



Office of the President

**NOVEMBER 19, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **November 19, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **7:00 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
7:00 P.M. – NOVEMBER 19, 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. REPORTS

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

V. REMARKS

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

VI. OLD BUSINESS

- A. Action
 - 1. Energy Center Chiller Overhaul Contract (Action).....Tab E
 - 2. Public Safety Distributed Antenna System (Action).....Tab F
 - 3. Approval for a New Program (Action).....Tab G
 - 4. Approval to Discontinue Programs (Action).....Tab H

VII. NEW BUSINESS

- A. Discussion
 - 1. Proposed Approval of additional 2019-20 Faculty Sabbaticals.....Tab I
 - 2. Establishment of Policy 8045, Records Management Policy.....Tab J

VIII. 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
November 19, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the October 22nd 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, OCTOBER 22, 2019

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christiana Fleming on October 22, 2019 at 6:10 p.m. in room 150, 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 and Trustee Diana McKnight-Morton

Absent: Trustee Richard J. Landau

Moment of Silence

Chair Fleming asked Trustees to join her in a moment of silence to acknowledge the passing of former Michigan Governor, William G. Milliken.

Approval of Agenda (Action)

It was moved by Secretary DeVarti and seconded by Trustee Hatcher that the Board approve the agenda for the October 22nd Monthly Meeting. The motion was adopted.

Approval of Minutes (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board approve the amended minutes of the September 24th Meeting as submitted. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, expressed his condolences to Vice Chair Milliken for the passing of his father on behalf of the WCCEA and WCC Faculty.

Public Comments

There were no public comments.

Written Communications

There were six communications received.

SPECIAL REPORTS

OER Update

Ms. Joyce Hommel, Executive Director of the Learning Resources Center updated the Board on the progress of the OER initiative. She informed the Board that the estimated cost savings to students was almost 2.7 million dollars in the 2018-19 academic year. Lastly, she informed the Board about the Z-Degree by 23 initiative which has the goal of zero text book cost for a complete degree.

Call to order

Moment of Silence

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICIPATION

WCC Education Association
WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

OER Update

HLC Update

Dr. Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation provided the Board with update on the activities that have been taking place in preparation for HLC visit in March 2020. She also briefed the Board on what criteria HLC will be looking for during their visit.

Grants Awarded to Washtenaw Community College

Mr. Philip Snyder, Associate Vice President for Advancement presented an overview of grant activity at WCC for the 2018 – 19 fiscal year to the Board.

Dr. Kimberly Hurns, Vice President for Instruction talked to the Board about the positive impact grants have made for WCC and its students.

Annual Student and Financial Aid Profile; Fall Student Profile

Ms. Linda Blakey, Executive Vice President of Student and Academic Services highlighted data from the 2018 -19 annual enrollment report. She mentioned that over 4,022 degrees and certificates were earned.

Ms. Lori Trapp, Director of Financial Aid, presented the 2018-19 Financial Aid Profile. She thanked her staff for helping 6,121 students receive over \$28,909,469 of aid. She also spoke about the various sources and types of assistance students receive.

Lastly, Ms. Linda Blakey, Executive Vice President of Student and Academic Services highlighted data in the Fall 2019 enrollment report.

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Financial Reports (September 2019) (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board receive the Financial Reports for September 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 the Firing Range would be complete in December. He also stated that Energy Tower and LA Chemistry Hood projects would begin shortly.

HLC Update

Grants Awarded to
Washtenaw
Community College

Annual Student and
Financial Aid Profile;
Fall Student Profile

MONTHLY REPORTS

**Personnel
Recommendations
(Action)**

**Financial Reports
(September 2019)
(Action)**

**Facilities Development
Report**

REMARKS

Remarks of Members of Board of Trustees

Trustee Hatcher stated that the College should continue to work on enrollment and not rest on our laurels.

Vice Chair Milliken thanked the Board for the moment of silence in honor of his father. Lastly, he mentioned there will be a Memorial Service in May at Northwestern Michigan College.

Trustee McKnight-Morton spoke about the Association of Community College Trustee Convention that she recently attended and experience she had on the City College of San Francisco Campus Tour.

Treasurer Davis talked about the Association of Community College Trustee Conference that she recently attended. She shared what she learned about the increased sophistication of cyber hackers and the need for increased cyber security at the College.

President's Remarks

President Bellanca thanked Associate Vice President Snyder and Scholarship Coordinator Shana Barker for their hard work with the Kiwanis Club that led to the Foundation receiving \$72,000 for 20 student scholarships. She also thanked faculty member Dale Petty and the Sustainability Committee for helping WCC become a Bike Friendly Campus. Lastly, she invited the Board to attend faculty member Elisabeth Thoburn's' lecture on November 6th in Towsley.

