



Office of the President

**JUNE 25, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **June 25, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** Towsley Auditorium, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, MI 48105.

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

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. - JUNE 25, 2019
Towsley Auditorium, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan 48105**

I. CALL TO ORDER, APPROVAL OF AGENDA

II. Electronic Meeting Participation (Action)

III. APPROVAL OF MINUTES (Action).....Tab A

IV. CITIZEN PARTICIPATION

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

V. SPECIAL REPORTS

- A. Mandatory Audit Communication
- B. WCC at Parkridge Update
- C. WTMC Update

VI. REPORTS

- A. Monthly Reports
 - 1. Personnel Matters
 - a. Monthly Personnel Recommendations (Action).....Tab B
 - b. 2019-20 Independent Staff Salary Range Table (Action).....Tab C
 - c. 2019-20 Independent Staff Salary Adjustments (Action).....Tab D
 - d. Part –Time Staff and Coaches Wage Rates (Action).....Tab E
 - e. Part – Time Faculty Wage Rates (Action).....Tab F
 - f. 2019 -20 Department Chair Appointments (Action).....Tab G
 - 2. Financial Reports (May 2019) (Action).....Tab H
 - 3. Facilities Development Report.....Tab I

VII. Remarks

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

VIII. OLD BUSINESS

- A. Action Items
 - 1. Approval of 2019 - 20 Faculty Sabbaticals (Action).....Tab J
 - 2. Approval of Examity Remote Proctoring Contract (Action)Tab K
 - 3. Campus Cooling Tower Replacement Contract Award (Action).....Tab L
 - 4. Approval of Technology Managed Service Contract (Action).....Tab M

IX. NEW BUSINESS

A. Discussion

- 1. Recommendation for New Programs 2019-20.....**Tab N**
- 2. Recommendation for Discontinuation of Programs 2019-20.....**Tab O**
- 3. Design Contract for the ML Renovation Project.....**Tab P**
- 4. ML Firing Range Ductwork Replacement Contract.....**Tab Q**

X. ADJOURNMENT OF MONTHLY MEETING (Action)

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
Approval of Minutes

Date
June 25, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the May 21st Monthly and June 4th Special Meetings 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
SPECIAL MEETING OF THE BOARD OF TRUSTEES
TUESDAY, JUNE 4, 2019**

CALL TO ORDER

The Special Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on June 4, 2019 at 5:12 p.m. Towsley Auditorium, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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

Absent: Trustee Richard Landau

Approval of the Agenda (Action)

It was moved by Trustee McKnight-Morton seconded by Secretary DeVarti that the Board approve the June 4th Special Meeting agenda. The motion was adopted.

Verbal Communication

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty spoke to the Board about the Technology Proposal.

Public Comments

Mr. Nilotpal Bhatthcharyya spoke to the Board about the Technology Proposal.
Mr. Adam Mercier spoke to the Board about the Technology Proposal.
Mr. Jaye Irwin spoke to the Board about the Technology Proposal.
Ms. Ymia Johnson spoke to the Board about the Technology Proposal.
Ms. Sarah Caruso spoke to the Board about the Technology Proposal.
Mr. Derek Nelson spoke to the Board about the Technology Proposal.
Ms. Andrea Mervier spoke to the Board about the Technology Proposal.
Mr. David Lacerte spoke to the Board about the Technology Proposal.
Mr. Aaron Williams spoke to the Board about the Technology Proposal.
Ms. Mary Mullaland spoke to the Board about the Technology Proposal.
Ms. Breege Concannon spoke to the Board about the Technology Proposal.
Mr. Francisco Roque spoke to the Board about the Technology Proposal.
Dr. Emily Thompson spoke to the Board about the Technology Proposal.
Ms. Eileen Peck spoke to the Board about the Technology Proposal.
Mr. Sean Thomas spoke to the Board about the Technology Proposal.
Mr. Derek Anders spoke to the Board about the Technology Proposal.
Mr. David Benoit spoke to the Board about the Technology Proposal.
Ms. Marie Wood spoke to the Board about the Technology Proposal.
Ms. Jean Rishel spoke to the Board about the Technology Proposal.
Mr. Kevin Mckay spoke to the Board about the Technology Proposal.

Call to Order

Approval of
the Agenda
(Action)

**Verbal
Communication**

WCC Education
Association

Public Comments

Mr. Glenn Kish spoke to the Board about the Technology Proposal.
Mr. Jacob Beckenman spoke to the Board about the Technology Proposal.
Ms. Elisabeth Thoburn spoke to the Board about the Technology Proposal.
Ms. Crystal Sims spoke to the Board about the Technology Proposal.

Technology Proposal Presentation and Board Discussion

As a follow up to the presentation from the May 21st meeting, the proposed managed service partner Ellucian, presented to the Board of Trustees. The presentation ended with the Trustees engaging in an in-depth dialogue with Ellucian.

Motion to Adjourn Special Meeting (Action)

It was moved by Secretary DeVarti seconded by Vice Chair Milliken that the Board adjourn the June 12, 2018 Special Meeting of the WCC Board of Trustees. The motion was adopted. The meeting adjourned at 8:29 p.m..

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

Public Comments
(cont)

Technology Proposal
Presentation and
Board Discussion

Motion to Adjourn
(Action)

MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, MAY 21, 2019

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on May 21, 2019 at 6:00 p.m. in room 101/103/123, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Vice Chair Milliken that the Board approve the agenda for the May 21st Monthly Meeting. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the minutes of the April 23rd Monthly Meeting. The motion was adopted.

Recess to Go Into Closed Session to Discuss Collective Bargaining (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board recess to go into closed session to discuss collective bargaining. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting recessed at 6:01pm.

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the monthly meeting reconvene. The meeting reconvened at 6:30 pm.

Move TAB N to current Business (Action)

It was moved by Treasurer Davis and seconded by Trustee Hatcher that the Ratification of the 2019 A.F.S.C.M.E Local 1921 Bargaining Agreement Contract be moved to current business. The motion was adopted.

Ratification of the 2019 AFSCME Local 1921 Bargaining Agreement Contract (Action)

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board ratify the proposed three-year agreement effective July 1, 2019, continuing through June 30, 2022, between Washtenaw Community College A.F.S.C.M.E Local 1921 and the Washtenaw Community College Board of Trustees.

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

Call to order

Approval of Agenda (Action)

Approval of Minutes (Action)

Recess to Go Into Closed Session to Discuss Collective Bargaining (Action)

Move TAB N to current Business (Action)

Ratification of the 2019 AFSCME Local 1921 Bargaining Agreement Contract (Action)

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, thanked Elizabeth Connors for her outstanding faculty address at commencement. Lastly he offered condolences to President Bellanca for her loss.

Public Comments

Ms. Marie Wood spoke to the Board about the Technology Update and Proposal.

Written Communications

There were two written communications received.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Hatcher that the Board approve the personnel recommendations as submitted. The motion was adopted.

Financial Reports (April 2019)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board receive the Financial Reports for April 2019 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

Facilities Development Report

Mr. William Johnson, Vice President and CFO briefed the Board on a few of the upcoming projects. He also informed the Board that the SEMCOG non-motorized pathway project bids came in higher than anticipated and that the college is working with the County to see if the cost can be reduced.

REMARKS

Remarks of Members of Board of Trustees

Trustee McKnight-Morton spoke about this years' commencement stating that the student speaker was excellent and the faulty speaker was enlightening.

Treasurer Davis also spoke about commencement mentioning the STEM Scholars and the world of opportunity WCC students have before them.

Trustee Hatcher spoke about commencement and also inquired about an update on the availability of Narcan on campus.

Secretary DeVarti thanked the administration for the development of the card holder for cell phones with WCC important numbers printed on them.

Citizen Participation

WCC Education

Association

WCC Education

Association

Public Comments

Written

Communications

MONTHLY REPORTS

Personnel

Recommendations

(Action)

Financial Reports

(April 2019)

Facilities

Development

Report

REMARKS

Remarks of

Members of Board

of Trustees

Chair Fleming spoke about her personal experience in IT.

President's Remarks

President Bellanca informed the Board that for the second year a WCC student was awarded the Jack Kent Cook Scholarship. She also congratulated the five Digital Media Arts students that won first place at the Student Emmy Awards. Lastly, she thanked the staff and faculty for their hard work and dedication in helping our students reach their educational goals.

