



Office of the President

**OCTOBER 22, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **October 22, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in room 150 of the 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, (734) 973-3491, prior to the date of the meeting to make arrangements for these services.

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – OCTOBER 22, 2019
Room 150, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan 48105**

I. CALL TO ORDER; APPROVAL OF AGENDA

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

III. CITIZEN PARTICIPATION

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

IV. SPECIAL REPORTS

- A. OER Update
- B. HLC Update
- C. Grants Awarded to Washtenaw Community College
- D. Annual Student and Financial Aid Profile; Fall Student Profile

V. REPORTS

- A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (September 2019) (Action).....Tab C
 - 3. Facilities Development ReportTab D

VI. REMARKS

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

VII. OLD BUSINESS

- A. Action
 - 1. 2021 – 2025 WCC Capital Outlay Plan (Action).....Tab E
 - 2. Recommended Revisions to Policy 2005 (Action)Tab F
 - 3. CLASB Flooring Replacement Contract (Action).....Tab G

VIII. NEW BUSINESS

- A. Discussion
 - 1. Submission of Restoration of Millage Proposal as the March 10, 2020 Presidential Primary Election.....Tab H
 - 2. Energy Center Chiller Overhaul Contract.....Tab I
 - 3. Public Safety Distributed Antenna System.....Tab J
 - 4. Recommendation for a New Program.....Tab K
 - 5. Recommendation to Discontinue Programs.....Tab L
- B. Action
 - 1. Revision to the 2019 Schedule of Monthly Board Meetings (Action)Tab M

IX. 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
October 22, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the September 24th 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, SEPTEMBER 24, 2019**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Vice Chair Bill Milliken on September 24, 2019 at 6:05 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

Absent: Chair Christina Fleming

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the agenda for the September 24th 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 July 30th Monthly Meeting as submitted. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, welcomed the Trustees back. Lastly, he recognized retiring faculty members Noonie Anderson, Mike Galea, Thomas Hemsteger, Jean Miller, Hank Townsend, and Colette Young.

Public Comments

There were no public comments.

Written Communications

There were two communications received.

SPECIAL REPORTS

STEM Scholars

Ms. Susan Dental, Life Sciences faculty member and STEM Scholars Cohort Advisor introduced WCC students Michael Cooke, Kayla Winter, and Araba Gyan who all participated in the UROP Summer Research Symposium. Each student highlighted their research project for the Board. Lastly, Ms. Dental mentioned that Araba received 2 blue ribbons for the best poster presentation.

Call to order

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICIPATION

WCC Education Association
WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

STEM Scholars

Introduction of New Faculty and Administrators

Dr. Kimberly Hurns, Vice President of Instruction introduced to the Board the new faculty members and Deans that were recently hired. Lastly, Ms. Linda Blakey, Executive Vice President of Student and Academic Services introduced the newly hired Vice President of Strategic Enrollment Management.

Union Training Partnerships Update

Dr. Marilyn Donham, Dean of Apprenticeships and Skilled Trades Training informed the Board that the College has a new trade partnership with the United Union of Roofers, Water proofers and Allied Workers.

Ms. Mary Kerr, President & CEO of Destination Ann Arbor, informed the Board that because of the WCC partnership with the UA the economic impact has been over \$167 million new spending in the last 30 years.

Mr. Deven Johnson , International Representative and Assistant to the General President of the Operative Plasterers' & Cement Masons' International Association talked to the Board about the his experience in setting up the trade partnership at WCC. Noting it was a wonderful experience.

Mr. Brandon Tucker, Associate Vice President of Workforce and Community Development highlighted the success of our partnership with the Ironworkers.

Presentation of Local Strategic Value Document

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

Dr. Kimberly Hurns, Vice President for Instruction, Dr. Michelle Mueller, Vice President of Economic & College Development and Mr. Phil Snyder, Associate Vice President of Advancement talked about the areas updated for Economic Development and Business and Industry Partnerships.

Ms. Linda Blakey, Executive Vice President of Student and Academic Services, Dr. Kimberly Hurns, Vice President for Instruction, Dr. Michelle Mueller, Vice President of Economic & College Development and Mr. Phil Snyder Associate Vice President of Advancement reviewed the areas that were updated for Educational Partnerships.

Mr. William Johnson, Executive Vice President and CFO, Dr. Michelle Mueller, Vice President of Economic & College Development, Dr. Kimberly Hurns, Vice President for Instruction, Ms. Linda Blakey, Executive Vice President of Student and Academic Services and Operations spoke about WCC's best practices in Community Service.

Introduction of New Faculty and Administrators

Union Training Partnerships Update

Presentation of Local Strategic Value Document

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Financial Reports (Year End – June 2019) (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board receive the Financial Reports for year end - June 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, Executive Vice President and CFO briefed the Board on the status of several projects noting that many projects are almost complete.

REMARKS

Remarks of Members of Board of Trustees

Treasurer Davis stated she was looking forward to the upcoming academic year.

Trustee Hatcher informed the Board that she had the following concerns with policies regarding free speech, and the policy on immigration and the lack of minority participation in the apprenticeship programs.

Trustee McKnight-Morton agreed with Trustee Hatcher about the lack of minority participation in the apprenticeship programs additionally she stated that perhaps programing in middle and high schools was the answer.

President’s Remarks

President Bellanca encouraged the Trustees to read through the Strategic Plan update that highlights the achievements of the faculty and staff. She also thanked Trustee McKnight-Morton for her great work as the SEMCOG College Representative. Lastly, she thanked Ms. Theresa Hunt and the Faculty Professional Development Committee for coordinating and organizing Fall In-service.

NEW BUSINESS

Review of FY 19 Audit (Action)

It was moved by Trustee Landau and seconded by Secretary DeVarti that the agenda be amended to change the Review of FY 19 Audit to an action item. The motion was adopted.

It was moved by Trustee Landau and seconded by Secretary DeVarti that the Board receive the FY 19 Audit Report as submitted.

MONTHLY REPORTS

Personnel Recommendations (Action)

Financial Reports (Year End – June 2019) (Action)

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President’s Remarks

NEW BUSINESS

Review of FY 19 Audit (Action)

A roll call vote was taken: Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; no, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted.

2021 – 2025 WCC Capital Outlay Plan

Mr. William Johnson, Executive Vice President and CFO highlighted parts of the document noting that the Capital Outlay Plan was the same as last years with a slightly higher cost based on increased construction costs.

Recommended Revisions to Policy 2005 – 1st Reading

Ms. Linda Blakey, Executive Vice President for Student and Academic Services explained to the Board the need for the recommended changes to Policy 2005.