OLD BUSINESS

2021 – 2025 WCC Capital Outlay Plan (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board approve the Five-Year Capital Outlay Plan for fiscal years 2021- 2025 as submitted.

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

Recommended Revisions to Policy 2005 – 1st Reading (Action)

It was moved by Trustee McKnight-Morton and second by Treasurer Davis that the Board approve the revisions to Policy 2005, Admissions Policy as submitted.

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

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

OLD BUSINESS

2021 – 2025 WCC Capital Outlay Plan (Action)

Recommended Revisions to Policy 2005 – 1st Reading (Action)

CLASB Flooring Replacement Contract (Action)

It was moved by Treasurer Davis and seconded by Trustee McKnight-Morton that the Board approve a construction contract with Flooring Technologies in the amount not to exceed of \$370,000.

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

NEW BUSINESS

Submission of Restoration of Millage Proposal as the March 10, 2020 Presidential Primary Election (Action)

It was moved by Secretary DeVarti and seconded by Vice Chair Milliken that the Board approve the Resolution to Submit a Restoration Millage Proposal at the March 10, 2020 Presidential Primary Election as submitted.

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

Energy Center Chiller Overhaul Contract

Mr. William Johnson, Executive Vice President and CFO explained to the Board the need for the overhaul and upgrading of the chillers.

Public Safety Distributed Antenna System

Ms. Linda Blakey, Executive Vice President of Student and Academic Services described to the Board how the proposed system will enhance the radio signal strength of the Public Safety Officers and outside emergency personnel.

Recommendation for a New Program

Dr. Kimberly Hurns, Vice President for Instruction communicated to the Board the need to add the Medial Assisting Certificate.

Recommendation to Discontinue Programs

Dr. Kimberly Hurns, Vice President for Instruction communicated to the Board for the necessity to discontinue the programs submitted.

Revision to the 2019 Schedule of Monthly Board Meetings (Action)

It was moved by Trustee Hatcher and seconded by Vice Chair Milliken 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.

CLASB Flooring Replacement Contract (Action)

NEW BUSINESS

Submission of Restoration of Millage Proposal as the March 10, 2020 Presidential Primary Election (Action)

Energy Center Chiller Overhaul Contract

Public Safety Distributed Antenna System

Recommendation for a New Program

Recommendation to Discontinue Programs

Revision to the 2019 Schedule of Monthly Board Meetings (Action)

October 22, 2019

Monthly Meeting

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

Adjournment of Monthly Meeting (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board adjourn the Monthly meeting. The motion was adopted. The meeting was adjourned at 8:26 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

**Revision to the 2019
Schedule of Monthly
Board Meetings
(Action(cont))**

**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
November 19, 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 E.S.*
Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
November 2019

Student & Academic Services

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Darion Blalock, Student Advisor, \$21.75 hourly

Independent Staff

Berwyn Ellis, Women's Basketball Coach

Teresa Herzog, Collegiate Recovery Program Coordinator

Instruction

Full time New Hires

Independent Staff

Replacement

Jerry Jones, Instructional Media Expert – Support, \$20.28/hourly

Part-Time New Hires

Professional Faculty

Charli Spier, Social Science, \$893 per course contact hour

Faculty - Classified & Professional Services Personnel

Christopher Imperati, Police Academy Instructor, \$36.06 hourly

Independent Staff

Casey Penn, Event/Video Technician, \$19.69 hourly

Support Staff

Daniel Sims, Welding Support Staff, \$12.91 hourly

Workforce & Community Development

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

AnnMarie Becker, Police Academy Instructor, \$36.06

Facilities Management

Part-Time New Hires

Support Staff

Christopher Bluteau, Custodian, \$14.84 hourly

President

No Report

Advancement

No Report

Finance

No Report

Human Resources

No Report

Economic & College Development

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Financial Reports (October 2019)

Date
November 19, 2019

RECOMMENDATION

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

Prepared by: William Johnson

Title: Executive Vice President
CFO and Vice President of Finance

Recommended by: Rose B. Bellanca, Esq.

Rose B. Bellanca, President

Financial Narrative

October 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the four months ended October 31, 2019.

Revenue

As of October 31, 2019, Total Revenues were \$67.3 million; Total Expenditures and Operating Transfers were \$38.5 million. Revenues in total are in line with the expected budget for the first four months of the fiscal year.

Fall Tuition revenue of \$11.8 million is slightly below budgeted revenue of \$12.1 million. Overall, enrollment and credit hours are down by 2.8% and 3.2%, respectively. This decline is largely due to a decline in returning student enrollment, which is a result of sustained economic improvement and historic low unemployment rates, along with the impact of the College's efforts to improve student completion rates. Revenue from Student Fees is down slightly due to the lower credit hour enrollment.

State Aid revenue reflects an accrual for four months of the annual appropriation for the fiscal year, along with a partial payment of approximately \$340,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). The College received its first State Aid payment in October, which is on track to meet budgeted revenue for State Aid.