OLD BUSINESS

Resolution to Approve the 2019-20 Tax Levy Rate for General Operations (Action)

It was moved by Trustee McKnight-Morton and seconded by Vice Chair Milliken that the Board approve the 2019-20 Tax Levy of 3.3763 mills for operations, as submitted.

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

Approval of the 2019-20 General Fund Operating Budget (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board of Trustees approve the 2019-20 Budget Plan as submitted.

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

CLASB Fume Hood Replacement Contract Award (Action)

It was moved by Secretary DeVarti and seconded by Vice Chair Milliken that the Board approve a construction contract with Quality Air Services of Brighton, MI in the amount of \$746,505.

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

Amendment to Board Negotiating Team, 2019 WCCEA Part – Time Adjunct Teaching Faculty Contract (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board approve the amendment to the Board Negotiating Team, 2019 WCCEA Part – Time Adjunct Teaching Faculty Contract, which removes former Dean Good and replaces her with Dean Brandon Tucker. The motion was adopted.

Remarks of
Members of Board
of Trustees (cont)

President's Remarks

OLD BUSINESS

**Resolution to
Approve the 2019-
20 Tax Levy Rate for
General Operations
(Action)**

**Approval of the
2019-20 General
Fund Operating
Budget (Action)**

**CLASB Fume Hood
Replacement
Contract Award
(Action))**

**Amendment to
Board Negotiating
Team, 2019 WCCEA
Part – Time Adjunct
Teaching Faculty
Contract (Action)**

Reappointments of the Washtenaw Technical Middle College Board of Directors (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Landau that the Board approve the re-appointment of Jan Gensheimer and Stuart E. White as Washtenaw Technical Middle College Board of Directors with terms ending April 2022.

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

NEW BUSINESS

Proposed Approval of 2019-20 Faculty Sabbaticals

Dr. Kimberly Hurns, Vice President for Instruction briefed the Board on the requested faculty sabbaticals for the 2019-20 academic year.

Approval of Examity Remote Proctoring Contract

Dr. Kimberly Hurns, Vice President for Instruction explained to the Board the need for the contract with Examity due to the increased volume in online classes.

Campus Cooling Tower Replacement Contract Award

Mr. William Johnson, Vice President and CFO updated the Board on the need for the Campus Cooling Tower replacement and timeline for the installation.

Technology Update and Proposal

Mr. William Johnson, Vice President and CFO, presented to the Board a Technology Updated and presented a Technology Proposal

Adjournment of Monthly Meeting and Move into Closed Session to discuss a periodic personnel evaluation (Action)

It was moved by Trustee Hatcher and seconded by Vice Chair Milliken that the Board move to adjourn the Monthly meeting and move into closed session to discuss a personal evaluation. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

Reappointments of the Washtenaw Technical Middle College Board of Directors (Action)

NEW BUSINESS

Proposed Approval of 2019-20 Faculty Sabbaticals

Approval of Examity Remote Proctoring Contract

Campus Cooling Tower Replacement Contract Award

Technology Update and Proposal

Adjournment of Monthly Meeting and Move into Closed Session to discuss a periodic personnel evaluation (Action)

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject

Date

Monthly Personnel Recommendations

June 25, 2019

RECOMMENDATION

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

Prepared by: Samuel J. Veltri

Title: Vice President

Human Resource & Labor Relations

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

Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
June 2019

Economic & Community Development

Part-Time New Hires

Independent Staff

Dwayne Seals, Trainer, \$45 hourly
Jennifer Fansler, Trainer, \$25 hourly
Kate Whitehouse, Trainer, \$35 hourly

Instruction

Full-Time New Hires

Support Staff

Kiah Jobe, TI Pod Secretary, \$15.51 hourly

Replacement

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Travis Durant, Motorcycle Safety, \$35.53 hourly
Brad Hill, Police Academy, \$35.53 hourly
Tyler Maxey, Police Academy, \$35.53 hourly
Geoffrey Spickard, Police Academy, \$35.53 hourly
Brandon Paris, Police Academy, \$35.53 hourly

Professional Faculty

Grayson Ritch, Physical Sciences, \$867 per course contact hour
Andrew Molina, Physical Sciences, \$867 per course contact hour
Jennifer Maitland, Business, \$867 per course contact hour
Fred Stanton, Police Academy, \$867 per course contact hour
David Harvey, Police Academy, \$867 per course contact hour
Steven Damelin, Mathematics, \$867 per course contact hour
Jonathan Xia, Mathematics, \$867 per course contact hour
Mark Severance, Mathematics, \$867 per course contact hour
Anton Lajcaj, Mathematics, \$867 per course contact hour

Support Staff

Daniel Parker, Support Staff, \$12.72 hourly

Full-Time Ending Employment

Clarence Jennings, Jr., Dean Student Access, Success, Equity & Inclusion with two (2) years of service

Student & Academic Services

Full-Time New Hires

Support Staff

Sandra Coward, Admissions Specialist, \$17.40 hourly

Replacement

Part-Time New Hires

Support Staff

Celia Cutler, Admissions Clerk, \$14.62 hourly

Kyle Ford, Safety Officer, \$14.72 hourly

Annicia McFadden, Admissions Clerk, \$14.62 hourly

Natalie Radosevich, Notetaker, \$12.72 hourly

Student & Academic Services cont.

Michelle Potter, Financial Aid Specialist, \$21.89 hourly

Linda Souza, Dispatcher, \$14.72 hourly

Full-Time Ending Employment

Alex Burris, Financial Aid Tech-Loans, with one and one half (1 ½) years of service

President

Part-Time New Hires

Independent Staff

Peilin Qiu, Research Analyst, \$21.89

Public Relations/Marketing

Full-Time New Hires

Independent Staff

Tanika Craig, Marketing Manager, \$60,101

Replacement

Foundation

No Report

Finance

No Report

Information Technology

No Report

Facilities Development & Operations

No Report

Human Resources

No Report

ACTION

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

Subject

Date

2019 -20 Independent Staff Salary Range Table

June 25, 2019

RECOMMENDATION

That the Board of Trustees approve the 2019-20 Independent Staff Salary Range Table as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

Washtenaw Community College

2018-2019

Independent Staff Salary Range Table

Effective July 1, 2018

Washtenaw Community College

2019-2020

Independent Staff Salary Range Table

Effective July 1, 2019

Grade	Min	Mid	Max	<i>Part time Starting Rate</i>	Grade	Min	Mid	Max	<i>Part time Starting Rate</i>
101	\$30,612	\$39,003	\$47,416	\$14.72	101	\$31,071	\$39,588	\$48,127	\$14.94
102	\$37,364	\$47,637	\$57,911	\$17.96	102	\$37,924	\$48,352	\$58,780	\$18.23
103	\$40,343	\$51,434	\$62,526	\$19.40	103	\$40,947	\$52,206	\$63,464	\$19.69
104	\$45,529	\$58,049	\$70,568	\$21.89	104	\$46,212	\$58,920	\$71,627	\$22.22
105	\$49,616	\$63,850	\$77,617	\$23.85	105	\$50,359	\$64,809	\$78,781	\$24.21
106	\$54,637	\$69,661	\$84,684	\$26.27	106	\$55,457	\$70,705	\$85,954	\$26.66
107	\$62,595	\$79,812	\$97,022	\$30.09	107	\$63,534	\$81,008	\$98,478	\$30.54
108	\$73,984	\$94,326	\$114,673	\$35.57	108	\$75,094	\$95,741	\$116,393	\$36.11
109	\$80,812	\$103,033	\$126,287	\$38.85	109	\$82,024	\$104,578	\$128,181	\$39.43
110	\$87,634	\$111,732	\$135,833	\$42.13	110	\$88,949	\$113,408	\$137,871	\$42.76
111	\$97,888	\$124,810	\$151,727	\$47.06	111	\$99,356	\$126,682	\$154,003	\$47.78
201	\$31,593	\$40,283	\$48,967	\$15.19	201	\$32,067	\$40,887	\$49,701	\$15.42
202	\$38,483	\$49,067	\$59,649	\$18.50	202	\$39,060	\$49,803	\$60,544	\$18.78
203	\$41,549	\$52,975	\$64,400	\$19.98	203	\$42,172	\$53,770	\$65,367	\$20.28
204	\$48,941	\$62,398	\$75,854	\$23.53	204	\$49,675	\$63,334	\$76,992	\$23.88
205	\$57,476	\$73,286	\$89,093	\$27.63	205	\$58,338	\$74,385	\$90,429	\$28.05
206	\$64,879	\$82,720	\$100,565	\$31.19	206	\$65,853	\$83,960	\$102,073	\$31.66
207	\$72,279	\$92,152	\$112,030	\$34.75	207	\$73,362	\$93,534	\$113,710	\$35.27
208	\$79,676	\$101,585	\$123,494	\$38.31	208	\$80,870	\$103,109	\$125,346	\$38.88
209	\$87,260	\$111,255	\$135,253	\$41.95	209	\$88,570	\$112,924	\$137,282	\$42.58
210	\$94,846	\$120,929	\$147,010	\$45.60	210	\$96,269	\$122,743	\$149,215	\$46.27