CLASB Flooring Replacement Contract

Mr. William Johnson, Executive Vice President and CFO explained to the Board the scope of the CLASB flooring replacement project. Lastly, he mentioned that this would be the first of the three phases of the project.

Resolution Regarding SB 0134 of 2019 (Action)

It was moved by Secretary DeVarti and seconded by Trustee Landau that the Washtenaw Community College Board of Trustees certifies that the College does meet the local strategic value best practice standards required for state appropriations under Michigan SB 0134 of 2019.

A roll call vote was taken: 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.

Adjournment of Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Treasurer Hatcher that the Board adjourn the Monthly meeting. The motion was adopted. The meeting was adjourned at 8:42 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

Review of FY 19
Audit (Action)
(cont)

2021 – 2025 WCC
Capital Outlay Plan

Recommended
Revisions to Policy
2005 – 1st Reading

CLASB Flooring
Replacement
Contract

Resolution
Regarding SB 0134
of 2019 (Action)

Adjournment of
Monthly Meeting
(Action)

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject
Personnel Recommendations

Date
October 22, 2019

RECOMMENDATION

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

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

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

PERSONNEL RECOMMENDATIONS
October 2019

Student & Academic Services

Full-Time New Hires

Independent Staff

Grace Fama, Success Coach Manager, \$58,898

New

Part-Time New Hires

Independent Staff

Julie Seagraves, Financial Aid Specialist, \$22.22 hourly

Support Staff

Shaimaa Alwan, Teacher Aid, \$12.91 hourly

John Hershey, Testing Center Assistant, \$14.84 hourly

Heather Mooney, Testing Center Assistant, \$14.84 hourly

Kaia Constantinides, Notetaker, \$12.91 hourly

Instruction

Part-Time New Hires

Professional Faculty

Michelle Danou, Culinary Arts & Hospitality Mgt, \$893 per course contact hour

Chitranjan Greer-Travis, Humanities, Languages & the Arts, \$893 per course contact hour

Brian Devour, Physical Science, \$893 per course contact hour

Faculty - Classified & Professional Services Personnel

Gabriel Latoraca, Lab Assistant, \$20.08 hourly

Support Staff

Mashhood Munir, Peer Tutor, \$12.91 hourly

Byron Hodel, Peer Tutor, \$12.91 hourly

Omar Shaukat, Peer Tutor, \$12.91 hourly

Myles Montgomery, HVAC/R Lab Support, \$12.91 hourly

Economic & College Development

Full-Time Ending Employment

Melanie DelVecchio, Marketing Manager, with three (3) years of service

Workforce & Community Development

Part-Time New Hires

Support Staff

Olivia Habart, Business Consulting Assistant, \$18.23 hourly

Facilities Management

Full-Time New Hires

Independent Staff

Craig Whipstock, Associate Vice President of Facilities Development & Operations, \$125,000 Replacement

Part-Time New Hires

Support Staff

Salvatore Lorenzo, Grounds Maintenance Worker, \$14.84 hourly

President

No Report

Advancement

No Report

Finance

No Report

Human Resources

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Financial Reports (September 2019)

October 22, 2019

RECOMMENDATION

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

Prepared by: William Johnson

Recommended by: Rose B. Bellanca, Esq.

Title: Executive Vice President

Rose B. Bellanca, President

CFO and Vice President of Finance

Financial Narrative

September 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the three months ended September 30, 2019.

Revenue

As of September 30, 2019, Total Revenues were \$56.4 million; Total Expenditures and Operating Transfers were \$29.9 million. Revenues in total are ahead of the expected budget for the first quarter by approximately \$150,000.

Fall Tuition revenue of \$11.9 million is slightly below budgeted revenue of \$12.1. Overall, enrollment and credit hours (down by 2.8% and 3.2%, respectively). This decline is largely due to a decline in returning student enrollment, which is mainly attributed to sustained economic improvement and historic low unemployment rates. Revenue from Student Fees is down slightly due to the lower credit hour enrollment.

State Aid revenue reflects an accrual for 25 percent of the annual appropriation for the new fiscal year. Appropriation payments for the current year begin in October and are in line with what the College budgeted for the year. The recently approved state budget appropriations for community colleges resulted in a .9% increase for WCC, which is in line with our budgeted assumption. The biggest unknown for this line item is the amount coming from the Local Community Stabilization Authority (the make whole mechanism for lost personal property tax revenue), which we are expecting to know within the next month or two.

Receipts for Local Government Taxes are \$34.7 million through September, which represents 62 percent of the total budgeted revenue from property taxes. This is slightly ahead of the expected collections through the first quarter and is a positive indication that we will meet, if not exceed, the budgeted amount of tax revenue for the year.

Expenditures

Total Expenditures through September 30, 2019, represent 24 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$820,000 less than what was expected through the first quarter of the year due to a positive personnel-related variance related to vacancies in part-time positions. For the year, vacancies in full-time positions were budgeted to provide savings of approximately \$2 million, based on an average of 20-25 vacant positions per month. Actual vacancies averaged 25 per month for the first quarter of the year, on target with the budget. As the year progresses, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition.

Operating Transfers

The full-year budgeted allocations for Deferred Maintenance, Campus Maintenance & Repair, and Furniture were transferred from the General Fund to the appropriate Plant Funds as of the first of the fiscal year. The Health & Fitness Center transfer is a transfer into the General Fund from the first quarter operations of the Center.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of September 30, 2019

