Corporation and has been affiliated with the Washtenaw United Way by serving as co-chair for Washtenaw County Labor Union committee for the past ten years. She has received numerous volunteer service awards.

Ms. McKnight-Morton has taught in the Ypsilanti Public School Adult Education program. She also was Assistant Division Services Manager at the Washtenaw County Employment Training and Community Services.

Ms. McKnight-Morton received a Bachelor of Science degree in education at University of Michigan and a Master of Arts in guidance and counseling at Eastern Michigan University. She

currently possesses a Professional Counselors License and a Michigan Provisional Teaching Certificate.

Mr. William G. Milliken, Jr.

Bill Milliken was elected a trustee of Washtenaw Community College in 2016. He is the president of Milliken Realty Co., an Ann Arbor commercial real estate brokerage firm which he founded in 1996. He is also a director of the National Association of Realtors and chair of NAR's Commercial Committee.

He served as the 100th president of the 30,000 member Michigan Realtors in 2013 and currently holds a seat as a Michigan Realtors director. Bill launched his real estate career in Ann Arbor in 1987. Previously, he worked in Washington, D.C. for NASA and the U.S. Dept. of Justice.

Bill is a director of the CCIM Foundation and served three terms on the board of the CCIM Institute; he did trade missions to Taipei (2015) and Mexico (2016) and was a delegate on CCIM's trade mission to China in 2006. He was named REALTOR®-of-the-Year by the Michigan Commercial Board of REALTORS® and Ann Arbor Area Board of REALTORS®, respectively.

He has been a member of the board of the Washtenaw Community College Foundation since 2012, and serves on the board of New Detroit (www.newdetroit.org) and Groundwork Center (www.groundworkcenter.org). Bill served as president of the Commercial Board of REALTORS®; a director of Republic Bancorp, and; board chair of the Ann Arbor Chamber of Commerce.

WASHTENAW COMMUNITY COLLEGE

TAB D

BOARD OF TRUSTEES

2019 - 2020

<u>Member</u>	<u>Office</u>	<u>Term Expires</u>
Angela Davis 2073 Garden Circle Ann Arbor, MI 48103	Trustee.....	December 31, 2022
David DeVarti..... 1231 Baldwin Avenue Ann Arbor, MI 48104	Trustee.....	December 31, 2020
Christina Fleming..... 7208 Ulrich Street Dexter MI 48130	Trustee.....	December 31, 2020
Ruth Hatcher 4391 Deco Court Ann Arbor, MI 48105	Trustee.....	December 31, 2020
Richard J. Landau..... 4800 Hickory Hill Ann Arbor, MI 48105	Trustee.....	December 31, 2024
Diana McKnight-Morton..... 2073 Garden Circle Ann Arbor, MI 48103	Trustee.....	December 31, 2024
William Milliken, Jr..... 100 Huronview Boulevard Ann Arbor, MI 48103	Trustee.....	December 31, 2022

Board of Trustees
Washtenaw Community College

TAB E

ACTION

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

Subject
December 11th Monthly Meeting

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the December 11th Monthly Meeting as submitted.

Prepared by: Vanessa Brooks
Title: Director of President
and Board Affairs

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

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, DECEMBER 11, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on December 11, 2018 at 6:04 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, Trustee Ruth Hatcher and Trustee Richard Landau.

Acceptance of Office

President Bellanca swore in reelected Trustees Landau and McKnight-Morton.

Approval of the Agenda (Action)

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the December 11th Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee DeVarti and seconded by Trustee Landau that the Board approve the minutes of the November 27th Monthly Meeting and Retreat as submitted. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty made mention of the retiring faculty members, making a special mention of Jeffery Donahey. Lastly, he wished the Board Happy Holidays.

Public Comments

There were no public comments.

Written Communications

There were no communications received.

SPECIAL REPORTS

GRIMM Cyber Security Bench Demonstration

Mr. Michael Galea and Ms. Cyndi Millins, WCC faculty members spoke to the Board about the mobile hacking bench that GRIMM created for WCC. They also talked about the advantages WCC students will have since WCC is the only college in the state with this equipment. Lastly, they thanked the Board for their support.

Call to Order

Acceptance of Office

Approval of Agenda
(Action)

Approval of Minutes
(Action)

Citizen Participation

WCC Education
Association

Public Comments

Written
Communications

SPECIAL REPORTS

GRIMM Cyber
Security Bench
Demonstration

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Remarks of Members of the Board of Trustees

Trustee Hatcher indicated she would like to hear a presentation on retention and developmental education from the faculty who teach in that area.

Secretary Davis congratulated Trustees Landau and McKnight-Morton on their reelection.

President's Remarks

President Bellanca spoke about the 100 Women Power Connect Night in which she was honored to be the keynote speaker. Lastly, she mentioned WCC will be at the Autoshow at Automobile-D, which will showcase the GRIMM mobile hacking bench.

OLD BUSINESS

WCC Health & Fitness Center Hot Water System Upgrade Contact Award (Action)

It was moved by Trustee DeVarti and seconded by Trustee Hatcher that the Board approve a contract for John Darr Mechanical of Ann Arbor, MI, as a contractor for the Health & Fitness Center Domestic Hot Water System Upgrade Project, in the amount of \$242,500.00, 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, Trustee Hatcher; yes and Trustee Landau; yes. The motion was adopted.

2018 Emeritus Staff Status Recipients (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board grant the retirees Emeritus Staff Status as stated in Board Policy #5045, Policy on Emeritus Staff as submitted. The motion was adopted.

NEW BUSINESS

Settlement of Baker v Washtenaw Community College Lawsuit (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board approve the proposed tentative lawsuit settlement agreement reached between Mark Baker and the College on the terms presented during the November 27th, 2018 closed session board meeting and authorizes President Bellanca to sign the agreement on behalf of the Board of Trustees.

MONTHLY REPORTS

Personnel Recommendation (Action)

Remarks of Members of the Board of Trustees

President's Remarks

OLD BUSINESS

WCC Health & Fitness Center Hot Water System Upgrade Contact Award (Action)

2018 Emeritus Staff Status Recipients (Action)

NEW BUSINESS

Settlement of Baker v Washtenaw Community College Lawsuit (Action)

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

Motion to Adjourn Monthly Meeting (Action)

It was moved by Treasurer Milliken and seconded by Trustee Landau that the Board move to adjourn the monthly meeting. The motion was adopted. The Monthly Meeting was adjourned at 6:52 p.m..2

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

**Settlement of Baker
v Washtenaw
Community College
Lawsuit
(Action)(cont.)**

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

Board of Trustees
Washtenaw Community College

TAB F

ACTION

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

Subject
Personnel Recommendations

Date
February 26, 2019

RECOMMENDATION

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

Prepared by: Samuel Veltri

Title: Vice President of Human Resources
and Labor Relations

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

Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
January 2019

Economic & Community Development

Full time New Hire

Spencer Field, Business Consultant MI SBDC, \$50,082 annual

Replacement

Part Time New Hire

Christopher Ulrich, Trainer, \$57.80 hourly

Hollie Zimmerman, Trainer, \$58.67 hourly

BobLuke Wekinya, Trainer, \$58.67 hourly

Terry Butler, Trainer, \$45.00 hourly

Finance

Full-Time New Hires

Office Professional Technical

Scarlett Gold, Accounts Receivable Clerk, \$16.14 hourly

Replacement

Information Technology

No Report

Foundation

No Report

Instruction

Part-Time New Hires

Professional Faculty

Christine Maier, Advanced Technologies, \$867 per course contact hour

Ryan Kania, Business, \$867 per course contact hour

Ted Nowak, Business, \$867 per course contact hour

Shayla Fletcher, Business, \$867 per course contact hour

Kweilin Smith-Belitsos, Business, \$867 per course contact hour

Robert Shannon, Business, \$867 per course contact hour

Amol Amladi, Business, \$867 per course contact hour

Ali Kawsan, Computer Information Systems, \$867 per course contact hour

Amy Davis, Digital Media, \$867 per course contact hour

Ayhan Vostina, Digital Media, \$867 per course contact hour

Irene Myers, Health Sciences, \$867 per course contact hour

AnnaMarie Asher, Health Sciences, \$867 per course contact hour

Casidhe Kowalczyk, Health Sciences, \$867 per course contact hour

Lodica Wallace, Health Sciences, \$867 per course contact hour
Katelyn Hamann, Health Sciences, \$867 per course contact hour
Noura Ismail, Health Sciences, \$867 per course contact hour
Joseph Nunez, Health Sciences, \$867 per course contact hour
Allison Grekin, Health Sciences, \$867 per course contact hour
Nirit Mor-Vaknin, Life Science, \$867 per course contact hour
Lyndsey Adams, Life Science, \$867 per course contact hour
Frank Fane, Physical Science, \$867 per course contact hour
Sujith Weerasinghe, Physical Science, \$867 per course contact hour
Mohammed Harati, Physical Science, \$867 per course contact hour
May Farhat, Physical Science, \$867 per course contact hour
Taylor Landeryou, Physical Science, \$867 per course contact hour