Washtenaw Community College
2019-2020
Independent Staff Salary Range Table
Effective July 1, 2019

Grade	Min	Mid	Max	<i>Part time</i> Starting Rate
101	\$31,072	\$39,588	\$48,127	\$14.94
102	\$37,924	\$48,352	\$58,780	\$18.23
103	\$40,947	\$52,206	\$63,464	\$19.69
104	\$46,212	\$58,920	\$71,627	\$22.22
105	\$50,359	\$64,809	\$78,781	\$24.21
106	\$55,457	\$70,705	\$85,954	\$26.66
107	\$63,534	\$81,008	\$98,478	\$30.54
108	\$75,094	\$95,741	\$116,393	\$36.11
109	\$82,024	\$104,578	\$128,181	\$39.43
110	\$88,949	\$113,408	\$137,871	\$42.76
111	\$99,356	\$126,682	\$154,003	\$47.78
201	\$32,067	\$40,887	\$49,701	\$15.42
202	\$39,060	\$49,803	\$60,544	\$18.78
203	\$42,172	\$53,770	\$65,367	\$20.28
204	\$49,675	\$63,334	\$76,992	\$23.88
205	\$58,338	\$74,385	\$90,429	\$28.05
206	\$65,853	\$83,960	\$102,073	\$31.66
207	\$73,362	\$93,534	\$113,710	\$35.27
208	\$80,870	\$103,109	\$125,346	\$38.88
209	\$88,570	\$112,924	\$137,282	\$42.58
210	\$96,269	\$122,743	\$149,215	\$46.27

Board of Trustees
Washtenaw Community College

TAB D

ACTION

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

Subject

Date

2019-20 Independent Staff Salary Adjustments

June 25, 2019

RECOMMENDATION

That the Board of Trustees approve a 1.5% adjustment to the Independent Staff salary and wage rates, for the 2019-20 fiscal year.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

Recommended by: Rose B. Bellanca, Esq.

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

Board of Trustees
Washtenaw Community College

TAB E

ACTION

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

Subject

Date

2019 - 20 Part-Time Support Staff and Club Sports Coaches Salary

June 25, 2019

RECOMMENDATION

That the Board of Trustees approve the 2019-20 Part-Time Support Staff and Club Sports Coaches Salary as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

**WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2018 — 2019- 2019 - 2020**

Effective: ~~July 1, 2018~~ July 1, 2019

Support Staff Workers					
<u>Initial Hourly Wage Rate</u>	<u>Level I</u>		<u>Level II</u>		<u>Student</u>
	\$12.72	\$12.91	\$14.62	\$14.84	\$11.05 \$11.22

Criteria for placement at Level II:

Skills and Experience

A Supervisor may assign level II status to staff that exceed the minimum experience and skills required to perform the job.

Student Workers:

For placement in this wage category, the student must be registered at WCC in the current semester and can be assigned to work only when classes are in session. FICA and Michigan Public School Employees Retirement System (MPERS) deductions are not withheld from Student Workers.

Club Sport Coaches

Season Salary

Baseball- Men's	\$2,900 \$2,955
Basketball- Men's	\$4,075 \$4,140
Basketball- Women's	\$4,075 \$4,140
Cross Country	\$1,454 \$1,477
Dance- Women's	\$4,000 \$4,065
Hockey- Men's	\$4,200 \$4,270
Soccer- Men's	\$2,900 \$2,955
Soccer- Women's	\$2,900 \$2,955
Softball- Women's	\$2,900 \$2,955
Volleyball- Men's	\$2,850 \$2,895
Volleyball- Women's	\$2,850 \$2,895

TUITION GRANT FOR PART-TIME SUPPORT STAFF

Tuition grants are available to eligible* part-time support staff who elect to enroll in any Washtenaw Community College course for which they qualify. Tuition grants are limited to three (3) credit hours in any one semester/session. The Office of Human Resource Management shall provide authorization to eligible part-time support staff for registration of classes.

A course must be taken to full term; if a course is not completed in full the employee shall reimburse the College for tuition and any other sums granted on his/her behalf.

* Eligibility: Does not apply to Student Workers. Part time Level I and II staff shall have provided service over a period of six (6) months in a support position.

Part-time employees are at-will and employment may be terminated at any time by either the College or the employee.

ADA/EEO/Title IX/Section 504

Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes. Nor does the college discriminate on the basis of sexual orientation, gender identity or gender expression.

Questions and inquiries should be directed as follows: **Facility access inquiries:** V.P. for Facilities, Grounds and Campus Safety, PO 112, 734-677-5322; **Employment compliance inquiries:** V.P. for Human Resources, BE 120, 734-973-3497; **Title IX or ADA/504 inquiries related to programs and services:** V.P. for Student and Academic Services, SC247, 734-973-3536.

**WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2019 - 2020**

Effective: July 1, 2019

Support Staff Workers			
<u>Initial Hourly Wage Rate</u>	<u>Level I</u>	<u>Level II</u>	<u>Student</u>
	\$12.91	\$14.84	\$11.22

Criteria for placement at Level II:

Skills and Experience

A Supervisor may assign level II status to staff that exceed the minimum experience and skills required to perform the job.

Student Workers:

For placement in this wage category, the student must be registered at WCC in the current semester and can be assigned to work only when classes are in session. FICA and Michigan Public School Employees Retirement System (MPSERS) deductions are not withheld from Student Workers.

Club Sport Coaches

Season Salary

Baseball- Men's	\$2,955
Basketball- Men's	\$4,140
Basketball- Women's	\$4,140
Cross Country	\$1,477
Dance- Women's	\$4,065
Hockey- Men's	\$4,270
Soccer- Men's	\$2,955
Soccer- Women's	\$2,955
Softball- Women's	\$2,955
Volleyball- Men's	\$2,895
Volleyball- Women's	\$2,895

TUITION GRANT FOR PART-TIME SUPPORT STAFF

Tuition grants are available to eligible* part-time support staff who elect to enroll in any Washtenaw Community College course for which they qualify. Tuition grants are limited to three (3) credit hours in any one semester/session. The Office of Human Resource Management shall provide authorization to eligible part-time support staff for registration of classes.

A course must be taken to full term; if a course is not completed in full the employee shall reimburse the College for tuition and any other sums granted on his/her behalf.

* Eligibility: Does not apply to Student Workers. Part time Level I and II staff shall have provided service over a period of six (6) months in a support position.

Part-time employees are at-will and employment may be terminated at any time by either the College or the employee.

ADA/EEO/Title IX/Section 504

Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes. Nor does the college discriminate on the basis of sexual orientation, gender identity or gender expression.

Questions and inquiries should be directed as follows: **Facility access inquiries:** V.P. for Facilities, Grounds and Campus Safety, PO 112, 734-677-5322; **Employment compliance inquiries:** V.P. for Human Resources, BE 120, 734-973-3497; **Title IX or ADA/504 inquiries related to programs and services:** V.P. for Student and Academic Services, SC247, 734-973-3536.

ACTION

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

Subject

Date

2019-20 Part-Time Faculty Wage Rates

June 25, 2019

RECOMMENDATION

That the Board of Trustees approve the 2019 -20 Part-Time Faculty Wage Rates as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

Recommended by: Rose B. Bellanca Ed.D.