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,083,106	12,083,106	11,827,184	(255,922)
Tuition Winter	11,416,133	(2,581)	(5,339)	(2,758)
Tuition Spring	5,032,391	1,813,280	2,068,831	255,551
Student Fees	4,915,734	2,165,876	2,032,330	(133,546)
Total Tuition and Fees	33,447,364	16,059,681	15,923,006	(136,675)
Local Property Taxes	55,950,000	34,699,620	34,741,796	42,176
State Appropriations	14,683,926	3,508,482	3,524,279	15,797
Trade Partnerships	4,295,741	1,150,317	1,201,269	50,952
Investment Income	1,100,000	275,000	239,019	(35,981)
Other	1,930,458	477,655	541,831	64,176
Auxiliary Activities	1,308,350	365,862	241,950	(123,911)
Total Revenue	112,715,839	56,536,616	56,413,150	(123,466)
EXPENDITURES				
Humanities & Social Sciences	12,069,558	2,788,425	2,670,135	118,291
Math, Science & Engineering Technologies	9,261,329	2,224,739	2,169,857	54,882
Health Sciences	6,220,509	1,343,006	1,255,038	87,968
Business & Computer Technologies	7,538,528	1,716,566	1,627,502	89,064
Advanced Technologies & Public Service Careers	7,354,768	1,641,380	1,585,494	55,886
Continuing Education	680,198	139,101	133,989	5,112
Distance Learning	1,882,784	469,999	475,950	(5,951)
Instructional Support	15,460,195	4,067,848	4,352,701	(284,853)
Total Instruction	60,467,869	14,391,064	14,270,666	120,398
Student Services	9,654,032	2,258,171	2,093,959	164,212
Scholarships	1,918,520	959,260	722,032	237,228
Executive Management	2,145,838	527,998	505,710	22,288
General Admin - Institutional Services	6,518,865	2,095,598	2,122,965	(27,366)
MIS/Computer Services	8,975,125	2,424,082	2,597,370	(173,289)
Public Relations Development	2,927,219	727,296	663,518	63,778
Community Services	2,138,798	458,484	416,816	41,667
Physical Plant Operations	10,786,666	2,420,182	2,235,942	184,239
Utilities	2,089,700	528,167	525,301	2,866
Equipment	1,771,332	518,387	331,236	187,151
Total Non-Instruction	48,926,095	12,917,625	12,214,849	702,776
Total Expenditures	109,393,964	27,308,689	26,485,515	823,174
OPERATING TRANSFERS				
Unexpended Plant				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	-	-	-
Health & Fitness Center	(1,750,000)	(437,500)	(437,500)	-
Deferred Maintenance	2,500,000	2,500,000	2,500,000	-
Furniture	600,000	600,000	600,000	-
Total Operating Transfers	3,321,875	3,412,500	3,412,500	-
Total Expenditures and Operating Transfers	112,715,839	30,721,189	29,898,015	823,174
Operating Revenue Over Expenditures & Transfers	-	25,815,427	26,515,136	699,709
OTHER NON-OPERATING ACTIVITY				
Transfer to Unexpended Plant - Budgeted	-	-	-	-
Transfer to Unexpended Plant - Unbudgeted	-	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	101,800	101,800
Total Revenue over Expenditures & Transfers	-	25,815,427	26,616,935	801,508

Capital Fund
Project Summary
September 30 , 2019

ORG	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:					
70701	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:					
70002	Classroom & Lab access Control	570,802	570,742	-	60
70003	CC - STEP Equipment	7,627,434	7,504,061	-	123,373
70005	Campus Security System Upgrades	318,691	317,723	-	968
70006	Campus Data Storage Upgrades	225,000	224,080	-	920
	Total Campus Wide	\$ 8,741,927	\$ 8,616,606	\$ -	125,321
	Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,444,827	\$ -	127,101
	Revenue Over (Under) Expenditures		\$ 138,268		

Washtenaw Community College
Deferred Maintenance Fund
September 30, 2019

Since inception of fund:

General Fund Transfers	19,800,000
Completed projects	(12,465,654)
Projects in process	(6,641,837)
Uncommitted Fund Balance	692,509

Completed Projects:

Final Cost

Projects completed in prior years	12,108,860
Current year completed projects:	
HFC Hot Water Capacity	328,168
Replace Concrete Sidewalks	9,000
Total of FY20 completed projects < \$50,000 each	19,626
Total Completed	12,465,654

Projects in Process or scheduled to begin:

Allocated Budget

EC Boiler Control & Valve Repl	75,000
EC RPLC Campus Cooling Twr	1,340,000
HFC 10 Yr Chiller Test	70,000
HFC Womens Hot Tub Repair	223,762
HFC Locker Room Renovation	625,000
HFC Flooring Replacement	96,000
LA RPLC Chemistry Hood	840,000
LA-2nd FL Tile Corridor	400,000
LA-Roofing and Intake Rprs	60,000
ML Boiler Repl & System Mats	557,075
ML Gun Range AHU Repl	1,550,000
ML Renovation	379,000
EC Chiller Maintenance Overhaul	150,000
OE Underground Exhaust	70,000
OEB Exhaust Fan Rplcmts	55,000
Total of other projects < \$50,000 each	151,000
Total in Process	6,641,837

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

Expected Budget

Campus-Upgrade Elevators	110,000
Campus-Upgrade Fire Alarm Panels	85,000
HFC-The lap pool and therapy pool floor and walls need to be replaced with	200,000
Total of other projects < \$50,000 each	138,000

Total Pending **533,000**



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
September 30, 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	8,500,000.00	8,556,255.97	8,492,816.01	32.12%	1,953	1036	2.414	2.448
State of Michigan Bonds	5,000,000.00	5,074,640.00	5,016,095.15	18.97%	2,167	1317	2.323	2.355
Municipal Bonds	12,840,000.00	13,135,879.17	12,932,741.40	48.91%	2,227	1101	2.542	2.577
	26,340,000.00	26,766,775.14	26,441,652.56	100.00%	2,128	1,121	2.459	2.494

Investments

Total Earnings	Month Ending 9/30/2019	Fiscal Year 2019 - 2020 To Date	Month Ending 9/30/18	Fiscal Year 2018 - 2019 To Date
Current Year	53,992.35	158,947.04	49,768.47	149,503.15
Average Monthly Balance - Long Term Invested Balance		26,253,853.31		26,048,596.35
Effective Rate of Return - Long Term Invested Balance		2.42%		2.30%

Treasury Yield Curve 09/30/2019	6 Month	1 Year	5 Year	10 Year	20 Year
	1.83%	1.75%	1.55%	1.68%	1.94%

Reporting period 09/01/2019-09/30/2019

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. Installation scheduled.

Advanced Transportation Center

- Resubmittal completed to State for budget and Phase 200/300 design.
- Finalized building layout and size.
- Building equipment specifics identified.
- Exterior design reviewed.
- Detailed design on going for building systems
- Interior design options presented and reviewed.

Deferred Maintenance Project Update

1	MLB Main Boilers Replacement Project <i>FY18 \$550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers</i>	Complete
2	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$1,550,000 – Replace existing AHU w/ new ERU</i>	Construction in progress
3	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
4	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Equipment on Order
5	Parking Lot 6 Replacement <i>FY19 \$900,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Project deferred to FY21
6	FEB Lighting Replacement <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Project deferred to FY21
7	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Complete
8	HFC Domestic Hot Water System Replacement <i>FY19 \$375,000 – Replace hot water tanks w/ new gas fired hot water tanks</i>	Complete
9	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Complete
10	HFC Chiller 10 Year Maintenance Package <i>FY19 \$50,000 – Perform periodic recommended tear down and maintenance</i>	Contract award in progress.