Receipts for Local Government Taxes are \$42.9 million through October, which represents 76.8 percent of the total budgeted revenue from property taxes and is on pace to meet the budgeted amount of tax revenue for the year.

Expenditures

Total Expenditures through October 31, 2019, represent 32 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$500,000 less than what was expected through the first third of the year due to a positive personnel-related variance related to vacancies in full-time and 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 29 per month for the first third of the year, slightly higher than the budget. As the year progresses, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition.

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

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,083,106	12,083,106	11,790,725	(292,381)
Tuition Winter	11,416,133	-	(5,339)	(5,339)
Tuition Spring	5,032,391	1,813,280	2,068,831	255,551
Student Fees	4,915,734	2,104,447	2,037,848	(66,599)
Total Tuition and Fees	<u>33,447,364</u>	<u>16,000,833</u>	<u>15,892,065</u>	<u>(108,769)</u>
Local Property Taxes	55,950,000	42,915,303	42,949,994	34,691
State Appropriations	14,683,926	5,015,975	5,021,769	5,794
Trade Partnerships	4,295,741	2,016,044	2,013,827	(2,217)
Investment Income	1,100,000	366,667	351,010	(15,657)
Other	1,930,458	641,178	639,394	(1,783)
Auxiliary Activities	1,308,350	377,406	411,894	34,488
Total Revenue	112,715,839	67,333,405	67,279,952	(53,453)
EXPENDITURES				
Humanities & Social Sciences	12,069,558	3,759,059	3,708,185	50,874
Math, Science & Engineering Technologies	9,261,329	2,945,889	2,965,474	(19,585)
Health Sciences	6,226,265	1,914,965	1,796,616	118,349
Business & Computer Technologies	7,364,213	2,278,518	2,275,671	2,847
Advanced Technologies & Public Service Careers	7,357,397	2,216,710	2,202,402	14,308
Continuing Education	679,815	217,400	221,313	(3,914)
Distance Learning	1,893,402	645,466	643,409	2,058
Instructional Support	15,476,109	5,363,799	5,324,280	39,519
Total Instruction	<u>60,328,088</u>	<u>19,341,806</u>	<u>19,137,350</u>	<u>204,456</u>
Student Services	9,797,047	3,059,095	2,803,383	255,713
Scholarships	1,918,520	832,859	722,808	110,052
Executive Management	2,155,838	707,779	686,325	21,454
General Admin - Institutional Services	6,450,809	2,574,930	2,758,664	(183,735)
MIS/Computer Services	9,028,460	3,152,248	3,251,645	(99,397)
Public Relations Development	2,917,219	952,967	890,309	62,658
Community Services	2,133,798	673,669	621,763	51,907
Physical Plant Operations	10,803,153	3,131,892	3,002,082	129,810
Utilities	2,089,700	619,356	668,415	(49,059)
Equipment	1,771,332	383,789	393,605	(9,816)
Total Non-Instruction	<u>49,065,876</u>	<u>16,088,584</u>	<u>15,798,998</u>	<u>289,586</u>
Total Expenditures	109,393,964	35,430,390	34,936,348	494,042
OPERATING TRANSFERS				
Unexpended Plant				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	158,538	158,538	-
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	3,571,038	3,571,038	-
Total Expenditures and Operating Transfers	112,715,839	39,001,428	38,507,386	494,042
Operating Revenue Over Expenditures & Transfers	-	28,331,978	28,772,567	440,589
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	-	28,331,978	28,874,366	542,389

Capital Fund
Project Summary
October 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	570,742	-	60
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,723	-	968
Huron River Dr Road Modifications	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
October 31, 2019

Since inception of fund:

General Fund Transfers	19,800,000
Completed projects	(12,465,654)
Projects in process	(6,651,837)
Uncommitted Fund Balance	682,509

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	597,075
ML Gun Range AHU Repl	1,520,000
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	6,651,837

* 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
October 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	6,000,000.00	6,057,190.00	5,991,007.48	23.55%	2,706	1438	2.423	2.457
State of Michigan Bonds	5,000,000.00	5,079,650.00	5,015,581.82	19.72%	2,167	1286	2.323	2.355
Municipal Bonds	14,340,000.00	14,632,313.77	14,431,377.10	56.73%	2,280	1243	2.499	2.534
	25,340,000.00	25,769,153.77	25,437,966.40	100.00%	2,358	1,297	2.446	2.480

Investments

Total Earnings	Month Ending 10/31/2019	Fiscal Year 2019 - 2020 To Date	Month Ending 10/31/18	Fiscal Year 2018 - 2019 To Date
Current Year	48,926.07	207,873.11	49,883.51	199,386.66
Average Monthly Balance - Long Term Invested Balance		26,290,459.93		26,049,117.42
Effective Rate of Return - Long Term Invested Balance		2.37%		2.30%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 10/31/2019	1.57%	1.53%	1.51%	1.69%	2.00%