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

**WASHTENAW COMMUNITY COLLEGE
PART-TIME FACULTY
WAGE RATES
2018 — 2019 — 2019 - 2020**

Effective: ~~Fall Semester 2018~~ Fall Semester 2019

A. Wage Rate and Load Assignment

1. Professional Instructor (Non-Adjunct)

~~\$880~~ \$893 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e., ~~\$880/15 = \$58.67~~)
(i.e., \$893/15 = \$59.53)*

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

2. Professional Instructor (Adjunct rate will reflect the negotiated contract)

~~\$935~~ \$949 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e., ~~\$935/15 = \$62.31~~)
(i.e., \$949/15 = \$63.24)*

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

3. WCC Retired Professional Instructor and Retired Administrator

~~\$1,135~~ \$1,152 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e., ~~\$1,135/15 = \$75.67~~)
(i.e., \$1,152/15 = \$76.80)*

A full-time professional instructor or administrator, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

4. WCC Retired Professional Counselor and Librarians

Maximum hours per week are twenty (20).

~~\$47.93~~ \$48.65 per clock hour worked

A full-time professional counselor or librarian, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

5. Counselor, Librarian, Professional Service Personnel

Maximum hours per week are twenty (20).

~~\$35.53~~ \$36.06 per clock hour worked

6. Classified Faculty

Hourly Rate

Maximum hours per week are twenty (20).

a.) Laboratory Assistant	\$19.78 \$20.08
b.) Student Advisor	\$21.43 \$21.75
c.) Clinical Instructor	
2 & 3 years related work experience	\$34.37 \$34.89
4 years and over related work experience	\$35.79 \$36.33

B. Credentials

Required credentials for part-time faculty teaching general education courses include a Master's degree in the area of teaching, or a Master's degree with a minimum of 18 graduate credit hours in the discipline taught. Required credentials for part-time faculty teaching career and technical education certificate and occupational degree programs include a Bachelor's degree in the field and/or combination of education, training and tested experience.

ADA/EEO/Title IX/Section 504

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**WASHTENAW COMMUNITY COLLEGE
PART- TIME FACULTY
WAGE RATES
2019 - 2020**

Effective: Fall Semester 2019

A. Wage Rate and Load Assignment

1. Professional Instructor (Non-Adjunct)

\$893 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e., $\$893/15 = \59.53)

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

2. Professional Instructor (Adjunct rate will reflect the negotiated contract)

\$949 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e., $\$949/15 = \63.24)

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

3. WCC Retired Professional Instructor and Retired Administrator

\$1,152 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate-(i.e., $\$1,152/15 = \76.80)

A full-time professional instructor or administrator, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

4. WCC Retired Professional Counselor and Librarians

Maximum hours per week are twenty (20).

\$48.65 per clock hour worked

A full-time professional counselor or librarian, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

5. Counselor, Librarian, Professional Service Personnel

Maximum hours per week are twenty (20).

\$36.06 per clock hour worked

6. Classified Faculty

Hourly Rate

Maximum hours per week are twenty (20).

a.) Laboratory Assistant	\$20.08
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c.) Clinical Instructor	
2 & 3 years related work experience	\$34.89
4 years and over related work experience	\$36.33

B. Credentials

Required credentials for part-time faculty teaching general education courses include a Master's degree in the area of teaching, or a Master's degree with a minimum of 18 graduate credit hours in the discipline taught. Required credentials for part-time faculty teaching career and technical education certificate and occupational degree programs include a Bachelor's degree in the field and/or combination of education, training and tested experience.

ADA/EEO/Title IX/Section 504

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Questions and inquiries should be directed as follows: **Facility access inquiries:** V.P. for Facilities, Grounds and Campus Safety, PO 112, 734-677-5322; **Employment compliance inquiries:** V.P. for Human Resources, BE 120, 734-973-3497; **Title IX or ADA/504 inquiries related to programs and services:** V.P. for Student and Academic Services, SC247, 734-973-3536.

Board of Trustees
Washtenaw Community College

TAB G

ACTION

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

Subject

Date

2019-20 Department Chair Appointments

June 25, 2019

RECOMMENDATION

That the Board of Trustees approve the attached 2019- 20 Faculty Department Chair appointments.

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

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

Department Chairs 2019-2020

Advanced Technologies and Public Service Careers

- Advanced Manufacturing Technology: Tom Penird
- Transportation Tech: Justin Morningstar & Allen Day
- HVAC: Brian Martindale
- Public Services Careers: Ruth Walsh
- Welding and Fabrication: Glenn Kay

Art & Science:

- Life Sciences: Anne Heise
- Mathematics & Engineering Studies: Lisa Manoukian
- Physical Sciences: Susan Albach
- Behavioral Sciences: Starr Burke
- English & College Readiness: Carrie Krantz
- Humanities, Language and Arts: Jill Jepsen & Michelle Garey
- Communication, Media & Theatre Arts: Allison Fournier
- Social Sciences: Gregg Heidebrink

Business and Computer Technologies

- Business: Douglas Waters
- Computer Information Systems: Cyndi Millns & Khaled Mansour
- Culinary Arts & Hospitality: Derek Anders, Jr.
- Digital Media Arts: Ingrid Ankerson & Don Werthmann

Health Sciences

- Allied Health: Kristina Sprague
- Health Sciences: Rene Stark
- Nursing: Theresa Bucy

Board of Trustees
Washtenaw Community College

TAB H

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Financial Reports (May 2019)

June 25, 2019

RECOMMENDATION

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

Prepared by: William L Johnson

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

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President

Financial Narrative

May 2019

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

Revenue

As of May 31, 2019, Total Revenues were \$107.8 million; Total Expenditures and Operating Transfers were \$94.1 million. Revenues in total are ahead of the expected budget for the first eleven months of the fiscal year by approximately \$1.5 million.

Spring Tuition revenue is behind the year-to-date budget by approximately \$70,000. Both headcount and credit hour enrollments remain in line with projected assumptions, however lower revenue will be recognized in FY19 due to a later semester start date. The Spring Tuition revenue amount includes 60% of the tuition revenue billed through May for the current Spring/Summer term (an estimate of what will be earned in this fiscal year), along with \$1.6 million of tuition revenue that was earned for the prior 2018 Spring/Summer term.

State Aid revenue reflects an accrual for eleven months of the annual appropriation for the fiscal year, along with two payments totaling approximately \$818,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). 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 \$52.8 million through May, which represents 99.9 percent of the total budgeted revenue from property taxes. This is ahead of the projected collections through the first eleven 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 \$600,000 or more.

Expenditures

Total Expenditures through May 31, 2019, represent 89 percent of the budgeted expenditures for the fiscal year. Overall expenditures continue to be right on pace with what was projected through the first eleven months of the year.

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 have averaged just above 21 for the first eight months of the year, in line with the budget, while March through May experienced an increase to nearly 31 vacancies. Additionally, YTD part-time vacancy savings will help to offset the one-time cost of \$459,000 related to settling the MPSERS PT Student matter.

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

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,042,254	(82,994)
Tuition Winter	11,294,472	11,294,472	11,347,395	52,923
Tuition Spring	4,887,996	4,800,436	4,730,821	(69,615)
Student Fees	4,985,000	4,931,098	4,957,227	26,129
Total Tuition and Fees	33,292,716	33,151,254	33,077,696	(73,558)
Local Property Taxes	52,900,000	52,315,662	52,837,407	521,745
State Appropriations	14,696,374	13,539,082	13,906,687	367,605
Trade Partnerships	3,773,072	3,536,682	3,836,083	299,402
Investment Income	825,000	825,000	1,061,982	236,982
Other	1,835,364	1,750,550	1,801,093	50,543
Auxiliary Activities	1,218,650	1,155,228	1,268,951	113,723
Total Revenue	108,541,176	106,273,458	107,789,899	1,516,441
EXPENDITURES				
Humanities & Social Sciences	11,774,379	10,710,150	10,842,076	(131,926)
Math, Science & Engineering Technologies	8,753,365	7,949,178	8,037,140	(87,962)
Health Sciences	5,673,866	5,066,982	5,047,258	19,724
Business & Computer Technologies	7,224,980	6,558,406	6,911,115	(352,709)
Advanced Technologies & Public Service Careers	7,278,338	6,465,447	6,383,408	82,039
Continuing Education	615,988	519,899	471,721	48,178
Distance Learning	1,874,201	1,669,885	1,636,875	33,010
Instructional Support	14,016,201	12,630,506	12,028,357	602,149
Total Instruction	57,211,318	51,570,453	51,357,949	212,504
Student Services	9,228,743	8,383,205	7,870,321	512,884
Scholarships	1,669,877	1,628,473	1,600,079	28,393
Executive Management	2,140,537	1,797,787	1,744,202	53,585
General Admin - Institutional Services	7,390,328	6,335,612	7,652,772	(1,317,160)
MIS/Computer Services	8,109,460	6,804,050	6,777,935	26,115
Public Relations Development	3,217,702	2,667,628	2,467,971	199,657
Community Services	2,181,490	1,979,807	1,954,418	25,389
Physical Plant Operations	10,941,631	9,709,731	9,410,748	298,983
Utilities	2,089,700	1,928,590	1,861,531	67,059
Equipment	1,938,515	1,466,723	1,359,999	106,724
Total Non-Instruction	48,907,983	42,701,606	42,699,976	1,629
Total Expenditures	106,119,301	94,272,059	94,057,925	214,133
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	1,221,875	1,221,875	-
Health & Fitness Center	(1,750,000)	(1,312,500)	(1,312,500)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	2,421,875	2,859,375	2,859,375	-
Total Expenditures and Operating Transfers	108,541,176	97,131,434	96,917,300	214,133
Operating Revenue Over Expenditures & Transfers	-	9,142,024	10,872,599	1,730,575
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	417,235	417,235
Total Revenue over Expenditures & Transfers	-	9,142,024	11,289,833	2,147,809