Support Staff

Cameron Bauer, Welding Staff, \$12.72 hourly
Margaret Mikesell, Welding Staff, \$12.72 hourly

Public Relations/Marketing

No Report

Student & Academic Services

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Marshall Averill, Student Advisor, \$21.43 hourly
Caitlyn Meszaros, Student Advisor, \$21.43 hourly

Independent

Laura Beck, Student Success Specialist, \$21.89 hourly
Andrew Crockett, Student Success Specialist, \$21.89 hourly
Tamber Woodworth, Student Success Specialist, \$21.89 hourly
Nicholas Banks, Security Patrol Officers, \$14.72 hourly
Austin Ragsdale, Security Patrol Officers, \$14.72 hourly

Support Staff

Lori Blakey, Student Connection Worker, \$14.62 hourly

Facilities Development & Operations

No Report

Human Resources

No Report

President

No Report

PERSONNEL RECOMMENDATIONS

February 2019

Economic & Community Development

Full-Time New Hire

Independent

Bethany Lockwood, JATC669 Technical Writer-Editor, \$54,577

New

Part-Time New Hire

Erin Williamson, Community Development Program Assistant, \$12.72 hourly

Karess Taylor, Community Development Program Assistant, \$12.72 hourly

Finance

Full-Time Ending Employment

Christine Ilayan, Restricted Funds Accountant with more than two (2) years of service

Information Technology

Part-Time New Hire

Meghan Lapham-Hailes, Help Desk Specialist, \$19.98 hourly

Terra Hayden, Help Desk Specialist, \$19.98 hourly

Kylie Pollman, Network Technician, \$15.19 hourly

Foundation

No Report

Instruction

Full-Time New Hires

Office Professional Technical

Melissa Morrison, Executive Secretary, Vice President of Instruction, \$19.34 hourly

Replacement

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Joshua Salinas, Lab Assistant, Welding, \$19.78 hourly

Professional Faculty

Sean Fountain, Adult Transition, \$867 per course contact hour

Ed Kavanaugh, Mathematics, \$867 per course contact hour

Susan Buza, Mathematics, \$867 per course contact hour

Full-Time Ending Employment

Carol Kelley, Support Services Secretary with eleven (11) years of service

Public Relations/Marketing

Full-Time Ending Employment

Robin Witte, Marketing Manager with more than six (6) years of service

Student & Academic Services

Part-Time New Hires

Independent

Kari Elkins, Security Dispatcher, \$14.72 hourly

Support Staff

Debbie Burton, Notetaker, \$12.72 hourly

Facilities Development & Operations

No Report

Human Resources

No Report

President

No Report

Board of Trustees
Washtenaw Community College

TAB G

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Financial Reports (December 2018 and January 2019)

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for December 2018 and January 2019 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

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

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

Financial Narrative

December 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the six months ended December 31, 2018.

Revenue

As of December 31, 2018, Total Revenues were \$82.7 million; Total Expenditures and Operating Transfers were \$53.7 million. Revenues in total are ahead of the expected budget for the first half of the fiscal year by approximately \$500,000.

Winter Tuition revenue of \$10.4 million was just slightly below the expected level as of the end of December due, in part, to the Winter Semester starting a week later than last year. However, as of mid-January, concerted efforts across campus have attracted additional students and pushed winter tuition revenue ahead of budget. With the strength of the on-line offerings, and late-starting classes still open for new enrollments, we are expecting Winter Tuition revenue to meet, if not exceed, the budgeted revenue.

State Aid revenue reflects an accrual for six months' of the annual appropriation for the fiscal year, along with a partial payment of approximately \$364,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). The State has indicated that the remaining LCSA payment, now expected in May 2019, will be between 100% and 134% of the initial payment, which will leave us in range of our budget of approximately \$800,000. Additionally, payments from the State to offset increases in the cost of the MPSERS pension plan have pushed the year-to-date revenue ahead of budget.

Receipts for Local Government Taxes are \$42.3 million through December, which represents 80.0 percent of the total budgeted revenue from property taxes. This is ahead of the projected collections through the first half of the year. Refunds of prior year taxes are trending below budget, as are diversions to the local DDA's and TIFA's. These items, along with a better-than-expected increase in taxable values, support that the final tax revenue amount for the year will exceed the budget by \$500,000 or more.

Expenditures

Total Expenditures through December 31, 2018, represent 48 percent of the budgeted expenditures for the fiscal year. Overall expenditures continue to be right on pace with what was projected through the first half of the year, with small positive variances in both personnel and non-personnel spending. 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 just above 20 per month for the first six months 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.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of December 31, 2018

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,058,145	(67,103)
Tuition Winter	11,294,472	10,505,858	10,406,160	(99,698)
Tuition Spring	4,887,996	1,613,039	1,655,633	42,594
Student Fees	4,985,000	4,077,829	3,993,119	(84,710)
Total Tuition and Fees	33,292,716	28,321,974	28,113,057	(208,917)
Local Property Taxes	52,900,000	42,155,545	42,324,128	168,583
State Appropriations	14,696,374	7,348,187	7,504,833	156,646
Trade Partnerships	3,773,072	2,490,433	2,651,590	161,157
Investment Income	825,000	447,300	551,620	104,320
Other	1,835,364	832,694	838,300	5,606
Auxiliary Activities	1,218,650	565,875	672,168	106,293
Total Revenue	108,541,176	82,162,008	82,655,696	493,688
EXPENDITURES				
Humanities & Social Sciences	11,758,315	5,740,274	5,820,155	(79,881)
Math, Science & Engineering Technologies	8,726,871	4,258,484	4,320,928	(62,444)
Health Sciences	5,715,256	2,753,993	2,711,181	42,812
Business & Computer Technologies	7,187,520	3,503,728	3,710,945	(207,217)
Advanced Technologies & Public Service Careers	7,285,357	3,575,161	3,459,147	116,014
Continuing Education	597,258	280,369	271,583	8,786
Distance Learning	1,888,897	929,806	925,023	4,783
Instructional Support	14,078,406	7,331,739	7,212,076	119,663
Total Instruction	57,237,880	28,373,554	28,431,038	(57,484)
Student Services	9,176,462	4,428,307	4,119,124	309,183
Scholarships	1,668,520	930,765	907,243	23,522
Executive Management	2,137,464	984,173	1,015,118	(30,944)
General Admin - Institutional Services	7,446,127	3,428,613	4,055,218	(626,605)
MIS/Computer Services	8,098,463	4,119,865	3,990,000	129,864
Public Relations Development	3,205,695	1,315,950	1,248,568	67,382
Community Services	2,200,494	1,065,582	1,025,256	40,326
Physical Plant Operations	10,919,981	5,027,867	4,817,042	210,825
Utilities	2,089,700	1,006,592	999,428	7,165
Equipment	1,938,515	877,643	799,458	78,185
Total Non-Instruction	48,881,421	23,185,359	22,976,456	208,903
Total Expenditures	106,119,301	51,558,913	51,407,494	151,419
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)	(875,000)	(875,000)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	2,421,875	2,250,938	2,250,938	-
Total Expenditures and Operating Transfers	108,541,176	53,809,851	53,658,432	151,419
Operating Revenue Over Expenditures & Transfers	-	28,352,158	28,997,264	645,106
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	176,277	176,277
Total Revenue over Expenditures & Transfers	-	28,352,158	29,173,541	821,383