11	LA Chemistry Hood Repairs <i>FY19 \$840,000 – Complete repairs on existing lab hoods</i>	Phase 1 complete. Awaiting start date for Phase 2.
12	LA Corridor Tile Floor Replacement 2 nd Floor + Bridge <i>FY19 \$400,000 – Replace quarry tile flooring w/ resilient flooring</i>	Contract award in progress. BOT Item.
13	LA Water Softener Replacement <i>FY19 \$45,000 – Replace existing softener</i>	Complete
14	LA Roofing Repairs <i>FY19 \$60,000 – Complete repairs to the roof/parapet wall interface</i>	Complete
15	OEB Isolation Valve Replacement <i>FY19 \$20,000 – Relocate valve and strainer to accessible location</i>	Construction in progress
16	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning phase
17	HFC Defender Tank Replacement <i>FY19 \$90,000 – Replace failing components.</i>	Complete
18	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Complete
19	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Complete
20	OEB Underground Exhaust Replacement <i>FY20 \$65,000 – Replace failing underground exhaust duct components.</i>	Complete
21	EC Water Softener Replacement <i>FY20 \$15,000 – Replace failing water softener.</i>	Complete
22	FEB Hot Water Heater Replacement <i>FY20 \$16,000 – Replace failing hot water tanks.</i>	Construction in process.
23	GM Water Softener Replacement <i>FY20 \$25,000 – Replace failing water softener.</i>	Complete
24	SRB Dock 1 and 2 Loading Dock Replacement <i>FY20 \$70,000 – Replace failing dock levelers.</i>	Equipment on Order
25	Upgrade GM & LA Fire Alarm Panels <i>FY20 \$85,000 – Upgrade existing FA alarm panels to current standard.</i>	Design in progress.
26	EC Summer Boilers Upgrades <i>FY20 \$75,000 – Retro commission and replace selective components.</i>	Design in progress.
27	EC Chiller 10 Year Maintenance Package <i>FY20 \$150,000 – Perform periodic recommended tear down and maintenance</i>	Contract award in progress. BOT Item
28	HFC Pool Surface Refinishing <i>FY20 \$200,000 – Resurface lap and therapy pool surfaces.</i>	Design in progress.
29	HFC Locker Room Renovation <i>FY20 \$625,000 – Renovate finishes in Men’s & Women’s locker rooms.</i>	Design in progress.
30	HFC Flooring Replacements <i>FY20 \$96,000 – Replace flooring surfaces in multiple areas.</i>	Design in progress.
31	Campus Wide Concrete Repairs and Replacement <i>FY20 \$80,000 – Replace failing concrete sidewalks and catch basins.</i>	Complete

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>	Contract award in progress
2	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	Township Permitting

3	OE163 Replace epoxy flooring. <i>FY19 \$125,000 – Replace existing floor surface in main auto lab</i>	Complete
4	Replace Welding Lab Overhead Lighting <i>FY19 \$30,000 – Improved overhead lighting with new LED fixtures</i>	Equipment delivered
5	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Complete
6	Install motorized loading dock plate <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	Construction in progress. Additional engineering required.
7	WTMC Hoop House Upgrades <i>FY19 \$0(WTMC Funded) – Upgrades to the outside greenhouse and classroom</i>	Construction in progress
8	SC Install 100A Electrical Service for Cappuccino Machine <i>FY19 \$8,000 – Install new 100A service in Garrett's.</i>	Complete
9	ML Aesthetics Upgrade Project <i>FY19 \$225,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Design in progress
10	SC Aesthetics Upgrade Project <i>FY19 \$253,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Awaiting start date
11	OEB Nederman Arm Installation <i>FY20 \$19,000 – install new ventilation arms in welding lab.</i>	Construction in progress
12	OEB 129 Renovation <i>FY20 \$26,000 – Replace furniture, wall, floor and ceiling finishes.</i>	Awaiting start date
13	SC Reinforce Exterior Loading Dock <i>FY20 \$100,000 – Reinforce suspended concrete slab at loading dock</i>	Design in progress.
14	Health Sciences TI201 Surgical Tech Expansion <i>FY20 \$170,000 – Complete renovation of new surgical tech lab and classroom.</i>	Construction in progress
15	Health Sciences TI211 Group Study Renovation <i>FY20 \$40,000 – Complete renovation of new group study room.</i>	Construction in progress
16	Health Sciences PTA Expansion into TI106 <i>FY20 \$84,000 – Expand PTA program into TI106 and renovate space</i>	Design in progress.
17	Health Sciences TI116 & 118 Room Combination <i>FY20 \$211,000 – Combine rooms into larger multi function classroom.</i>	Design in progress.
18	Health Sciences TI235 Office & Conference Room Reno <i>FY20 \$55,000 – Complete renovation of new office and conference room.</i>	Design in progress.
19	Expand HFC Laundry Facilities <i>FY20 \$61,000 – Complete expansion renovation to accommodate additional services.</i>	Design in progress.
20	Construct Observation Dock in Pond <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Permitting in progress
21	Relocate The Voice to SC109 <i>FY20 \$56,000 – Complete renovation of new Voice office suite.</i>	Design in progress.
22	TI226 Office Buildout <i>FY20 \$70,000 – Convert existing classroom into new office space.</i>	Complete

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

1. A.F. Smith Electric, TI Sterilization Lab & Conference Room Electrical Work, \$51,700
2. Great Lakes Ceiling & Carpentry, TI Sterilization Lab & Conference Room Carpentry Work, \$43,310
3. John Darr Mechanical, TI Sterilization Lab & Conference Room Mechanical Work \$52,300

Board of Trustees
Washtenaw Community College

TAB E

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

2021 – 2025 WCC Capital Outlay Plan

October 22, 2019

RECOMMENDATION

That the Board of Trustees approve the Five-Year Capital Outlay Plan for fiscal years 2021- 2025 as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson

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

Title: Executive Vice President

Rose B. Bellanca, President

CFO and Vice President of Finance

Board of Trustees
Washtenaw Community College

TAB F

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Revisions to Policy 2005 - Admissions Policy

Date
October 22, 2019

RECOMMENDATION

That the Board of Trustees approve the revisions to Policy 2005, Admissions Policy as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

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

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

Policy 2005 –Admissions Policy

The enclosed proposed changes to the Admission Policy will enable the college to admit guest students to the College without a formal Michigan Uniform Undergraduate Guest Application. In our updated admissions process, guest students will be able to indicate their guest status and their home institution without submitting an additional, separate application which will help streamline the process.

The proposed changes also clarify the admission process for international students. All international students are welcome to apply and attend WCC. International students planning to attend on an F-1 visa will continue to provide the required additional documents.

The Admissions Policy also contains a special section for Emeritus students noting their eligibility to take classes without paying tuition. Eligible emeritus students are provided with an Emeritus Scholarship. Since the status of being an emeritus is not determined at the time of admission, this section has been removed from this policy and the Emeritus Scholarship has been added to the Policy 2095 – Scholarships which is also being provided for review at this meeting.