Capital Fund
Project Summary
May 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	567,438	3,304	60
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	\$ 8,613,302	\$ 3,304	125,321
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,441,523	\$ 3,304	127,101
Revenue Over (Under) Expenditures		\$ 141,572		

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

Since inception of fund:

General Fund Transfers	17,300,000
Completed projects	(11,504,362)
Projects in process	(5,313,502)
Uncommitted Fund Balance	<u><u>482,137</u></u>

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	9,529,223
Current year completed projects:	
GM Carpet/Flooring Replacement	173,430
CLASB Humidification Boiler Rplcmt	251,400
Maint Garage Oil Separator Rplc	109,100
BEB Fan Coil Units	611,079
GMB Penthouse Rplc Tfrms	150,000
Bus Loop Replacement	228,132
Campus Temperature Control Upgrades	114,652
Campus Concrete Rplc	102,000
FEB Roof Replacement	55,145
Total of FY19 completed projects < \$50,000 each	180,201
Total Completed	<u><u>11,504,362</u></u>

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
EC Heating Pumps Rplcmt	418,822
EC Boiler Control & Valve Repl	75,000
EC RPLC Campus Cooling Twr	800,000
Replace Concrete Sidewalks	80,000
HFC Hot Water Capacity	375,000
FEB Upgrade & Replace Lighting	75,000
HFC Defender Tank	90,000
HFC Womens Hot Tub Repair	300,000
HFC Chem Cntrlr & Chlorine Gen Rplc	97,000
HFC Locker Room Renovation	275,000
HFC Flooring Replacement	96,000
LA RPLC Chemistry Hood	746,505
LA-2nd FL Tile Corridor	210,000
LA-Roofing and Intake Rprs	60,000
ML Boiler Repl & System Mats	556,075
ML Gun Range AHU Repl	750,000
GL Handicap Ramp Rplc	100,000
OEB Exhaust Fan Rplcmts	55,000
Total of other projects < \$50,000 each	154,100
Total in Process	<u><u>5,313,502</u></u>

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

	<u>Expected Budget</u>
BE-Replace Server room A/C units	50,000
CAMPUS-Flooring Replacement (Based upon assessment)	150,000
Campus-Repair Asphalt Pavements	450,000
Campus-Replace VFDs Multiple locations	75,000
Campus-Upgrade Elevators	110,000
Campus-Upgrade Fire Alarm Panels	85,000
EC-Complete 10 Year Chiller overhaul	50,000
GL-Replace RTU and Controls	125,000
HFC-Locker Room Renovation	250,000
HFC-Replace free weight 10mm flooring	50,000
HFC-The lap pool and therapy pool floor and walls need to be replaced with	200,000
LA-Replace Corridor Floors	110,000
ML-Renovation Design	300,000
SC-Renovation Design	95,000
SR-Replace Dock 1 and 2 Dock Plates	70,000
Total of other projects < \$50,000 each	315,000

Total Pending 2,485,000



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
May 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	9,500,000.00	9,498,313.19	9,485,480.37	36.33%	1,861	1048	2.270	2.302
State of Michigan Bonds	5,000,000.00	5,025,830.00	5,018,148.46	19.25%	2,166	1438	2.323	2.356
Municipal Bonds	11,500,000.00	11,662,410.00	11,560,915.97	44.38%	2,256	1122	2.597	2.634
	26,000,000.00	26,186,553.19	26,064,544.80	100.00%	2,095	1,156	2.426	2.459

Investments

Total Earnings	Month Ending 5/31/2019	Fiscal Year 2018 - 2019 To Date	Month Ending 4/30/18	Fiscal Year 2017 - 2018 To Date
Current Year	51,889.76	555,178.46	49,317.56	518,422.02
Average Monthly Balance - Long Term Invested Balance		26,061,025.19		25,731,717.43
Effective Rate of Return - Long Term Invested Balance		2.32%		2.20%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 05/31/2019	2.35%	2.21%	1.93%	2.14%	2.39%

Reporting period 05/01/2019-05/31/2019

Washtenaw Community College

Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is complete
- Work continuing in buildings including supports, wiring and camera install.
- Project status by location
 - Business Education – Complete.
 - Health Fitness Center – Complete.
 - Morris Lawrence – Complete.
 - Harriet St Center – Materials delivered.

Advanced Transportation Center

- Visioning, programming and function validation completed with key stakeholders.
- Met with several different user groups.
- Review of conceptual design targeted for week of June 24th.

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>	Complete
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 3 rd 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>	Demolition in progress
8	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$1,550,000 – Replace existing AHU w/ new ERU</i>	Demolition in progress
9	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2nd floor</i>	Project covered within #20 in CRM
10	SC 2 nd 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>	FY19 scope includes LA corridor flooring
14	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Board Action item
15	Parking Lot 6 Replacement <i>FY19 \$900,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Repairs identified for FY19
16	FEB Lighting Replacement <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Project Deferred
17	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Complete
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>	Complete
20	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Complete
21	HFC Chiller 10 Year Maintenance Package <i>FY19 \$32,000 – Perform periodic recommended tear down and maintenance</i>	Project deferred to FY20
22	LA Chemistry Hood Repairs <i>FY19 \$840,000 – Complete repairs on existing lab hoods</i>	Planning phase
23	LA Corridor Tile Floor Replacement 2nd Floor <i>FY19 \$110,000 – Replace quarry tile flooring w/ resilient flooring</i>	Design Complete. Bid documents in progress
24.	LA Water Softener Replacement <i>FY19 \$45,000 – Replace existing softener</i>	Complete
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>	Contract award 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>	Complete
30	OEB Tunnel Exhaust Fan Replacement <i>FY19 \$20,000 – Replace failing exhaust fan</i>	Complete
31	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning phase
32	HFC Defender Tank Replacement <i>FY19 \$90,000 – Replace failing components.</i>	Complete
33	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Demolition in progress
34	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Complete
35	HFC Boiler Redundancy & Strainer Replacement <i>FY19 \$50,000 – Replace failing components and install redundant systems</i>	Complete
36	OEB Underground Exhaust Replacement <i>FY19 \$35,000 – Replace failing underground exhaust duct components.</i>	Design Complete. Bid documents in progress