Capital Fund
Project Summary
December 31, 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	561,385	6,053	3,364
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,723	-	968
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,607,249	\$ 6,053	128,625
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,435,469	\$ 6,053	130,405
Revenue Over (Under) Expenditures		\$ 147,625		

**Washtenaw Community College
Deferred Maintenance Fund
December 31, 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)	5,045,971
Adjustments to budgets of started or completed projects	4,189,834
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	26,404,805

Since inception of fund:

General Fund Transfers	17,300,000
Completed projects	(10,153,850)
Projects in process	(5,943,372)
Uncommitted Fund Balance	1,202,778

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	9,529,223
Current year completed projects:	
GMB Carpet/Flooring Replacement	173,430
Siemens Temp.control Panel Upgrade	114,652
FEB-Roof Replacement	55,145
CLASB Humidification Boiler Replacement	251,400
Total of FY19 completed projects < \$50,000 each	30,000
Total Completed	10,153,850

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
BEB Fan Coil Units	611,079
GMB Penthouse replace main building transformers	150,000
EC Heating Pumps Replacement	418,822
EC Boiler Control & Valve Repl	75,000
Replace Bus Loop	228,132
Campus-Concrete sidewalk replacement and GL-Correct curb height vs sidewalk issue	102,000
EC-Replace campus cooling tower with stainless steel unit	800,000
HFC Hot Water System	375,000
FEB-Upgrade & Replace Lighting	75,000
HFC Defender Tank	90,000
HFC Women's hot tub repair	300,000
LA-Replace Chemistry Hoods	700,000
LA-Corridor Tile Flooring Replacement 2nd Floor	210,000
* LA-Roofing and Intake Repair	60,000
ML-Boiler Replacement	556,075
ML-Firing Range AHU Replacement	750,000
GL-Handicap ramp replacement	100,000
Maintenance Garage replace oil separator/sanitation line	102,963
Total of other projects < \$50,000 each	239,301
Total in Process	5,943,372

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

	<u>Expected Budget</u>
Campus - Resurface Parking Lots 6	600,000
HFC-The lap pool and therapy pool floor and walls need to be replaced with ceramic. The	200,000
ML Renovation Design	300,000
Total of other projects < \$50,000 each	220,000
Total Pending	1,320,000



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
October 31, 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	6,753,490.00	6,988,394.57	26.83%	2,478	1496	2.110	2.139
Treasury Coupon Securities	2,000,000.00	1,991,600.00	1,994,322.04	7.66%	372	149	2.070	2.098
Miscellaneous Coupon Securities	4,000,000.00	3,837,640.00	4,009,649.00	15.39%	2,505	1833	2.114	2.144
Municipal Bonds	13,000,000.00	12,805,455.00	13,058,836.11	50.13%	2,180	1147	2.395	2.428
	26,000,000.00	25,388,185.00	26,051,201.72	100.00%	2,172	1,270	2.250	2.282

Investments	Month Ending 10/31/2018	Fiscal Year 2018 - 2019 To Date	Month Ending 10/31/17	Fiscal Year 2017 - 2018 To Date
Total Earnings				
Current Year	49,883.51	199,386.66	47,360.53	184,783.74
Average Monthly Balance - Long Term Invested Balance		26,049,117.42		25,571,436.36
Effective Rate of Return - Long Term Invested Balance		2.30%		2.17%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 10/31/2018	2.49%	2.69%	2.98%	3.15%	3.30%

Reporting period 10/01/2018-10/31/2018

Financial Narrative

January 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the seven months ended January 31, 2019.

Revenue

As of January 31, 2019, Total Revenues were \$90.8 million; Total Expenditures and Operating Transfers were \$62.6 million. Revenues in total are ahead of the expected budget for the first seven months of the fiscal year by approximately \$1.2 million.

Winter Tuition revenue of \$11.4 million was ahead of the expected level as of the end of January. Concerted efforts across campus; the availability of late-starting classes; and the continued strength of the on-line offerings, have pushed winter tuition revenue ahead of budget. Overall enrollment as of early February, was down just over one percent, which is in line with budgeted amounts. The total will continue to move slightly over the next couple months, however, we are expecting the final Winter Tuition revenue to meet, if not exceed, the budgeted amount.

State Aid revenue reflects an accrual for seven months of the annual appropriation for the fiscal year, along with a partial payment of approximately \$364,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). The State has indicated that the remaining LCSA payment, now expected in May 2019, will be between 100% and 134% of the initial payment, which will leave us in range of our budget of approximately \$800,000. Additionally, payments from the State to offset increases in the cost of the MPSERS pension plan have pushed the year-to-date revenue ahead of budget.

Receipts for Local Government Taxes are \$47.4 million through January, which represents just under 90 percent of the total budgeted revenue from property taxes. This is ahead of the projected collections through the first seven months of the year. Refunds of prior year taxes are trending below budget, as are diversions to the local DDA's and TIFA's. These items, along with a better-than-expected increase in taxable values, support that the final tax revenue amount for the year will exceed the budget by \$500,000 or more.

Expenditures

Total Expenditures through January 31, 2019, represent 57 percent of the budgeted expenditures for the fiscal year. Overall expenditures continue to be right on pace with what was projected through the first seven months of the year, with small positive variances in both personnel and non-personnel spending.

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 just above 20 per month for the first seven months of the year, on target with the budget.

Additionally, the vacancy savings for part-time personnel is offsetting an unbudgeted expense of approximately \$459,000 recorded in January related to an additional MPSERS obligation for part time student workers. Passage of Public Act 512 in December, 2018 obligates community colleges to contribute to MPSERS any unfunded pension costs associated with part time student worker compensation for the four year period ending July 1, 2018. Community colleges may be obligated for

additional amounts related to part time student workers that opt into the MPSERS participation for periods prior to 7/1/2014. Based upon a preliminary calculation by the Office of Retirement Systems (ORS), it was estimated that WCC will be obligated to pay \$459,000 for the four year period ending 7/1/18. This past month, the College chose to expense the preliminary amount, and make a payment to mitigate additional interest charges accruing between now and sometime after January 2020 when the final assessment is complete.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of January 31, 2019