2005 - Admissions Policy

Admission to Washtenaw Community College is open to all individuals who can benefit from its educational programs. A focus of the College mission is on the academic, career, and personal goals of the student. The College maintains an admissions process which assists an applicant in learning about Washtenaw Community College programs as they relate to individual academic, career, and personal goals, thereby facilitating the best match between student and program.

Washtenaw Community College does not discriminate on the basis of race, color, religion, national origin, age, height, weight, marital status, veteran status, gender*, disability*, or sexual orientation in the educational programs and related activities which it offers.

General College Admissions Criteria

Any person who has graduated from high school or has a GED certificate or is 18 years of age or older may be admitted. Students 18 years or older who are not high school graduates may be admitted to the College based on their ability to benefit from specific courses or programs offered by the College. Students are strongly encouraged to meet with a counselor or advisor before enrolling. Admission to the College does not guarantee admission to programs. Selected programs may choose to develop provisional admissions criteria that would ensure the student's academic preparedness for the program.

Students under 18 years of age may be admitted with the written recommendation or signature of their high school principal or counselor and the approval of a parent or guardian. Students who have graduated from high school, but are under 18 years of age must have the written approval of their parent or legal guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

Students should not regard enrollment out of reach because of financial need. The College is committed to assist students with college expenses to the fullest possible extent consistent with Federal, State, and College financial assistance regulations.

Admission Criteria by Student Status

Admission of New Students

All new students are required to complete an admissions application. New students are required to participate in a basic skills assessment** and, depending on the results, may enroll in the regular curriculum. Under certain conditions, students may qualify for an exemption from placement testing. This policy has been developed in accordance with Federal Ability-to-Benefit regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program.

Readmission of Former Students

Former students who have not registered for classes at the College for two academic years must reactivate their files by filling out a new admissions application. Students reactivating their files are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment may also be recommended.

High School Students

High school students may enroll in classes for college credit. Application of college credit towards units for the high school diploma is at the discretion of the high school. Application for admission must be supported by a Dual Enrollment application signed by the high school principal or counselor and be submitted to the College Admissions Office. All dually enrolled students must also be currently affiliated with or enrolled in high school. Students under 18 years of age must also have the written approval of their parent or guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities. Students must be at least 15 years of age or hold documented sophomore standing in their high school, unless granted special enrollment status from Enrollment Services. Students who are currently on suspension or expulsion from their high school are not eligible for enrollment without special approval that is provided through Enrollment Services.

Admission of Guest Students From Other Colleges

Students of other colleges and universities may attend Washtenaw Community College on a Guest Student status. This status is secured through completion of a Michigan Uniform Undergraduate Guest Application. This application can be obtained from the home institution and should be submitted to the College Admissions Office. A new guest application must be submitted each semester. Guest students coming from out-of-state institutions must complete a regular WCC application for admission plus submit a letter of permission from the registrar at their home institution. Guest students are not eligible for admission to programs.

Admission of Transfer Students

Transfer students from other colleges are to follow the same procedure as new students. Those wishing to transfer credit from an accredited college or university should request that an official transcript be sent to the Washtenaw Community College Student Records Office for evaluation. The coursework will be evaluated, at the student's request, after the student has completed at least one credit at WCC. At the time coursework is evaluated, students are notified of the transfer credit that will be accepted toward program requirements at WCC.

Admission of International Students

The College welcomes qualified non-immigrant students and is authorized under Federal Law to enroll non-immigrant students. International students range from permanent resident aliens to a visitor on any visa from an A visa to a R visa, including refugees and people with asylum. Certain restrictions may apply depending on which status students may hold in the United States. International students must submit a completed application for admission.

Students holding visas other than C, D, or F-1 may enroll in the College as long as they do not violate the principal status in which they were admitted to the United States. Depending on their visa type, students' enrollment may be limited to part-time recreational studies. Students holding an F-1 visa must attend full-time in order to remain in status with U.S. Citizenship and Immigration Services.

Admission of F-1 Visa Students

International F-1 visa students may be admitted to the College and must attend full-time (at least 12 credit hours per semester) and successfully complete all coursework to comply with Immigration requirements. Tuition will be assessed at the out-country rate. Immigration regulations generally prevent off-campus employment for F-1 visa students for at least the first year of study. These students must meet special requirements in addition to the general admissions criteria.

F-1 Guest Students (from other colleges)

International students admitted and enrolled at other U.S. colleges may take courses at Washtenaw Community College on a part-time or full-time basis. The following criteria apply:

1. Guest status students may be admitted only after all counseling, advising, and any financial arrangements are completed by the "home" institution.
2. International guest students must provide written documentation attesting to their acceptable student status at the institution that holds their I-20.
3. No Washtenaw Community College certification of attendance will be made other than the transcript of record.
4. International guest students will be assessed the out-country tuition rate.

Admission of Emeritus Students

Individuals who are at least 65 years of age prior to the semester of enrollment and who reside within the College tax district may participate in educational and cultural programs without tuition costs. However, these students must follow the general admissions criteria of the College and pay all other associated fees.

Programs with Pre-Requisites

Some Washtenaw Community College programs have pre-requisite course-work that must be completed prior to program enrollment. Program pre-requisites are determined by faculty and outside accrediting agencies based on program curriculum. In most instances, these programs require a second admissions process. WCC's Office of Admissions is responsible for informing, monitoring, and processing students who are interested in enrolling in one of these programs.

Admission to High Demand Programs

The Administration will establish, maintain, and use a waitlist for admission into any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). The order of the waitlist will facilitate a first-in, first-out treatment of applicants within stated priorities***

Priority 1: Legal residents of the Washtenaw Community College district.

Priority 2: Legal residents of counties adjacent to the Washtenaw Community College district.

Priority 3: Legal residents of all other counties of the State of Michigan.

Priority 4: Persons whose legal residence is outside the State of Michigan but within the United States.

Priority 5: Persons whose official residence is a foreign country.

All potential students, regardless of residency, may apply to the College. Admission to WCC does not guarantee admission to high demand programs. These may include programs which lead to certification or licensure, as well as other WCC certificate or degree programs.

* Pursuant to the requirement of Title IX of the Education Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, and Public Act 220 respectively. Inquiries concerning Title IX and Section 504 should be directed to the Office of the Associate Vice President of Student Services, Student Center Building, Washtenaw Community College, Ann Arbor, MI 48105 (734) 973-3536. Charges of violation of the above policy also should be directed to College Affirmative Action Office in the Office of General Counsel, Student Center Building.