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 rebid August 2019
2	SC 1 st 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>	Contract award in progress
5	WTMC Furniture & Space Upgrade <i>FY18 \$0 (WTMC Funded) – Renovate WTMC spaces and upgrade furniture</i>	Complete
6	LA275 Renovations <i>FY19 \$235,000 – Renovate classroom including furniture</i>	Project deferred
7	GM118 Renovations <i>FY19 \$55,000 – Renovate classroom including furniture</i>	Complete
8	OE163 Replace epoxy flooring. <i>FY19 \$20,000 – Replace existing floor surface in main auto lab</i>	Project covered in a larger FY20 project
9	Power Upgrades OE143 <i>FY19 \$30,000 – Install new 200A 480V service</i>	Complete
10	Replace Welding Booth Exhaust Arms <i>FY19 \$40,000 – Replace 40 existing exhaust arms in the welding booths</i>	Complete
11	Replace Welding Lab Overhead Lighting <i>FY19 \$25,000 – Improved overhead lighting with new LED fixtures</i>	Equipment delivered
12	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Construction in progress
13	Install motorized loading dock plate <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	Construction in progress. Additional engineering required.
14	TI126 Upgrade Power Requirements <i>FY19 \$11,000 – Install new circuits to power new electrical drops over tables</i>	Complete
15	HFC Fitness Center Desk Upgrade <i>FY19 \$30,000 – Reconfigure free weight area for added SF.</i>	Complete
16	PS Temporary Fencing Installation <i>FY19 \$30,000 – Install 6' fencing on level 4 of parking structure.</i>	Complete
17	WTMC Hoop House Upgrades <i>FY19 \$70,000 – Upgrades to the outside greenhouse and classroom</i>	Construction in progress
18	SC Install 100A Electrical Service for Cappuccino Machine <i>FY19 \$8,000 – Install new 100A service in Garrett's.</i>	Complete
19	ML Aesthetics Upgrade Project <i>FY19 \$225,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Design in progress
20	SC Aesthetics Upgrade Project <i>FY19 \$253,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Design Complete. Bid documents in progress

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

1. AF Smith Electric, Energy Center Cooling Tower Replacement Electrical Work, \$38,140.00
2. Hobbs + Black Associates, TI FY20 Heath Sciences Renovations Design Services, \$43,730.00

3. Johnson/Huron Sign Co., ML Electronic Signage Design/Build Services, \$58,700.00
4. Michigan Disposal Inc., ML Mechanical Penthouse Disposal, \$63,146.48
5. Next Generation Environmental, Inc., ML Mechanical System Demolition, \$70,495.00

Summaries for Recommended Sabbatical Leave Requests

(from Jean Miller, *Sabbatical Leave Summaries Memorandum*, May 10, 2019)

Brenda Foster: Mathematics and Engineering Studies, Winter 2020

Brenda's proposal is to study in-depth an innovative social engagement theory proposed by Linda Kohanov that posits the leader as a master herder. Brenda's training in the Five Roles of a Master Herder, at Kohanov's facility in Arizona, will develop this metaphor further and allow Brenda to envision its application to her role as instructor. Her goal is to improve her teaching by testing this and other innovative techniques as ways of facilitating growth and learning for each student in her classroom. She intends to present what she has learned in a KALPA session when her training is complete. The committee has determined that this project meets sabbatical guidelines.

Bonnie Tew: Humanities, Winter 2020

Bonnie intends to continue work begun this year on a major initiative in her division to explore ways of making liberal arts courses more relevant to the needs of students whose fields are outside the liberal arts. She will be working to establish a framework for offerings in COM 101, Fundamentals of Speaking, which will incorporate assignments students will likely encounter in the workplace. This will require research on employers' needs, assignment design, and work to align the new offerings with those established in respected publications. Bonnie expects her work to feed into the larger project work of her division. The committee has determined that this project meets sabbatical guidelines.

Emily Thompson: Life Sciences, Winter 2020

Emily's project includes two research strands: genetics and sustainability. She will study data on birth defects in both Michigan and throughout the US, as well as uncovering updates to the human genome sequence, such as Decode in Reykjavik, Iceland. She will work to compare sustainability efforts in environments such as Reykjavik, Iceland, and San Francisco with those in Ann Arbor, and will investigate sustainability efforts at community colleges such as Delta in Michigan, and universities such as Stanford. She plans to investigate the collaboration between business and environmentalists at Indiana Dunes National Park. The committee has determined that this project meets sabbatical guidelines.

Sandra McCarthy: Library, Winter 2020

Sandra's project encompasses research she will do under the aegis of the Medical Library Association Research Training Institute, which has awarded her a scholarship to their training institute in Chicago this July and has accepted her research proposal. Her proposal is to research the competency and perceived competency of community college health sciences librarians as reflected in the Medical Library Association Competencies for Lifelong Learning and Professional Success. A second project is to design and deliver a research institute for Washtenaw students to promote capabilities for scholarly research, as determined through her research, and to ready students for upper level university research. The committee has determined that this project meets sabbatical guidelines.

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

Subject
Approval of Examity Remote Proctoring Contract

Date
June 25, 2019

Background

In 2015, Washtenaw Community College developed a robust strategy for developing online programs. Maintaining the integrity of the high-stakes exams administered by faculty was, and continues to be, a high priority. The College also required a simple solution for further validating a student's identity beyond standard password authentication in online courses. Furthermore, the faculty required live, remote proctoring as the option for exams such as mid-terms and finals. To satisfy these needs, the online learning department, vetted multiple companies which could provide all levels of service to inclusively meet the minimum requirements. Through rigorous research, it was discovered that many vendors offered various forms of recorded virtual proctoring, secure browsers, and/or identification verification. However, it became apparent that only one vendor, Examity, could provide all of the required tiers of service at independent cost levels. WCC required:

- Live proctors needed to be trained and employed by the provider (Not using 3rd party contracting or outsourcing)
- Proctors and services need to be available 24/7/365
- Proctors need to limit the administration to 6 people maximum at one time
- Proctors need to follow and administer the testing policies of the individual faculty member
- The company can offer an enterprise service to work directly with faculty on an individual basis
- The software service integrates with Blackboard Learning Management System
- The solution passes the requirements set by WCC Informational Technology Services

Due to the successful pilot which concluded in May 2016, the College adopted Examity as the learning validation and remote proctoring service. Since that time, WCC has expanded its online offerings and enrollment steadily, increasing the corresponding costs of service for Examity. As of March 2019, the College has proctored 8522 exams using Examity.

RECOMMENDATION

That the Board of Trustees approve the continuation of Examity Learning Validation and Remote Proctoring at an annual cost not to exceed \$75,000.

A ROLL CALL VOTE WILL BE TAKEN

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

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

ACTION

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

Subject	Date
Campus Cooling Tower Replacement Contract	June 25, 2019

Background

Following the summer 2019 cooling season, the College intends to replace the cooling towers serving the Gunder Myran Building, Crane Liberal Arts and Science Building, Business Education Building, Technical and Industrial Building, Student Center Building and the Larry Whitworth Occupational Education Building. This work is a Deferred Maintenance project previously identified to the board and sufficient funds exist in the fund for this project.

This project replaces the two existing cooling towers, which are 20 years old and have reached the end of their life cycle. The three new ceramic-bodied cooling towers, each sized to handle approximately half of the campus' normal summer cooling load, utilize a modern design that offers better temperature control, critical equipment redundancy, increased environmental safety, and improved energy efficiency. With the new equipment configuration, the College is better able to perform routine summer maintenance and avoid disruptions to campus activities in the event of an unplanned outage. Additional work includes piping modifications, support structure alterations and a new filtering system to protect the new towers.

The college received seven proposals and Ecker Mechanical of Burton, MI was low responsive bidder for this project with a base bid plus alternates 1 & 2 totaling \$1,098,375.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Ecker Mechanical in the amount of \$1,098,375.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

Recommended by: Rose B. Bellanca Ed. D.

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President

ACTION

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

Subject
Approval of Technology Managed Services Contract

Date
June 25, 2019

Background

At the direction of the Board, in September 2017 the college engaged with Campus Works to perform an assessment of the college’s overall technology infrastructure. At a January 2018 public Board meeting, the College provided the Board with an overview of technology best practice trends and reviewed the results of the Campus Works assessment. To address the needs identified by Campus Works, the Board approved an IT consulting services contract with Campus Works to provide CIO, CISO and other subject matter expert resources. At a public Board retreat in March 2019, the College provided an overview of the current state the College’s technology environment and identified a number of critical technology gaps that would require significant resources to be resolved. The results of these assessment efforts over the past two years compelled the college to develop a long-term solution, which ensures that the college has a sustainable, secure and robust IT infrastructure that meets the needs of all WCC stakeholders, including students, faculty, staff and community members now and into the foreseeable future.