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,047,669	(77,579)
Tuition Winter	11,294,472	11,294,472	11,421,854	127,382
Tuition Spring	4,887,996	1,613,039	1,655,633	42,594
Student Fees	4,985,000	4,178,271	4,137,157	(41,114)
Total Tuition and Fees	<u>33,292,716</u>	<u>29,211,030</u>	<u>29,262,313</u>	<u>51,283</u>
Local Property Taxes	52,900,000	46,887,345	47,371,824	484,479
State Appropriations	14,696,374	8,505,479	8,694,438	188,959
Trade Partnerships	3,773,072	2,857,127	3,068,107	210,980
Investment Income	825,000	516,050	674,543	158,493
Other	1,835,364	1,036,438	1,020,930	(15,508)
Auxiliary Activities	1,218,650	586,007	731,094	145,087
Total Revenue	108,541,176	89,599,475	90,823,248	1,223,773
EXPENDITURES				
Humanities & Social Sciences	11,758,315	6,649,560	6,645,112	4,448
Math, Science & Engineering Technologies	8,726,871	4,920,043	4,953,785	(33,742)
Health Sciences	5,717,756	3,179,951	3,134,510	45,440
Business & Computer Technologies	7,185,063	4,090,603	4,250,667	(160,065)
Advanced Technologies & Public Service Careers	7,277,857	4,153,095	4,017,151	135,944
Continuing Education	597,258	316,865	289,742	27,123
Distance Learning	1,888,897	1,088,500	1,073,260	15,240
Instructional Support	14,087,308	8,475,249	8,227,042	248,206
Total Instruction	<u>57,239,325</u>	<u>32,873,866</u>	<u>32,591,271</u>	<u>282,595</u>
Student Services	9,175,605	5,293,582	4,902,932	390,650
Scholarships	1,668,520	1,343,275	1,334,257	9,018
Executive Management	2,137,464	1,167,410	1,179,889	(12,479)
General Admin - Institutional Services	7,470,646	4,069,154	5,156,855	(1,087,701)
MIS/Computer Services	8,098,896	4,664,698	4,543,495	121,204
Public Relations Development	3,205,695	1,612,047	1,507,809	104,238
Community Services	2,200,494	1,236,586	1,186,416	50,170
Physical Plant Operations	10,894,441	6,022,410	5,801,367	221,043
Utilities	2,089,700	1,139,616	1,138,895	721
Equipment	1,938,515	1,008,264	981,663	26,601
Total Non-Instruction	<u>48,879,976</u>	<u>27,557,042</u>	<u>27,733,577</u>	<u>(176,535)</u>
Total Expenditures	106,119,301	60,430,907	60,324,848	106,059
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)	(875,000)	(875,000)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	2,421,875	2,250,938	2,250,938	-
Total Expenditures and Operating Transfers	108,541,176	62,681,845	62,575,786	106,059
Operating Revenue Over Expenditures & Transfers	-	26,917,630	28,247,462	1,329,832
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	176,277	176,277
Total Revenue over Expenditures & Transfers	-	26,917,630	28,423,739	1,506,109

**Capital Fund
Project Summary
January 31, 2019**

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	561,385	6,053	3,364
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,723	-	968
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,607,249	\$ 6,053	128,625
 Grand Total Construction/Repair Projects	 \$ 10,571,927	 \$ 10,435,469	 \$ 6,053	 130,405
 Revenue Over (Under) Expenditures		 \$ 147,625		

**Washtenaw Community College
Deferred Maintenance Fund
January 31, 2019**

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)	5,465,971
Adjustments to budgets of started or completed projects	4,891,173
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	<u>27,526,144</u>

Since inception of fund:

General Fund Transfers	17,300,000
Completed projects	(10,444,822)
Projects in process	(5,652,400)
Uncommitted Fund Balance	<u>1,202,778</u>

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	9,529,223
Current year completed projects:	
GMB Carpet/Flooring Replacement	173,430
CLASB Humidification Boiler Replacement	251,400
Maintenance Garage replace oil separator/sanitation line	102,963
Siemens Temp.control Panel Upgrade	114,652
Campus-Concrete sidewalk replacement and GL-Correct curb height vs sidewalk issue	102,000
FEB-Roof Replacement	55,145
Total of FY19 completed projects < \$50,000 each	116,009
Total Completed	<u>10,444,822</u>

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
BEB Fan Coil Units	611,079
GMB Penthouse replace main building transformers	150,000
EC Heating Pumps Replacement	418,822
EC Boiler Control & Valve Repl	75,000
Replace Bus Loop	228,132
EC-Replace campus cooling tower with stainless steel unit	800,000
HFC Hot Water System	375,000
FEB-Upgrade & Replace Lighting	75,000
HFC Defender Tank	90,000
HFC Women's hot tub repair	300,000
LA-Replace Chemistry Hoods	700,000
LA-Corridor Tile Flooring Replacement 2nd Floor	210,000
* LA-Roofing and Intake Repair	60,000
ML-Boiler Replacment	556,075
ML-Firing Range AHU Replacement	750,000
GL-Handicap ramp replacement	100,000
Total of other projects < \$50,000 each	153,292
Total in Process	<u>5,652,400</u>

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

	<u>Expected Budget</u>
Campus - Resurface Parking Lots 6	600,000
HFC-The lap pool and therapy pool floor and walls need to be replaced with ceramic.	200,000
ML Renovation Design	300,000
Total of other projects < \$50,000 each	220,000
Total Pending	<u>1,320,000</u>

**WCC Active Portfolio
 Portfolio Management
 Portfolio Summary
 January 31, 2019**

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	6,890,210.00	6,991,690.17	26.83%	2,477	1403	2.110	2.139
Treasury Coupon Securities	2,000,000.00	1,997,067.00	1,997,914.66	7.67%	372	57	2.070	2.098
Miscellaneous Coupon Securities	4,000,000.00	3,933,790.00	4,009,299.77	15.39%	2,505	1741	2.114	2.144
Municipal Bonds	13,000,000.00	12,971,695.00	13,057,049.54	50.11%	2,180	1054	2.395	2.428
	26,000,000.00	25,792,762.00	26,055,954.14	100.00%	2,171	1,177	2.250	2.282

Investments	Month Ending 1/31/2019	Fiscal Year 2018 - 2019 To Date	Month Ending 1/31/18	Fiscal Year 2017 - 2018 To Date
Total Earnings				
Current Year	49,905.45	348,988.02	46,175.89	324,893.31
Average Monthly Balance - Long Term Invested Balance		26,051,082.26		25,570,698.25
Effective Rate of Return - Long Term Invested Balance		2.30%		2.18%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 01/31/2019	2.46%	2.55%	2.43%	2.63%	2.83%

Reporting period 01/01/2019-01/31/2019

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 – Complete.
 - Health Fitness Center – Installation on going.
 - Morris Lawrence – Complete.
 - Harriet St Center – Materials delivered

Advanced Transportation Center

- Design proposals have been received and are being evaluated

Deferred Maintenance Project Update

1	CLASB Humidifier Replacement <i>FY17 \$260,000 – Replace 4 existing humidifiers for AHU1, 2, 5 & 7</i>	Complete
2	Energy Center Pump Replacement <i>FY17 \$400,000 – Replace 6 existing water cooled pumps w/ air cooled pumps</i>	Startup/Commissioning underway
3	MLB Storm Water Drainage Pond Elevation Repairs <i>FY18 \$40,000 – Correct water drainage issues associated with pond elevation</i>	Engineering solutions are being re-evaluated
4	GM Main Transformer Replacement <i>FY18 \$150,000 – Replace existing oversized dry transformer</i>	Complete
5	GMB 3rd Floor Carpet Replacement <i>FY17 \$75,000 – Replace existing carpet and install resilient floor in corridors</i>	Complete
6	Campus Primary Electrical Service Line Conditioning <i>FY17 \$60,000 – Study electrical service and recommend changes for reliability</i>	No Further Action Recommended
7	MLB Main Boilers Replacement Project <i>FY18 \$550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers</i>	Equipment Ordered
8	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$630,000 – Replace existing AHU w/ new ERU</i>	Equipment Ordered
9	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2nd floor</i>	Project Deferred
10	SC 2nd Floor HVAC Upgrades <i>FY18 \$180,000 – Replace existing HVAC controllers and dampers.</i>	Project Deferred
11	Campus Wide Concrete Sidewalk Replacement <i>FY19 \$102,000 - Replace failing concrete and trip hazards across campus.</i>	Complete
12	BE Stair Tread Replacement <i>FY19 \$30,000 – Replace stair treads w/ resilient tread</i>	Complete
13	Campus Wide Flooring Replacement <i>FY19 \$100,000 – Complete flooring replacements across campus based upon assessment</i>	Design underway