** Refer to WCC Policy 4055 "New Student Assessment and Individualized Program Planning".

***In cases where there are not sufficient in-district clinical sites for a program and where out-district sites are available but require special consideration of out-district students, the Administration may establish and maintain parallel priority lists. In cases of high demand, post-associate certificate programs, priority admission and continued enrollment will be given to eligible WCC students currently enrolled in the final year of the prerequisite associate degree program.

Adopted: December 11, 1979

Revised: May 27, 1988

Revised: April 13, 1993

Revised: February 24, 1998

Revised: June 24, 2003

Revised: March 23, 2004

Revised: March 27, 2007

Revised: October 23, 2012

(2005)

2005 - Admissions Policy -PROPOSED

Admission to Washtenaw Community College is open to all individuals who can benefit from its educational programs. A focus of the College mission is on the academic, career, and personal goals of the student. The College maintains an admissions process which assists an applicant in learning about Washtenaw Community College programs as they relate to individual academic, career, and personal goals, thereby facilitating the best match between student and program.

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 state and federal statutes in the educational programs and related activities which it offers. Further, it is the policy of the College not to discriminate on the basis of sexual orientation, gender identity or gender expression in the educational programs and related activities which it offers.

General College Admissions Criteria

Any person who has graduated from high school or has a GED certificate or is 18 years of age or older may be admitted. Students 18 years or older who are not high school graduates may be admitted to the College based on their ability to benefit from specific courses or programs offered by the College. Students are strongly encouraged to meet with a counselor or advisor before enrolling. Admission to the College does not guarantee admission to programs. Selected programs may choose to develop provisional admissions criteria that would ensure the student's academic preparedness for the program.

Students under 18 years of age may be admitted with the written recommendation or signature of their high school principal or counselor and the approval of a parent or guardian. Students who have graduated from high school, but are under 18 years of age must have the written approval of their parent or legal guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

Students should not regard enrollment out of reach because of financial need. The College is committed to assist students with college expenses to the fullest possible extent consistent with Federal, State, and College financial assistance regulations.

Admission Criteria by Student Status

Admission of New Students

All new students are required to complete an admissions application. New students are required to participate in a basic skills assessment* and, depending on the results, may enroll in the regular curriculum. Under certain conditions, students may qualify for an exemption from placement testing. This policy has been developed in accordance with Federal Ability-to-Benefit

regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program.

Readmission of Former Students

Former students who have not registered for classes at the College for two academic years must apply for readmission by filling out a new admissions application. Readmitted students are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment may also be recommended.

High School Students

High school students may enroll in classes for college credit. Application of college credit towards units for the high school diploma is at the discretion of the high school. Application for admission must be supported by written approval from the high school principal or counselor and be submitted to the College Admissions Office. All dually enrolled students must also be currently affiliated with or enrolled in high school or equivalent home school. Students under 18 years of age must also have the written approval of their parent or guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities. Students who are currently on suspension or expulsion from their high school are not eligible for enrollment without special approval that is provided through Enrollment Services.

Admission of Guest Students From Other Colleges

Students of other colleges and universities may attend Washtenaw Community College on a Guest Student status. ~~This status is secured through completion of a Michigan Uniform Undergraduate Guest Application. This application can be obtained from the home institution and should be submitted to the College Admissions Office. A new guest application must be submitted each semester. Guest students coming from out-of-state institutions must complete a regular WCC application for admission plus submit a letter of permission from the registrar at their home institution.~~ Guest students are not eligible for admission to programs.

Admission of Transfer Students

Transfer students from other colleges are to follow the same procedure as new students. Those wishing to transfer credit from an accredited college or university should request that an official transcript be sent to the Washtenaw Community College Student Records Office for evaluation. The coursework will be evaluated and students will be notified of the transfer credit that will be accepted toward their declared program requirements at WCC.

Admission of International Students

The College welcomes ~~qualified non-immigrant~~ international students and is authorized under Federal Law to enroll non-immigrant students. ~~International students range from permanent resident aliens to a visitor on any visa from an A visa to a R visa, including refugees and people with asylum.~~ Certain restrictions may apply depending on the principal ~~which~~ status students may hold in the United States. International students must submit a completed application for admission.

~~Students holding visas other than C, D, or F-1 may enroll in the College as long as they do not violate the principal status in which they were admitted to the United States. Depending on their visa type, students' enrollment may be limited to part-time recreational studies. Students holding an F-1 visa must attend full-time in order to remain in status with U.S. Citizenship and Immigration Services.~~

Admission of F-1 Visa Students

International F-1 visa students may be admitted to the College and must attend full-time (at least 12 credit hours per semester) and successfully complete all coursework to comply with Immigration requirements. ~~Tuition will be assessed at the international tuition rate. Immigration regulations generally prevent off-campus employment for F-1 visa students for at least the first year of study.~~ These students must meet special requirements in addition to the general admissions criteria.

F-1 Guest Students (from other colleges)

International students admitted and enrolled at other U.S. colleges may take courses at Washtenaw Community College on a part-time or full-time basis. Students must submit a completed application for admission and meet special requirements in addition to the general admissions criteria. ~~The following criteria apply:~~

- ~~1. Guest status students may be admitted only after all counseling, advising, and any financial arrangements are completed by the "home" institution.~~
- ~~2. International guest students must provide written documentation attesting to their acceptable student status at the institution that holds their I-20.~~
- ~~3. No Washtenaw Community College certification of attendance will be made other than the transcript of record.~~
- ~~4. International guest students will be assessed the international tuition rate.~~

Admission of Emeritus Students

~~Individuals who are at least 65 years of age prior to the semester of enrollment and who reside within the College tax district may participate in educational and cultural programs without~~

~~tuition costs. However, these students must follow the general admissions criteria of the College, meet their enrolled course prerequisites, and pay all other associated fees.~~

Programs with Pre-Requisites

Some Washtenaw Community College programs have pre-requisite course-work that must be completed prior to program enrollment. Program pre-requisites are determined by faculty and outside accrediting agencies based on program curriculum. In most instances, these programs require a second admissions process. WCC's Office of Admissions is responsible for informing, monitoring, and processing students who are interested in enrolling in one of these programs.

Admission to High Demand Programs

The Administration will use a competitive admission process for any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). Student residency will be a weighted factor in the process considered in the following priority order:**

- Priority 1: Legal residents of the Washtenaw Community College district.
- Priority 2: Legal residents of all other counties of the State of Michigan.
- Priority 3: Persons whose legal residence is outside the State of Michigan but within the United States.
- Priority 4: Persons whose official residence is a foreign country.

All potential students, regardless of residency, may apply to the College. Admission to WCC does not guarantee admission to high demand programs. These may include programs which lead to certification or licensure, as well as other WCC certificate or degree programs.

* Refer to WCC Policy 4055 "New Student Assessment and Individualized Program Planning".