Proposal

The College is proposing a contract with Ellucian Company L.P. (“Ellucian”) for Technology Management Services (TMS) that would encompass all technology services provided by our current IT Department. The College has been utilizing the Ellucian enterprise resource system, Banner for over 20 years and the proposed TMS work order would fall under the existing service agreements with Ellucian. The statement of work encompassed in this agreement would include:

- Ellucian Information Technology Leadership Services
- Strategic Services (Planning, Governance and Communication)
- Academic Application Services
- Administrative Application Services
- Application Modernization Services
- Application Management Services
- Help Desk Services
- End User Services
- Web Technical Support Services
- Infrastructure Support Services
- Technology Security Services
- LifeLine Secure Service
- NetAlert Monitoring Services

The recommended agreement is for a five-year term and at a fixed cost for each of the five years of \$5,241,826. Other key provisions of the TMS contract include:

- All current WCC full time IT staff will be offered a full time position with Ellucian and will not require relocation
- The majority of all resources required by Ellucian will be provided by onsite staff
- Ellucian employment practices will conform to WCC nondiscrimination standards
- Ellucian will provide dedicated managed services leadership resources, including CIO, CISO, Technical Director, Applications Director and User Support Manager positions.
- The college and Ellucian will meet annually to agree on performance goals for the upcoming year and review performance for the prior period.
- In the event of a material breach in performance by Ellucian, the college retains the right to terminate the agreement.

Impact to the WCC IT Staff

An integral component of the college's proposal to enter into a TMS agreement with Ellucian is that the existing WCC IT staff be offered two meaningful options to continue their careers in their chosen profession. These options include:

1. All full time WCC IT staff will be offered a full time position with Ellucian, a leading technology services provider, exclusively serving the higher education community.
2. If IT Staff choose not to join the Ellucian team, the college is proposing that each full time IT employee will be eligible for a Transition Assistance Plan which includes the following benefits:
 - a. Up to one year of compensation, depending upon an employee's years of service (the majority of the IT staff would receive the full benefit).
 - b. Health benefits would be offered at existing employee contribution costs for the period of time commensurate with their compensation benefit period.
 - c. Transition Assistance services with a leading firm, Right Management. This benefit will also be offered to our current part time IT staff.
 - d. Five years of free tuition benefit for all courses taken at WCC, consistent with current WCC employee benefits.

It is estimated that depending upon the number of current WCC IT staff which accept employment opportunities with Ellucian that the one-time cost for the Transition Assistance Plan benefits could range from \$1million - \$2.5 million. The College is proposing that the Board approve the funding of this Transition Assistance Plan through the use of General Fund resources. It is anticipated that the FY 2019 General Fund Operating Fund Net Activities will result in a surplus of at least \$2 million.

Summary

The role of technology throughout the college is significant, complex, dynamic and crucial in support of our students' learning objectives. We have a responsibility to ensure that the college has a sustainable, secure and robust IT infrastructure that meets the needs of all WCC stakeholders, including students, faculty, staff and community members now and into the foreseeable future. The proposed Technology Managed Services partnership with Ellucian will afford WCC a strong opportunity to leverage the resources of the market leader in higher education technology.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a five-year technology managed services contract, commencing July 29, 2019 with Ellucian Company L.P. in the fixed amount of \$5,241,826 per year for each of the five years. It is also recommended that the Board of Trustees approve the utilization of General Fund Reserves to fund the costs of the proposed Transition Assistance Plan for the impacted WCC IT Staff.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

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

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President

DISCUSSION

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

Subject
Recommendations for New Programs 2019 - 20

Date
June 25, 2019

RECOMMENDATION

That the Board of Trustees approve the New Programs and 3 +1 Articulation Agreements for Fall 2019 as listed below:

- ❁ Business Enterprise Basics Certificate – Business/Computer Technologies Division – Business Department
- ❁ Business Enterprise Essentials Basics Advanced Certificate – Business/Computer Technologies Division – Business Department
- ❁ Business Enterprise Associate in Applied Science – Business/Computer Technologies Division – Business Department

- ❁ WCC AAS in Accounting and Eastern Michigan University BBA with any Business Major
- ❁ WCC AAS in Computer System and Networking/Computer and Network Security and Eastern Michigan University BS in Information Assurance and Cyber Defense
- ❁ WCC AS in Environmental Science and Siena Heights University BS in Environmental Sciences
- ❁ WCC AAS In Graphic design and Eastern Michigan University BFA with Graphic Design Concentration
- ❁ WCC AAS in management and Eastern Michigan University BBA with any Business Major
- ❁ WCC AAS in Nursing and University of Michigan-Flint BS in Nursing
- ❁ WCC AAS in Retail Management and Easter Michigan University BBA with any Business Major
- ❁ WCC AAS in Retail Management and Eastern Michigan University BFA in Apparel, Textiles and Merchandising
- ❁ WCC AAS in Supply Chain and Eastern Michigan University BBA with any Business Major

Prepared by: Dr. Kimberly Hurns

Recommended by:

Rose B. Bellanca Ed.D.

Title: Vice President for Instruction

Rose B. Bellanca, President

**Business Enterprise Basics
Certificate – 15 credits
Business/Computer Technologies Division – Business Department**

Description: In this program, students will develop a foundational understanding of business operations basics. It will provide a framework for students to develop a plan for future study in the business field.

This program will provide the student with business foundation skills and knowledge, and it is the first credential of two certificates that “nest” into the A.A.S. Business Enterprise degree at WCC. Further, this certificate will allow the student to determine a specific field of study in business.

Need/Job Demand: The Bureau of Labor Statistics cites “Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.”

Student Learning Outcomes:

1. Identify the process steps used to create, analyze, and improve both written and spoken business messages.
2. Identify the functions of business and how they work together to meet organizational goals.
3. Identify basic management concepts and principles that promote organizational success.
4. Identify a company's marketing strategy.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 3/28/19.

Wage Data: This medium annual wage for business and financial occupations was \$67,710 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.¹

Program Requirements:

Semester 1	
BMG 207 Business Communication	3
BMG 140 Introduction to Business	3
BMG 250 – Principles of Marketing	3
BMG 230 – Principles of Management	3
ACC 100 – Accounting Practices for Business	
Or ACC 111 – Principles of Accounting I	3-4
Total Credit Required:	15-16

¹ Occupational Outlook Handbook Bureau of Labor Statistics

**Business Enterprise Essentials Basics
Advanced Certificate – 16 credits
Business/Computer Technologies Division – Business Department**

Description: In this program, students will build the essential skills for daily business operations, spanning the major fields of practice. Students will select courses from business management, marketing, finance and communication to build a personal career path.

This 16-credit advanced certificate will “nest” into the A.A.S. Business Enterprise degree. The WCC student can select the major field of business concentration they may wish to pursue and develop appropriate skills.

Need/Job Demand: The Bureau of Labor Statistics cites “Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.”

Student Learning Outcomes:

1. Define a business problem appropriate to the case study provided.
2. Acquire appropriate industry research.
3. Apply critical thinking and three business enterprise essential skills to the problem.
4. Make and explain a recommendation to solve the identified problem.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 3/28/19.

Wage Data: This medium annual wage for business and financial occupations was \$67,710 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.

Program Requirements:

BMG 293 Business Enterprise Essentials Capstone	1
Plus 15 credits from the following courses:	
BMG 200 Relationship Skills in the Workplace	3
BMG 240 Human Resources Management	3
ACC 131 QuickBooks	3
ACC 110 Payroll Accounting	3
BOS 184 Spreadsheet Software Applications I	3
BMG 111 Business Law I	3
BMG 160 Principles of Sales	3
BMG 205 Creating the Customer Experience	3
BMG 206 Retail Principles and Practices	3

Recommendation for New Programs 2019-2020

BMG 228 Purchasing and Inventory Control	3
BMG 181 Introduction to Supply Chain Management	3
BMG 273 Managing Operations	3
Total Credits Required:	16

Suggested Career Path

<i>Management</i>	
BMG 240 Human Resources Management	3
BMG 111 Business Law I	3
BMG 228 Purchasing and Inventory Control	3
BMG 181 Intro to Supply Chain Management	3
BMG 273 Management Operations	3
BMG 293 Business Enterprise Essentials Capstone	1

<i>Finance</i>	
ACC 131 QuickBooks	3
ACC 110 Payroll Accounting	3
BOS 184 Spreadsheet Software Applications I	3
BMG 228 Purchasing & Inventory Control	3
BMG 111 Business Law I	3
BMG 293 Business Enterprise Essentials Capstone	1

<i>Marketing and Communications</i>	
BMG 200 Relationship Skills in the Workplace	3
BMG 240 Human Resources Management	3
BMG 160 Principles of Sales	3
BMG 205 Creating the Customer Experience	3
BMG 206 Retail Principles and Practices	3
BMG 293 Business Enterprise Essentials Capstone	1

Business Enterprise
Associate in Applied Science – 60 credits
Business/Computer Technologies Division – Business Department

Description: In this program, students will develop a practical background in daily business operations, spanning the major fields of practice. Students will gain the knowledge and skills necessary to enter or advance in Business. Students can focus on one or more of the areas such as business management, marketing or finance.