14	Energy Center Cooling Tower Replacement <i>FY19 \$800,000 – Replace campus cooling tower, associated piping and electrical</i>	Engineering in progress
15	Parking Lot 6 Replacement <i>FY19 \$900,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Design complete. Bid package developed.
16	FEB Lighting Replacement <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Bid package developed
17	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Contract award in progress
18	Great Lakes Building Foundation Waterproofing <i>FY19 \$62,000 – Repair waterproofing membrane for foundation wall</i>	Complete
19	HFC Domestic Hot Water System Replacement <i>FY19 \$375,000 – Replace hot water tanks w/ new gas fired hot water tanks</i>	Equipment Ordered
20	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Construction underway
21	HFC Chiller 10 Year Maintenance Package <i>FY19 \$32,000 – Perform periodic recommended tear down and maintenance</i>	Project Deferred
22	LA Chemistry Hood Repairs <i>FY19 \$150,000 – Complete repairs on existing lab hoods</i>	Engineering in progress
23	LA Corridor Tile Floor Replacement 2nd Floor <i>FY19 \$110,000 – Replace quarry tile flooring w/ resilient flooring</i>	Design underway
24.	LA Water Softener Replacement <i>FY19 \$45,000 – Replace existing softener</i>	Equipment Ordered
25	LA Roofing Repairs <i>FY19 \$60,000 – Complete repairs to the roof/parapet wall interface</i>	Complete
26	OEB Isolation Valve Replacement <i>FY19 \$20,000 – Relocate valve and strainer to accessible location</i>	Engineering in progress
27	OEB Dental Lab Compressor Replacement <i>FY19 \$8,000 – Replace compressor unit</i>	Complete
28	OEB Autoclave Electrical Panel Relocation <i>FY19 \$12,000 – Reroute electrical feed directly from building substation</i>	Complete
29	OEB Auto Lab Exhaust Fan Replacement <i>FY19 \$25,000 – Replace failing exhaust fan</i>	Equipment Ordered
30	OEB Tunnel Exhaust Fan Replacement <i>FY19 \$20,000 – Replace failing exhaust fan</i>	Equipment Ordered
31	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning underway
32	HFC Defender Tank Replacement <i>FY19 \$90,000 – Replace failing components.</i>	Equipment Ordered
33	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Investigation and planning underway
34	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Planning underway

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>	MDOT/WCRC bid April 2019
2	SC 1st Floor Renovations <i>FY18 \$250,000 – Renovate existing spaces to create space for Student Activities, B&N book storage, quiet study area, reflection room & Career Transitions</i>	Complete

3	SC304 Classroom conversion to office suite. <i>FY18 \$75,000 – Convert existing classroom to new office space</i>	Complete
4	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	Planning underway
5	Huron River Watershed Council Grant Upgrades <i>FY18 \$0</i>	Grant cancelled
6	WTMC Furniture & Space Upgrade <i>FY18 \$0 (WTMC Funded) – Renovate WTMC spaces and upgrade furniture</i>	Complete
7	LA275 Renovations <i>FY19 \$235,000 – Renovate classroom including furniture</i>	Project Cancelled
8	GM118 Renovations <i>FY19 \$55,000 – Renovate classroom including furniture</i>	Phase 1 Complete
9	OE163 Replace epoxy flooring. <i>FY19 \$20,000 – Replace existing floor surface in main auto lab</i>	Project Cancelled
10	Power Upgrades OE143 <i>FY19 \$30,000 – Install new 200A 480V service</i>	Complete
11	Replace Welding Booth Exhaust Arms <i>FY19 \$40,000 – Replace 40 existing exhaust arms in the welding booths</i>	Complete
12	Replace Welding Lab Overhead Lighting <i>FY19 \$25,000 – Improved overhead lighting with new LED fixtures</i>	Equipment Ordered
13	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Design underway
14	Install motorized loading dock plate <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	Equipment Ordered
15	TI126 Upgrade Power Requirements <i>FY19 \$11,000 – Install new circuits to power new electrical drops over tables</i>	Complete
16	HFC Fitness Center Desk Upgrade <i>FY19 \$30,000 – Reconfigure free weight area for added SF.</i>	Materials Ordered
17	PS Temporary Fencing Installation <i>FY19 \$30,000 – Install 6' fencing on level 4 of parking structure.</i>	Complete
18	WTMC Hoop House Upgrades <i>FY19 \$70,000 – Upgrades to the outside greenhouse and classroom</i>	Planning in progress
19	SC Install 100A Electrical Service for Cappuccino Machine <i>FY19 \$8,000 – Install new 100A service in Garrett's.</i>	Complete
20	ML Aesthetics Upgrade Project <i>FY19 \$225,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Planning in progress
21	SC Executive Area Upgrade Renovation <i>FY19 \$93,000 – Replace wall finishes, flooring, furniture and new partitions.</i>	Planning in progress
22	SC Aesthetics Upgrade Project <i>FY19 \$159,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Planning in progress
23	SC Install 100A Electrical Service for Cappuccino Machine <i>FY19 \$8,000 – Install new 100A service in Garrett's.</i>	Complete

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

1. KI, Custodial Services Replacement Chairs/Dollies (for events) - \$42,332.12

8015 - Honorary Associate Degree Policy

Washtenaw Community College wishes to recognize through the extraordinary contributions of community persons to the advancement of Washtenaw Community College and its mission by the award of an Honorary Associate Degree in Community Services. Recipients will symbolize the true meaning of the College and the community college movement. Through their extraordinary and long-term commitment they have helped to make Washtenaw Community College an outstanding institution of higher education. They are worthy role models for our students and for the citizens of Washtenaw County.

The Honorary Associate Degree in Community Service is the highest honor given by Washtenaw Community College and parallels the honorary degree that is offered by baccalaureate institutions. It may be given to one or two persons per year at the annual commencement exercises. The granting of this Honorary Associate Degree is an important way of reinforcing the philosophy, mission and goals of the College. The following criteria will be used to determine Award of Honorary Associate Degree recipients:

- Outstanding contribution to the development and advancement of Washtenaw Community College as a comprehensive institution.
- Dedication and devotion to the idea of education for all people and strong advocacy of the community college mission.
- Extraordinary long-term service to society which directly relates to Washtenaw Community College or the mission it represents.
- Extraordinary achievement in a vocation which relates directly to Washtenaw Community College or the mission it represents.
- A humanitarian who is committed to the democratic ideals of equal opportunity for all.

The Honorary Associate Degree in Community Service may be bestowed at the May Commencement and the recipient may be invited to make brief remarks.

Selection Process

The Board of Trustees will make the selection of the person or persons to be recognized with the Honorary Associate Degree. At the discretion of the Chair, an advisory committee made up of former recipients, current trustees and others may be appointed to assist in the process.

Please list anyone you wish to nominate for an Honorary Associate Degree *(please include their business and any contact information you may have)*:

First Name	Last Name	Business	Contact Information

This nomination is submitted by Trustee: _____
 Please return form to Vanessa by April 1, 2019.

Washtenaw Community College/Commencement Past Honorary Degree Recipients

- Saturday, May 19, 2012
 2012 Honorary Associate Degree in Community Service Congressman John D. Dingell

- Saturday, May 18, 2013
 2013 Honorary Associate Degree in Community Service Mr. Michael A. Finney

- Saturday, May 17, 2014
 2014 Honorary Associate Degree in Community Service Mr. Gary M. Owen

- Saturday, May 16, 2015
 2015 Honorary Associate Degree in Community Service Ms. Mary "Molly" Dobson

- Saturday, May 21, 2016
 2016 Honorary Associate Degree in Community Service Congresswoman Debbie Dingell

- Saturday, May 20, 2017
 2017 Honorary Associate Degree in Community Service State Representative Adam Zemke

- Saturday, May 19, 2018
 2018 Honorary Associate Degree in Community Service Pastor George W. Waddles, Jr.

Previous Award of Merit and Honorary Degree Nominees

Award of Merit/Honorary Degree Recipients are noted in bold and are starred (*).