Reporting period 10/01/2019-10/31/2019

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 and Interior design reviewed.
- Detailed design on going for building systems

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>	Will be reopened on 12/1/19
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 and demolition of existing cooling tower commenced
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 on 12/2/19
12	LA Corridor Tile Floor Replacement 2 nd Floor + Bridge <i>FY19 \$400,000 – Replace quarry tile flooring w/ resilient flooring</i>	Contract awarded and work to commence mid December
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 delivered on 11/15
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
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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, installation contract being bid out
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>	Complete
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>	Construction start date of 11/27/19
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. Flooring Technologies, ML Boiler Epoxy Flooring, \$37,182.00
2. Flooring Technologies, ML Gun Range Epoxy Flooring, \$20,870.00
3. Siemens Industry, ML Gun Range Controls Work Bulletin #4, \$21,366.00
4. W.J. O'Neil, HFC Chiller Maintenance, \$63,868.00

ACTION

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

Subject
Energy Center Chiller Overhaul

Date
November 19, 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.

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

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Public Safety Distributed Antenna System

Date
November 19, 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 amplify the signal strength in an amount not to exceed \$114,257.

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

ACTION

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

Subject
Approval for a New Program 2020-21

Date
November 19, 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 1</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.

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval to Discontinue Programs 2020-21

Date
November 19, 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, 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.

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

Subject
Approval of Additional 2019 – 20 Faculty Sabbaticals

Date
November 19, 2019

RECOMMENDATION

That the Board of Trustees approve the attached requested 2019-20 Faculty Sabbatical Leaves.

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

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

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

Summaries for Recommended Sabbatical Leave Requests

(from Jessica Hale, *Sabbatical Leave Summaries Memorandum*, November 7, 2019)

Heather Zettelmaier: English and College Readiness (ESL), Winter 2020

Heather's proposal is to research social inclusion of ESL students on college campuses with the purpose of improving the social engagement of ESL students at WCC. In addition to research, Heather plans to collaborate with WCC faculty to create sustainable programming targeted at improving ESL students' fluency, cultural literacy, and English skills. These programs may include, but are not limited to, partnerships with Communications, the Children's Center, and Nursing. Heather plans to create a central hub for these opportunities using social media and to highlight opportunities both inside and outside the classroom. Heather also plans to develop a training series for non-ESL faculty at WCC to develop awareness of resources and increase ESL student success. The committee has determined that this project meets sabbatical guidelines.

Michael Naylor: Humanities, Language, and the Arts (HLA), Winter 2020

Micheal Naylor intends to continue work on his professional writing (media development) for an interactive interdisciplinary textbook on global cultural competency: *Our World: Creative Pathways to Cultural Competency*. During his sabbatical, Michael will collaborate with scholars from different disciplines and cultures, including Ari Weinzweig (Zingermann's founder), Frank Wu (University of California Hastings College of the Law), and Vivian Chavez (San Francisco State University College of Health and Social Sciences), among others. His work will include the development and curation of written, audio, and visual content, as well as directing collaborative communications. The finished product will be published by Great River Learning and will be available nationwide and appropriate for use in multiple disciplines. The committee has determined that this project meets sabbatical guidelines.

DISCUSSION

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

Subject
Establishment of Policy 8045, Records Management Policy

Date
November 19, 2019

RECOMMENDATION

That the Board of Trustees approve the proposed new Records Management Policy, 8045.

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

Prepared by: Larry Barkoff
Title: General Counsel

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

8045 - Records Management Policy

Policy Statement

In recognition that good records management is vital to effective and efficient college operations, Washtenaw Community College will retain college records in compliance with legal requirements, audit guidelines and sound business practices.

Definition

College records shall be defined as “recorded information prepared, owned, used, in the possession of, or retained by the College” and are found in a variety of forms, including paper and electronic formats.

Policy Guidelines

Record Retention

The College will maintain a records retention and disposal schedule in accordance with state and federal law. The college shall adopt and implement the applicable State of Michigan “General Retention Schedules” and develop College-specific schedules for records it maintains that are not included in the “General Retention Schedules”.

Litigation Holds and Freedom of Information Act Requests

No records that are the subject of litigation or a pending Freedom of Information Act (FOIA) request shall be destroyed until the legal action or FOIA related activity has ended, even if the records are otherwise scheduled for destruction pursuant to this policy.

Outcomes

The College’s Administration shall establish and maintain administrative guidelines and procedures to implement this policy and insure the security, safety, and confidentiality of records collected and stored by the College.

This policy and the administrative guidelines and procedures that implement it are intended to apply to all persons at the College.

Within the College, it should be noted that this policy will supersede current program and departmental procedures if conflicts exist.