**The sufficiency and location of clinical sites for a program will be a consideration as students are admitted to available openings. In cases of high demand, post-associate certificate programs, priority admission and continued enrollment will be given to eligible WCC students currently enrolled in the final year of the prerequisite associate degree program.

Adopted: December 11, 1979

Revised: May 27, 1988

Revised: April 13, 1993

Revised: February 24, 1998

Revised: June 24, 2003

Revised: March 23, 2004

Revised: March 27, 2007

Revised: October 23, 2012
Revised: November 18, 2014
Revised: December 17, 2014
Proposed: September 24, 2019

(2005)

Board of Trustees

Washtenaw Community College

TAB G

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
CLASB Flooring Replacement Contract

Date
October 22, 2019

Background

As part of our deferred maintenance program, the College has developed a multi-year to replace all of the corridor and stairway flooring for the Liberal Arts building, which is over 17 years old. The first phase of this project will cover the LA 2nd floor corridors and the LA/SC pedestrian bridge. The project will commence with the removal of all flooring and pouring of a leveling cement subsurface during the December holiday break, taking advantage of the normal campus closure during this period. Installation of the new hard rubber flooring will begin in January, with all work performed during the midnight shift hours. It is anticipated that this project will be completed by March and will include the repainting of all corridor walls. When finished, the 2nd floor will have a refreshed and bright look and feel. We anticipate completing the remaining floors and stairways during FY 2021 – 22.

The College solicited bids from four vendors and one additional vendor participated in the mandatory pre-bid project walkthrough. However, given the magnitude, complexity and logistics nature of the project, the College only received a bid from one contractor, Flooring Technologies of Clinton Township, Michigan. The College has extensive experience with Flooring Technologies and is confident in their ability to perform this work to college specifications.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Flooring Technologies in the amount not to exceed of \$370,000.

A ROLL CALL VOTE WILL BE TAKEN.

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

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

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

Subject
Submission of Restoration Millage Proposal
at the March 10, 2020 Presidential Primary Election

Date
October 22, 2019

RECOMMENDATION

**RESOLUTION SUBMITTING RESTORATION MILLAGE PROPOSAL
AT THE MARCH 10, 2020 PRESIDENTIAL PRIMARY ELECTION**

WHEREAS, the Board of Trustees of Washtenaw Community College, State of Michigan (“the College”) determines that it is in the best interests of the College to conduct an election, in connection with the March 10, 2020 presidential primary election, requesting approval of a millage renewal and restoration; and

WHEREAS, the Board of Trustees of the College determines that it is in the best interests of the College to seek approval from the qualified electors of the college district for a restoration of operating millage in the amount of 1.00 mill, which includes a renewal of that portion of the 1.00 mill authorization previously approved by the electors in 2008, since reduced by operation of the Headlee Amendment, plus new additional millage in the amount equal to the amount rolled back by operation of the Headlee Amendment, for the period from 2008 through 2019, inclusive; and

WHEREAS, it is necessary to submit a proposal to authorize the levy of the millage to the qualified electors of the College.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the College hereby calls an election to be held on the date of the presidential primary election on Tuesday, March 10, 2020.
2. The following proposal shall be certified to the County Clerk, County of Washtenaw, for submission to the vote of the qualified electors of the college district:

**WASHTENAW COMMUNITY COLLEGE
MILLAGE RENEWAL AND RESTORATION**

This proposal authorizes Washtenaw Community College to levy 1.00 mill for operating purposes for 10 years. Of the 1.00 mill, 0.9718 represents a renewal of the 1.00 mill authorization approved by the electors in 2008, which will expire with the 2020 tax levy and 0.0282 mill represents a restoration of the portion of the same authority which was reduced by application of the Headlee Amendment.

Shall the limitation on the total amount of taxes which may be imposed on taxable property within the Washtenaw Community College district, State of Michigan, be increased by 1.00 mill (\$1.00 per \$1,000 of Taxable Valuation) for a period of 10 years, the years 2021 through 2030 inclusive, to provide funds for operating purposes? Of the 1.00 mill, 0.9718 represents a renewal of that portion of the 1.00 mill authorization previously approved by the electors as reduced by operation of the Headlee Amendment, and 0.0282 represents new additional millage in the amount equal to the amount reduced by operation of the Headlee Amendment. It is estimated that the 1.00 mill would raise \$ 17,500,000 for the College when first levied in 2021.

3. The Secretary of the Board of Trustees and the officers of the College are hereby authorized and directed to file the appropriate documents with the proper election officials and taxing authorities, and to take such other and further actions as they deem appropriate to carry out the intent and purpose of these resolutions.

4. Notices shall be published in the form and manner required by law.

IF MOVED TO ACTION, A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Larry Barkoff
Title: General Counsel

Recommended by: Larry Barkoff
Larry Barkoff, General Counsel

Board of Trustees
Washtenaw Community College

TAB I

DISCUSSION

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

Subject
Energy Center Chiller Overhaul

Date
October 22, 2019

Background

As part of our deferred maintenance program, the College is developing a comprehensive, campus wide preventative maintenance plan for all HVAC systems. One component of the plan includes the rebuild of the 2 Trane Centrifugal Chillers located in the Energy Center. This is a scheduled maintenance overhaul recommended every 10 years by the manufacturer. This equipment, which is 20 years old and original to the LA Energy Center construction, will include the complete teardown and maintenance recommended by Trane for each unit. In addition, the project includes a control panel upgrade to the current panel & controller, which will allow for better control and data monitoring of our system. . The maintenance and upgrade work will be performed during the winter 2020 months and be ready for service before the beginning of the 2020 cooling season.

The College utilized the US Communities purchasing consortium resource to secure a qualified bid from Trane, with offices in Livonia Michigan. The total cost of this contract, including the required overhaul to the two chillers and needed controls upgrades is \$170,000.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a chiller overhaul and upgrade contract with Trane U.S. Inc. in the amount not to exceed of \$170,000.

IF MOVED TO ACTION, A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson

Recommended by: Rose B. Bellanca E.D.

Title: Executive Vice President

Rose B. Bellanca, President

CFO and Vice President of Finance

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Public Safety Distributed Antenna System

Date
October 22, 2019

Background

The Washtenaw Community College Public Safety department operates on the Michigan Public Safety Communications System's 800 MHz radio system. This system provides a stable, secure framework for interoperable communications among local, state, federal, tribal and private first responders. It provides rapid response and facilitates cooperation of emergency personnel through statewide coverage and advanced technology. This system is used by all first responders in Washtenaw County and nearly all statewide.