Recipients who received the Award are noted with year of nomination are italicized

Date Nominated	Nominations	Merit Notation
1999		
1999	Bruce Clyde	Prior WCC Foundation President
1999	Elizabeth Chesky	WCC student, employee; donor to disability fund
<i>1999</i>	<i>William Davis, Jr (Awarded – 2003).</i>	<i>BOT member 1/93-12/98, WCC Foundation Board Member</i>
1999	Beulah Elving	Donor to Foundation strong WCC supporter
1999	George Goodman	Prior WCC Foundation Chair
1999	Larry McPherson	Former WCC Foundation Board President
1999	Joe O’Neal	Education Plus Endowment, former WCC Foundation Board President
*1999	Jean Campbell	Honored for her work with the Foundation, College and Community
2000		
2000	Joetta Mial	Principal of Huron High School when dual enrollment was established
<i>2000</i>	<i>Nancy Margolis (Awarded – 2002)</i>	<i>BOT member—selected 2001; WCC Foundation Board member</i>
*2000	Ruth Moorman	BOT member
2001		
2001	Lana Pollack	Faculty member (dance), community activist; former State Senator
*2001	Griff McDonald	Honored for his work as a Trustee and WTMC Director.
2001	Rita Wertman	WCC student
2002		
2002	Judy Dow Rumelhart	Music Theater supporter; prior WCC Foundation Board member
<i>2002</i>	<i>Bill Kinley (Awarded – 2008)</i>	<i>Pres, Foundation Board</i>
2002	Barbara Meadows	WCC Foundation member; community activist
2002	Lynn Rivers	Consistent willingness to participate in College’s activities, supporter; State Representative
2002/05	Alma Wheeler Smith	Supporter of community college
2002	Nancy Francis	Washtenaw County Probate Judge
*2002	Nancy Margolis	See 2000 for reasons for selection
Date Nominated	Nominations	Merit Notation
2003		
<i>2003</i>	<i>Richard W. Bailey (Awarded 2004)</i>	<i>BOT member for many years, BOT chair 6 times</i>
2003	Tom McMullen	WCC Foundation Director, College donor
*2003	William J. Davis, Jr.	Board of Trustees, Foundation director, community and College supporter (selected 03)
2004		

*2004	Richard W. Bailey	BOT member for many years, BOT Chair – elected six times
2004	<i>Bill Kinley (Awarded in 2008)</i>	<i>Foundation Chair</i>
2004	Bill Broucek	Millage Committee Treasurer, Foundation Chair
2004	Barbara Meadows	Foundation Member, Millage Committee
2004	Joe O’Neal	Education Plus Endowment, former WCC Foundation Board President
2004	David Parsigian	Foundation President (two terms)
2004	David Rutledge	Board of Trustees Chair, Member
2005		
*2005	Richard Crane	Nominated for 2005 award
2005	Frances W. Deckard	Retired Willow Run High School teacher, Scholarship named in her honor, active in NAACP, former Ypsilanti District Library trustee
2005	Joe Fitzsimons	Has not been involved with College that much.
2005	Nancy Frances	Nominated in 2002 – not involved with College
2005	George Goodman	Citizen of the County – recognized for something other than work at College. Retired and need to bring back to College
2005	Robert Gunzel	His activities are job related – possible candidate
2005	Joe O’Neal	Has not work with College lately
2005	Alma Wheeler Smith	Also nominated 2002.
2006		
2006	<i>Margaret Talburtt (Award 2009)</i>	<i>Foundation Director and served on Executive committee, Helped create the Women’s Council –: has maintained an activity involvement with the College since 1992; Chairing the Child Care Center Campaign</i>
2006	Polly Miller	Served Foundation & WTMC
2006	Joe Scheuring	WTMC director
Date Nominated	Nominations	Merit Notation
2006	David Rutledge	Board of Trustees
*2006	Calla Fette	Found. Pres. Mardi Gr Chair: Foundation Treasurer Women’s Council Award –
2006	David Parsigian	Foundation President – Served as Mardi Gras Chair
2006	Judy Macklem	Served on Foundation Board – 1998- 2004
2007		
2007	<i>Margaret Talburtt (Award 2009)</i>	<i>Concerned that if Ms. Talbert was to re-run for the Trustee position, this nomination might be considered a conflict of interest. For her qualification, see 06 descriptions.</i>
2007	Stuart White	WTMC director. Currently serving on the Foundation Board of directors and on the scholarship committee.
2007	<i>Bill Kinley (Awarded – 2008)</i>	<i>Foundation Chair and Director, Mardi Gras Chair, and WCC Friend of the College</i>
*2007	Jerry Jernigan	Mr. Jernigan’s wife, Carey, accepted the award. The award recognized his services and commitment to the College.

2008		
*2008	Bill Kinley	A great champion of the College serving in many capacities. (See 2007 Merit Notations.)
2008	Betty Mc Donald	Foundation Chair, Mardi Gras participant, strong supporter of the college
2008	David Parsigian	Supports the College and Foundation. As a lawyer, does Pro Bono work for the Foundation.
2008	Margaret Talburtt (Award 2009)	Foundation Director, WTMC Director, and Trustee for a short period of time.
2008	John Barfield	Has had limited involvement with the College.
2008	Mike Rein	Foundation Board member, chair and donor, strong supporter of the College.
2008	Polly Miller	WTMC Director
2009		
2009	Howard & Norma Weaver	Donated to the Foundation & create an auto scholarship
2009	Richard & Marie Duke (Award in 2010)	Reading program and, Foundation Award Committee volunteer. Supportive of WCC because college had an important impact on daughter's education. Donors.
Date Nominated	Nominations	Merit Notation
*2009	Margaret Talburtt	Foundation director, WTMC Director and College Trustee for a short period of time. Strong supporter of College and Foundation.
2009	Alice Landau	Strong supporter of the college and participates in college events.

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval to Discontinue Programs 2019 - 20

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees approve the discontinuation of programs for the Fall 2019 as listed below:

- ❖ Nursing Transfer - EMU School of Nursing – Associate in Applied Science
- ❖ Web Design and Development - Certificate
- ❖ Web Design – Certificate
- ❖ Web Development – Certificate
- ❖ Web Design – Certificate
- ❖ Digital Strategy- Certificate

Prepared by: Dr. Kimberly Hurns
Title: Vice President of Instruction

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

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

Subject
Recommendations for New Programs 2019 - 20

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees approve the new programs for Fall 2019 as listed below:

- ✿ Associate in General Studies - Arts and Sciences Division - Humanities Department
- ✿ Broadcast Media Arts Certificate – Arts and Sciences Division - Humanities Department
- ✿ Client-Side Web Developer Certificate – Business/Computing Technologies Division - Digital Media Arts Department
- ✿ Interface Designer Certificate – Business/Computing Technologies Division - Digital Media Arts Department
- ✿ User Experience Designer Certificate – Business/Computing Technologies Division - Digital Media Arts Department
- ✿ Server-Side Web Developer Certificate – Business/Computing Technologies Division - Digital Media Arts Department
- ✿ Digital Strategist Certificate – Business/Computing Technologies Division - Digital Media Arts Department

Prepared by: Dr. Kimberly Hurns

Title: Vice President for Instruction

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

Rose B. Bellanca, President

3043 - Curriculum Purpose and Effectiveness Policy

Curriculum Purpose

The College shall provide students with the opportunity to meet their goals through a multifaceted, flexible, innovative, and dynamic curriculum that is designed to meet both current and future educational requirements. The curriculum includes the knowledge, skills, and values that the College provides through organized instruction and related experiences. Through faculty and staff expertise the College shall develop and maintain a curriculum that reflects the general needs of the local community, as well as the specific needs of business. The curriculum is continuously developed to have internal and external integrity and to have its content match the goals of the College.

All parts of the curriculum are rooted in the College's mission statement, with different parts of the College's diversified offerings designed to serve the needs of different student populations. These major groups include those needing career entry skills or upgrades, persons in need of improving their basic skills, those seeking the first two years of baccalaureate study, and academically advanced students.

Washtenaw Community College (WCC) admits all individuals who can benefit from its curriculum. The College maintains an "open door" curriculum that includes assessment, orientation, and advising to help students establish challenging, but realistic, educational plans. WCC is committed, through the work of its faculty, to offering and guaranteeing (see Board Policy #3010) a curriculum of the highest quality. Curricular excellence is maintained by conducting ongoing assessments of community needs, students needs, and the external educational requirements needed for students to succeed. The goal is to maintain a strong match between student and community needs and the curriculum. This is accomplished through the assessment of student and community requirements, and the subsequent assessment and adjustment of the curricula to match those requirements.