This is the third credential in the business enterprise program (Business Enterprise Basics Certificate and Business Enterprise Essentials Advanced Certificate) and is a completion credential for employment in business.

Need/Job Demand: The Bureau of Labor Statistics cites “Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.”

Student Learning Outcomes:

1. Define a business problem appropriate to the case study provided.
2. Acquire appropriate industry research.
3. Apply critical thinking and three business enterprise essential skills to the problem.
4. Make and explain a recommendation to solve the identified problem.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 3/28/19.

Wage Data: This medium annual wage for business and financial occupations was \$67,710 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.

Program Requirements:

Semester 1	
BMG 207 Business Communication	3
BMG 140 Introduction to Business	3
BMG 250 – Principles of Marketing	3
BMG 230 – Principles of Management	3
ACC 100 – Accounting Practices for Business	
Or ACC 111 – Principles of Accounting I	3-4
Total Credit Required:	15-16
Semester 2	

Recommendation for New Programs 2019-2020

Complete 15 credits from the following courses:	
BMG 200 Relationship Skills in the Workplace	3
BMG 240 Human Resources Management	3
ACC 131 QuickBooks	3
ACC 110 Payroll Accounting	3
BOS 184 Spreadsheet Software Applications I	3
BMG 111 Business Law I	3
BMG 160 Principles of Sales	3
BMG 205 Creating the Customer Experience	3
BMG 206 Retail Principles and Practices	3
BMG 228 Purchasing and Inventory Control	3
BMG 181 Introduction to Supply Chain Management	3
BMG 273 Managing Operations	3
	15
Semester 3	
BMG 293 Business Enterprise Essentials Capstone	1
Writing/Composition	3
Mathematics	3
Natural Sciences	3
Open Electives	5
	15
Semester 4	
2 nd Writing/Composition	3
Social and behavioral Sciences	3
Arts and Humanities	3
Open Electives	6
	15
Total Credits Required:	60 - 61

3 + 1 Articulation Agreement Degree Programs

**Washtenaw Community College – AAS in Accounting
And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Accounting Requirements and Electives	52 credits
Total Transfer Credits	82 credits

**Washtenaw Community College – AAS in Computer System & Networking/ Computer and
Network Security
And
Eastern Michigan University – BS in Information Assurance and Cyber Defense**

General Education/MTA	30 credits
WCC Computer Systems & Networking Requirements and Electives	49 credits
Total Transfer Credits	79 credits

**Washtenaw Community College – AS in Environmental Science
And
Siena Heights University – BS in Environmental Science**

General Education/MTA	30 credits
WCC Environmental Science Requirements and Electives	60 credits
Total Transfer Credits	90 credits

**Washtenaw Community College – AAS in Graphic Design
And
Eastern Michigan University – BFA with Graphic Design Concentration**

General Education/MTA	30 credits
WCC Graphic Design Requirements and Electives	55 credits
Total Transfer Credits	85 credits

**Washtenaw Community College – AAS in Management
And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Management Requirements and Electives	52 credits
Total Transfer Credits	82 credits

**Washtenaw Community College – AAS Nursing
And
University of Michigan - Flint – Bachelor of Science in Nursing**

General Education/MTA	30 credits
WCC Nursing Requirements and Electives	45 credits
Total Transfer Credits	75 credits

**Washtenaw Community College – AAS in Retail Management
And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Retail Management Requirements and Electives	52 credits
Total Transfer Credits	82 credits

**Washtenaw Community College – AAS in Retail Management
And
Eastern Michigan University – BFA in Apparel, Textiles and Merchandising**

General Education/MTA	30 credits
WCC Retail Management Requirements and Electives	43 credits
Total Transfer Credits	73 credits

Washtenaw Community College – AAS in Supply Chain

**And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Supply Chain Requirements and Electives	52 credits
Total Transfer Credits	82 credits

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval to Discontinue Programs 2019 - 20

Date
June 25, 2019

RECOMMENDATION

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

- ❖ Child Care and Education - Certificate
- ❖ Mobile Device Programming – Certificate
- ❖ Pharmacy Technology – Certificate

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

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

Recommendation for Discontinued Programs for 2019-2020

Child Care and Education (CVCCE)

This program is being discontinued effective fall 2019. This advanced certificate program no longer has meaning in the early childhood field. There is not employment advantage to the student to obtain this certificate. WCC will continue to offer the Child Development Certificate and Associate in Applied Science programs.

Compliance with WCC Policy: Students who have started the program are being taught through to completion. Because the advanced certificate courses are embedded in the associate degree, students will still be able to complete the program. New students are being accepted into the certificate and associate degree programs.

Mobile Device Programming (CVCSMD)

This program is being discontinued due to no enrollment. After some initial interest, no one has enrolled in this program for several years.

Compliance with WCC Policy: No students are currently enrolled in this program

Pharmacy Technology (CTPHAR)

Due to the changes in the nature of the pharmacy industry, this certificate program will now be offered via non-credit programming.

Compliance with WCC Policy: No students are active in this program.

DISCUSSION

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

Subject
Design Contract for the ML Renovation Project

Date
June 25, 2019

Background

The Morris Lawrence Building was built in 1990 as the Jobs Skills and Campus Events Building and during the past 27 years has received three small building additions and numerous minor deferred maintenance upgrades. As the primary location for external campus events, it welcomes over 150,000 visitors and guests each year. The building is the public face of the College and is the primary destination of campus visitors not enrolled in college credit courses.

The primary purpose of this project is to provide the first major upgrades to the building's public spaces since the building was built and enhance the overall experience of visitors and guests. This will be accomplished by:

1. Replacing the deteriorating plastic skylight system and replacing it with a new glass and metal panel skylight.
2. Replacing the manual horizontal moveable wall system with an electric vertical Skyfold wall system.
3. Replace the lighting throughout the public areas.
4. Replace all finishes throughout the public areas including wall and flooring materials.
5. Install new electronic event directories and kiosks at meeting rooms.
6. Replace failing exterior brick and precast concrete at the entrances.
7. Create a new inviting exterior landscape garden at the west entrance.
8. Address a number of deferred maintenance projects related to the building infrastructure

The first step in planning this project is to perform a detailed assessment of the building elements, create a work plan that supports completing the work within a narrow full building shutdown period of January – June, 2021 and finally to develop a cost estimate for the project. We anticipate this design work being completed by early fall and to propose a full project scope to the Board of Trustees in late 2019.

The college received thirteen proposals and Hobbs & Black of Ann Arbor, MI is the recommended vendor for this project totaling \$380,000. Hobbs & Black was one of the lowest bidders and has detailed knowledge of the ML building through prior engagements.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Hobbs & Black in the amount not to exceed of \$380,000.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

Recommended by: Rose B. Bellanca Ed.D.

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President

DISCUSSION

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

Subject
ML Firing Range Ductwork Replacement Contract

Date
June 25, 2019

Background

This project accomplishes the replacement of an existing outdated air handling distribution system serving the firing range in the Morris Lawrence Building. This work is a Deferred Maintenance project.

The existing air distribution ductwork servicing the firing range area is original to the 28-year old building. The system includes both supply and exhaust ductwork. The current age of the system and changes to design standards in firing range ventilation have evolved since originally installed. This contract includes the fabrication and new installation of both the supply and exhaust ductwork servicing that area of the building connected to AHU #4. The work scope also includes new wall penetrations, blower coil units, and ancillary piping.

Bids for this project were received on June 13, 2019. S&Z Sheetmetal Inc. of Flint MI was low responsive bidder for this project with a base bid totaling \$199,500.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with S&Z Sheetmetal Inc in the amount of \$199,500.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

Recommended by: Rose B. Bellanca E.S.

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President