As part of the ongoing efforts to ensure the highest level of public safety on the WCC campus the radio system signal strength was evaluated. It was determined that there are several critical areas within our buildings where first responders do not have the ability to communicate due to the signal being too weak to transmit or receive. Since all first responders in Washtenaw County operate on this same radio system this means that not only will our own public safety staff not be able to communicate but none of our area partners responding to campus would be either. This could greatly impact the emergency response in a critical incident and jeopardize the safety of our community members.

The College solicited bids from 4 vendors and 3 vendors responded to the proposal request. It is our recommendation that ComSource be selected to complete the proposed a plan to amplify the signal strength in our most critical areas so we will have communication ability during non-emergency and emergency situations.

Recommendation

It is the recommendation that the Board of Trustees approve a contract with ComSource for the installation of a distributed antenna system to amply the signal strength in an amount not to exceed \$114,257.

IF MOVED TO ACTION, A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Linda Blakey
Title: Executive Vice President
Student and Academic services

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

DISCUSSION

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

Subject
Recommendation for a New Program 2020-21

Date
October 22, 2019

RECOMMENDATION

That the Board of Trustees approve the New Program for Fall 2020 as listed below:

- ❁ Medical Assisting Certificate – Health Sciences- Allied Health

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

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

**Medical Assisting
Certificate – 17 Credit Hours
Health Sciences – Allied Health Department**

Description: In this program, students will develop comprehensive skills in managing both administrative and clinical duties such as scheduling patients, insurance billing and coding, arranging for laboratory services, instructing patients about medication and special diets and drawing blood. This program is designed to prepare professional multi-skilled individuals for employment in physician's offices, medical clinics, laboratories and other ambulatory health care facilities.

Need/Job Demand: Need: According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation's careers growing much faster (23%) than average for all occupations in the nation. Furthermore, there is a pronounced need for medical assistants pronounced in Washtenaw County in particular. Two prominent employers in Washtenaw County (Michigan Medicine and IHA) identified this need. Both employers expressed inability to meet their current employment demands for Medical Assistants. Currently, Michigan Medicine has over 200+ Medical Assistant vacancies and IHA has 150+ vacancies. Both employers are willing to provide clinical site placement to WCC students, employment opportunities upon program completion, along with a sustainable living wage and a comprehensive benefit package, including tuition assistance.

Additionally, the practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. (Medical Assistant Education Review Board, 2008). Thus, this program would provide a new pathway for WCC Health Care Foundation students.

Student Learning Outcomes:

1. Demonstrate the administrative skills of an entry-level medical assistant.
2. Demonstrate the clinical skills of an entry-level medical assistant.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 9/12/19.

Wage Data: The 2018 median wage for a Medical Assistant was \$33,610 annually or \$16.16 per hour. ¹

¹ Occupational Outlook Handbook Bureau of Labor Statistics

Program Requirements:

<u>SEMESTER I</u>		Credits
MED 101	Introduction to Medical Assisting	1 cr.
MED 104	Medical Assistant Math and Pharmacology	1 cr.
MED 112	Medical Assistant Administrative I	2 cr.
MED 114	Medical Assistant Lab I	3 cr.
MED 116	Introduction to Medical Insurance Billing and Coding Basics for the Medical Assistant	2 cr.
	Semester Total	9 cr.
<u>SEMESTER 2</u>		
MED 210	Medical Assistant Administrative II	2 cr.
MED 221	Medical Assistant Lab II	3 cr.
MED 241	Medical Assistant Clinical Practice	2 cr.
MED 245	Medical Assisting Credentialing Exam Review	1 cr.
	Semester Total	8 cr.
	Program Total	17 cr.

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Recommendation to Discontinue Programs 2020-21

Date
October 22, 2019

RECOMMENDATION

That the Board of Trustees approve the discontinuation of the 3 +1 programs for the Fall 2020 as listed below:

- ❖ All 3+1 Programs with the Arts Institute of Michigan – *All programs are being discontinued because the Art Institute of Michigan has closed.*

- ❖ 3+1 Programs with Davenport University
 - Business/Davenport Business Professional Studies BBA Associate
 - Computer Science: Programming in Java/Davenport Computer Info. Systems: Programming BS Associate
 - Info. Systems: Programming in C++/Davenport Computer Info. Systems: Programming BS Associate
 - Nursing, Registered/Davenport Bachelor Completion Program BSN Associate
 - Physical Therapist Assistant/Davenport Health Services Administration BBA Associate
 - Radiography/Davenport Health Services Administration BBA Associate
 - Welding Technology/Davenport Applied Business BBA Associate

- ❖ 3+1 Programs Madonna University
 - Business Administration/Madonna Business Administration BS Associate
 - Child Development/Madonna Child Development BS Associate

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 2020-21

3+1 Programs with the Arts Institute of Michigan – All programs are being discontinued because the Art Institute of Michigan has closed.

Compliance with WCC Policy: Students will be advised to other transfer programs.

3+1 Programs with Davenport University – All programs 3+1 programs are being discontinued because of low enrollment and the expiration of the articulation agreement

- Business/Davenport Business Professional Studies BBA Associate/3+1 Transfer AABAS02B1
- Computer Science: Programming in Java/Davenport Computer Info. Systems: Programming BS Associate/3+1 Transfer ASCSPJ02C1
- Info. Systems: Programming in C++/Davenport Computer Info. Systems: Programming BS Associate/3+1 Transfer ASISPC02I1
- Nursing, Registered/Davenport Bachelor Completion Program BSN Associate/3+1 Transfer APNURS02N1
- Physical Therapist Assistant/Davenport Health Services Administration BBA Associate/3+1 Transfer APPTA02T1
- Radiography/Davenport Health Services Administration BBA Associate/3+1 Transfer APRAD02R1
- Welding Technology/Davenport Applied Business BBA Associate/3+1 Transfer APWLDF02W2

Compliance with WCC Policy: Students will be advised to other transfer programs.

3+1 Programs Madonna University – The following agreements have expired and been discontinued.

- Business Administration/Madonna Business Administration BS Associate/3+1 Transfer AABAS10B1
- Child Development/Madonna Child Development BS Associate/3+1 Transfer APCD10H2

Compliance with WCC Policy: Students will be advised to other transfer programs.

Board of Trustees
Washtenaw Community College

TAB M

ACTION

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

Subject

Date

Revision to 2019 Schedule of Monthly Board Meetings

October 22, 2019

RECOMMENDATION

That the Board of Trustees hold their annual Fall Retreat on November 19th from 3:00 pm – 6:00 pm followed by the November Monthly Meeting to begin at 7:00 pm. The Fall Retreat and November Monthly Meeting will be held in Room 150 of the Morris Lawrence Building.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Larry Barkoff

Recommended by: Rose B. Bellanca E.D.

Title: General Counsel

Rose B. Bellanca, President