The College's curriculum shall be developed and maintained to be a community resource offering a wide spectrum of educational programs suited to the unique needs of those served. This spectrum of offerings will include associate degree programs of 60 to 75 credits that include the twenty-four core elements appropriate general education requirements (see Board Policy #3045), certificate programs of 6 to 38 credits, special credit offerings for specific populations as well as non-credit offerings such as short courses, seminars, workshops, conferences, and teleconferences.

The College shall maintain a curriculum that is tailored to the educational readiness and intellectual capabilities of a range of students. In this regard, it shall be an area of emphasis, consistent with the College's mission. To offer developmental resources and courses designed to provide students the basic educational learning needed to address standard college courses and programs. It is also within the scope of the College's mission to offer programming which shall contain subject matter depth, rigor, and pace of coverage suited to the abilities of advanced learners. Such special offerings shall not be restricted by subject matter, student's educational intent, or program purpose.

Curriculum Effectiveness

The College is to set procedures to assure that currency and quality are maintained in all courses and programs. Standards of curriculum quality and currency are based upon the expectations of students, faculty, business and industry, and the needs of the local community. These are to be maintained by teaching up-to-date subject matter and skills, and applying the most effective teaching and learning approaches. In order to assure currency and quality, the College will: (1) maintain responsiveness by meeting student and community-based educational needs through on-going curricular improvements, (2) promote core subject-matter integration and reinforcement across disciplines, (3) demonstrate external continuity through ongoing articulation with other institutions, and (4) promote curricular innovation.

An important part of maintaining currency and quality is to demonstrate that the College's courses and programs smoothly articulate with those of other institutions. Instructional divisions and departments, with support from administrative offices, will develop appropriate articulation agreements, on a course-to-course and/or program-to-program basis, with local high schools, senior, post-secondary institutions, and also with business and industry training programs. The College is committed to maintaining, expanding, and improving existing agreements. Special emphasis is to be placed on program-to-program articulation that reflects a continuous curriculum that smoothly flows across the public schools, the College, business and industry, and senior colleges and universities.

Instructional faculty and deans, supported by appropriate administrative offices and College committees, are responsible for review and analysis leading to recommendations that will improve the curriculum. The processes for curriculum development and review are to be open, collaborative, and interdepartmental. Although the faculty is primarily responsible for final authority for the curriculum and its effectiveness.

Adopted: February 21, 1995

Revised: February 24, 1998

Administrative Review: May 2002

(3043)

3045 - General Education Philosophy and Requirements

Basic Policy Statement

General Education is highly valued at Washtenaw Community College because it develops and nurtures certain habits of mind that reach beyond a student's area of academic emphasis and enables the student to meet critically, objectively, and successfully the challenges of education, work, and life. By requiring a strong core of common learning, the College demonstrates its commitment to providing a broad-based education to all degree recipients, which includes useful skills, knowledge, and experiences to support a variety of lifelong endeavors. To this end, it shall be the policy of the College to maintain a substantial program of general education to be included in all degree programs.

The College defines general education as a prescribed curriculum that assures a broad acquaintance with the basic areas of academic study. The general education requirements are designed to provide degree students certain skills and knowledge that include an understanding of and appreciation for the important modes of human thought, communication, and inquiry which are salient characteristics of a WCC associate degree education.

Effective Fall 2018 and thereafter, all students who enroll in an associate's degree program will meet general education requirements as noted in the distribution requirements.

General Education Strand	Definition
Composition	Develop, organize, and express thoughts in writing using Standard English
2nd Composition or Communication	Develop, organize, and express thoughts in writing using Standard English or Speak in an organized and effective manner and listen critically and with comprehension
Mathematics	Understand the applications and perform computations using the concepts of collegiate level mathematics
Natural Science	Understand principles and applications of modern science
Social and Behavioral Science	Understand principles and applications of social and behavioral sciences in exploring the dynamics of human behavior
Arts and Humanities	Understand and apply information related to the nature and variety of the human experience through personal and cultural enrichment

Policy Criteria

Area Course Distribution Requirements

Effective as of the academic year beginning in Fall 2018, all degree programs will require the successful completion of courses selected from restricted lists in the following areas. All degree programs will include a minimum of one course, at the basic general education level, in each of

the areas as described below. The Associate in Arts (AA) degree and the Associate in Science (AS) degree will require additional courses in some areas. [The Associate in General Studies \(AGS\) may be completed applying either the minimum of one course in each of the areas or following the AA/AS model.](#) The area distribution requirements for the AA, AS, ~~and~~ AAS (Associate in Applied Science) [and AGS](#) are as follows:

	AA	AS	AGS	AAS
I. Writing	3-4 credits	3-4 credits	3 – 4 credits	3-4 credits
II. 2nd Writing or Communication	3-4 credits	3-4 credits	3-4 credits	3 credits
III. Mathematics	3-4 credits	3-4 credits	3-4 credits	3-4 credits
IV. Natural Science	7-8 credits*	7-8 credits*	3 – 8 credits*	3-4 credits
V. Social & Behavioral Science**	6 credits	6 credits	3 – 6 credits	3 credits
VI. Arts and Humanities **	6 credits	6 credits	3 – 6 credits	3 credits
General Education Elective to reach 30 credits	0 – 2	0 – 2	0 – 2 or N/A	N/A
Minimum Credit Hours Required	30	30	18 - 30	18

* Two courses in Natural Sciences including one with laboratory experience (from two disciplines)

** From two disciplines

Transition for Current Students

Students who enrolled in a program prior to Fall 2018 will have through summer 2022 to complete their programs using the general education/core requirements of the programs in which they enrolled. Students who change to a different program will have to fulfill the new general education requirements. As of the academic year beginning in Fall 2022, all degree students will be required to meet the new general education requirements to graduate. Academic advisors and counselors will assist students in selecting appropriate courses and making a smooth transition.

Outcomes

Graduates of Washtenaw Community College's associate degree programs will possess the skills and knowledge they need to pursue their chosen careers or educational studies and to be responsible citizens of their communities. Through a general education that includes communication and intellectual inquiry skills as well as a knowledge of and appreciation for scientific, cultural, and artistic learning, degree graduates will be able to enhance their life-long success.

Adopted: October 22, 1991

Revised: May 23, 2000

Administrative Review: May 2002

Revised: April 13, 2010

Revised: September 19, 2017
(3045)

3046 - College Degree Structure Policy

Basic Policy Statement

In order to promote the development of associate degree programs that have clearly defined purposes and align with standard degree programs accepted at most colleges and universities, Washtenaw Community College will establish a three-tiered degree structure for associate's degree level programs. Assignment of a degree title will be based on the program's purpose, and the minimum level of prescribed general education requirements.

Effective as of the academic year beginning in Fall 2000, the College will adopt the following four associate's degree titles:

1. The **Associate in Arts (A.A.)** is a university parallel, transfer degree, used by all humanities and social science programs.
2. The **Associate in Science (A.S.)** is primarily a university parallel, transfer degree, used by programs carrying large math and science requirements. Additionally, some transfer programs in health, technology, and business would use the A.S. degree title.
- ~~2-3.~~ The **Associate in General Studies (A.G.S.)** is a flexible cross-divisional degree program that allows the students, in consultation with an advisor, to design a program that combines courses from multiple areas of the institution. This degree has dual uses and can be planned for either transfer or career entry according to the student's needs.
- ~~3-4.~~ The **Associate in Applied Science (A.A.S.)** is the standard career entry degree. It is used for career entry programs in health, business and technology. This degree has dual use for some programs that are primarily career entry but transfer as a secondary purpose to specified four-year college or university programs.

Policy Criteria

Effective Fall 2018, the College will adopt the following credit requirements:

Associate in Arts Degree

1. Is limited to a minimum of 60 credits and maximum of 66 credits.
2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 15 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.A. degree.

Associate in Science Degree

1. Is limited to a minimum of 60 credits.

2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 15 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.S. degree.

Associate in General Studies Degree

1. Is limited to a minimum of 60 credits and maximum of 65 credits.
2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 18 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.G.S. degree.

Associate in Applied Science Degree

1. Is limited to a minimum of 60 credits and maximum of 72 credits.
2. Requires a minimum of 15 residence credits (WCC credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 20 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.A.S. degree.

Outcomes

By adopting this structure of three widely recognized degrees, WCC will promote the development and maintenance of associate's degree programs with clearly defined purposes that meet students' needs for both transfer and career-entry.

Adopted: October 22, 1991

Revised: May 23, 2000

Administrative Review: May 2002

Revised: April 13, 2010

Revised: December 12, 2017

(3046)

Board of Trustees
Washtenaw Community College

TABO

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Appointment of Board Negotiating Team,
2019 Washtenaw Community College A.F.S.C.M.E. Local 1921

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees approve the following resolution:

WHEREAS, on February 26, 2019, the Board of Trustees of Washtenaw Community College appoints its negotiations team to negotiate with the Washtenaw Community College A.F.S.C.M.E. Local 1921.

BE IT RESOLVED, that the Board of Trustees of Washtenaw Community College appoints as its negotiators the following individuals:

- ✿ Samuel Veltri, Vice President of Human Resources and Labor Relations, Chief Negotiator
- ✿ William Johnson, Vice President and CFO, Negotiator
- ✿ Mark Allen, Vice President Facilities Development & Operations, Negotiator
- ✿ Katherine DeLong, Labor Relations Associate, Negotiator
- ✿ Michelle Benin, HRIS Coordinator, Negotiator
- ✿ Todd Robinson, Manager Building Maintenance, Negotiator

BE IT FURTHER RESOLVED, that these individuals be given the necessary power to make proposals, consider proposals, and make concessions in the course of negotiating or bargaining, subject to the final approval of the Board of Trustees.

Prepared by: Samuel J. Veltri
Title: Vice President
Human Resources & Labor Relations

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

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Appointment of Board Negotiating Team,
2019 Washtenaw Community College Education Association
Part-Time Adjunct Teaching Faculty Union Contract

Date
February 26, 2019

RECOMMENDATION

That the Board of Trustees approve the following resolution:

WHEREAS, on February 26, 2019, the Board of Trustees of Washtenaw Community College appoints its negotiations team to negotiate with the Washtenaw Community College Education Association, affiliated with MEA/NEA.

BE IT RESOLVED, that the Board of Trustees of Washtenaw Community College appoints as its negotiators the following individuals:

- ☼ Samuel Veltri, Vice President of Human Resources and Labor Relations, Chief Negotiator
- ☼ Kimberly Hurns, Vice President for Instruction, Negotiator
- ☼ Katherine DeLong, Labor Relations Associate, Negotiator
- ☼ Kristen Good, Dean Arts & Sciences, Negotiator
- ☼ Eva Samulski, Dean Business/Computer Technologies, Negotiator
- ☼ Michelle Benin, HRIS Coordinator Negotiator

BE IT FURTHER RESOLVED, that these individuals be given the necessary power to make proposals, consider proposals, and make concessions in the course of negotiating or bargaining, subject to the final approval of the Board of Trustees.

Prepared by: Samuel J. Veltri
Title: Vice President
Human Resources & Labor Relations

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

Board of Trustees
Washtenaw Community College

TABQ

ACTION

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

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

Date
February 26, 2019

RECOMMENDATION

That the WCC Board of Trustees approve the appointment of Derrick L. Jackson as a Washtenaw Technical Middle College Board of Director with a term ending April 2022. Mr. Jackson currently serves as the Director of Community Engagement for the Washtenaw County Sheriff's Office and has extensive experience with youth in our community. His full vitae is enclosed.

Prepared by: Linda Blakey
Title: Vice President Student and
Academic Services

Recommended by: *Linda Blakey*
Linda Blakey, Vice President

DERRICK L. JACKSON

EXPERIENCE

2009-Current Washtenaw County Sheriff's Office Ann Arbor, MI

Director of Community Engagement

- Public Information Officer
- Development and oversight of all community engagement initiatives
- Administrative oversight of all prevention/diversion programs
- Development and implementation of Reentry Services within corrections and Problem Oriented Policing for road patrol officers

2005-2008 Washtenaw County Clerk Ann Arbor, MI

Chief Deputy Clerk, Director of Elections & Administration

- Oversaw all elections in Washtenaw County
- Election support for all local election officials
- Administrative oversight of vital records for Washtenaw County

2003-Current Eastern Michigan University Ypsilanti, MI

Adjunct Lecturer

- Taught various courses within the Social Work department
- Introduction to Social Work
- Human Diversity & Social Justice
- Social Work with Persons of Color
- Social Work in Group Settings

2000-2005 Ozone House Youth & Family Services Ypsilanti, MI

Director of Outreach & Education

- Administrative oversight of Street Outreach Grant
- Day-to-day administration of Youth Drop-In Center
- Established Project SpeakOUT/Ypsilanti Area National Teen Poetry Team
- Established the Drop-in center as a permanent fixture in Ypsilanti

EDUCATION

2013 Wayne Co. Regional Police Academy Livonia, MI

- Certified Law Enforcement Officer
- Selected Outstanding Police Recruit by MCOLES and academy staff

1998-2000 University Of Michigan Ann Arbor, MI

- Master of Social Work
- Major: Interpersonal Practice with focus on Children & Youth

1993-1998 Eastern Michigan University Ypsilanti, MI

- Bachelor of Science
- Major in Social Work

CAREER HIGHLIGHTS

- 2017 NASW Michigan LEAD Conference Presenter
- 2016 TEDx Speaker on the intersection of social work and law enforcement
- 2016 LEAD Conference Keynote – Addressed 800+ social workers
- 2016 National Institute of Corrections Live Webinar – Trained 1000+ individuals
- 2015 American Jail Association National Conference Presenter
- 2015 Problem Oriented Policing National Conference Presenter
- 2013 Bazonki Award, Ann Arbor Chronicle
- 2013 Outstanding Police Recruit, MCOLES
- 2013 Outstanding Police Recruit, Academy Staff
- 2009 Jerome Strong Award, ACLU of Washtenaw County
- 2009 Martin Luther King Jr. Humanitarian Award, Eastern Michigan University
- 2008 Began Criminal Justice/Social Work reform at Washtenaw Sheriff's Office
- 2008 Elected National Delegate to the Democratic Party National Convention
- 2007 Citizenship Award, Washtenaw County Sheriff
- 2007 Statewide Deputy Coordinator, Michiganders for Obama Campaign
- 2007 Civil Liberties Champion Award, ACLU
- 2007 Nominated as one of the Ten Outstanding Young Americans, Jaycees
- 2007 Designed B-Side of Youth for Washtenaw County Digital Inclusion Project (Still active and now run by Eastern Michigan University)
- 2006 Rosa Parks Leadership Award, Michigan Young Democrats
- 2005 Community Member of the Year, Omega Psi Phi Fraternity
- 2005 Implemented largest state wide election law change in Washtenaw County
- 2005 Outstanding Young Michigander, Michigan Jaycees
- 2004 Rising Star, Michigan Network for Youth & Families
- 2004 Nominee for Ford Foundations Leaders for a Changing World
- 2004 Established Ozone Drop-In Center as permanent fixture in Ypsilanti
- 2001 Distinguished Alumni of the Year, EMU School of Social Work
- 2000 Founded Ballin' in the Willow Youth Program (still active)
- 1996 NCAA All-American, Eastern Michigan University
- 95-98 Ten time Mid-American Conference Champion, EMU

INTERESTS

Volunteer Track Coach, Ann Arbor Track Club Youth Division
Former Board Member, Ypsilanti Community Foundation
Former Board Member, Corner Health Center
Former Board Member, Dawn Farm
Former Board Member, 15th District Democratic Party
Former board member of Michigan Network for Youth
Former board member of Washtenaw County Democratic Party

PUBLICATIONS

“On Project SpeakOUT” Pp. 337-352 in Nybell, Shook, & Finn, *Childhood, Youth, & Social Work In Transformation: Implications for Policy & Practice*. New York, NY: Columbia University Press, 2009

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