



Office of the President

**APRIL 28, 2020  
MONTHLY MEETING OF  
THE BOARD OF TRUSTEES**

The monthly meeting of the Washtenaw Community College Board of Trustees will begin at 1:00pm on April 28, 2020. This meeting will be held electronically due to the [Executive Order](#) of Governor Whitmer, dated April 14, 2020.

**PUBLIC PARTICIPATION:**

The public may join the meeting through this link <https://www.gotomeet.me/WCCBoT/bot-04-28-2020> or by dialing [+1 \(872\) 240-3311](tel:+18722403311) Access Code: 415-134-453.

**PUBLIC COMMENTARY:**

Citizens wishing to participate during Citizen Participation should email comments to Vanessa Brooks – [vbrooks@wccnet.edu](mailto:vbrooks@wccnet.edu) by 11:30am prior to the start of the meeting. Comments will be read during the public commentary portion of the meeting agenda.

The Washtenaw Community College Board of Trustees will provide necessary and reasonable aids and services to individuals with disabilities who desire information by contacting Vanesa Brooks, Chief of Staff and Director of President and Board Affairs - [vbrooks@wccnet.edu](mailto:vbrooks@wccnet.edu) or 734-973-3491 by 10:00am prior to the start of the meeting.

**WASHTENAW COMMUNITY COLLEGE  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
1:00 P.M. – APRIL 28, 2020**

- 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. Ali Kurmasha – Jack Kent Cooke Scholarship Winner
  - B. Curriculum and Assessment Report
  - C. Budget Process, Tuition and Fee Discussion
- V. REPORTS**
  - A. Monthly Reports
    - 1. Financial Reports (March 2020) **(Action).....Tab B**
    - 2. Facilities Development Report .....Tab C
- VI. REMARKS**
  - A. Remarks of Members of Board of Trustees
  - B. President’s Remarks
- VII. OLD BUSINESS**
  - A. Action
    - 1. Approval of Revisions to Policy 2030 - Residency Policy **(Action) .....Tab D**
    - 2. Approval for New Programs 2020-21 **(Action).....Tab E**
    - 3. Approval for Discontinuation of Programs 2020-21 **(Action).....Tab F**
    - 4. Resolution to Utilize the Maximum Allowable 2020-21 Ad Valorem Tax Rate **(Action) .....Tab G**
    - 5. Reappointments of Washtenaw Technical Middle College Board of Directors **(Action).....Tab H**
- VIII. NEW BUSINESS**
  - A. Discussion
    - 1. Wi-Fi Redundancy Infrastructure Project .....Tab I
    - 2. Resolution to Approve the 2020-21 Tax Levy Rate for General Operations.....Tab J
- IX. ADJOURNMENT OF MONTHLY MEETING (Action)**

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

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Subject  
Approval of Minutes

Date  
April 28, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the minutes of the March 31st Monthly Meeting and April 17<sup>th</sup> Special Meeting as submitted.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

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**MINUTES**  
**WASHTENAW COMMUNITY COLLEGE**  
**MONTHLY MEETING OF THE BOARD OF TRUSTEES**  
**TUESDAY, MARCH 31, 2020**

**CALL TO ORDER**

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on March 31, 2020 at 6:06 p.m. virtually per Executive Order 2020-21 issued on March 23, 2020 by Governor Whitmer.

**Present:** Chair Christina Fleming, Vice Chair Bill Milliken, Treasurer Angela Davis, Secretary David DeVarti, Trustee Ruth Hatcher (*arrived at 6:13 pm*), Trustee Richard J. Landau and Trustee Diana McKnight-Morton

**Approval of Agenda (Action)**

It was moved by Trustee Landau and seconded by Secretary DeVarti that the Board approve the agenda for the March 31<sup>st</sup> Monthly Meeting.

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

**Approval of Minutes (Action)**

It was moved by Secretary DeVarti and seconded by Treasurer Davis that the Board approve the minutes of the February 25<sup>th</sup> Monthly Meeting as submitted.

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

**CITIZEN PARTICPATION**

WCC Education Association

Ms. Julie Kissel, English and College Readiness faculty member and WCCEA President commented to the Board on how remarkable and inspiring it was to see faculty and staff to switch the college into remote operations during this unprecedented time.

Public Comments

There was one public comment.

Written Communications

There were no written communications received.

**SPECIAL REPORTS**

Vendor Diversity Report

Ms. Barbara Fillinger, Director of Budget & Purchasing reviewed with the Board the college's purchasing policies and practices. She also spoke about the steps the college is taking to increase the diversity of its vendor database and spend.

**Call to order**

**Approval of Agenda (Action)**

**Approval of Minutes (Action)**

**CITIZEN PARTICPATION**

WCC Education Association  
WCC Education Association

Public Comments

Written Communications

**SPECIAL REPORTS**

Vendor Diversity Report

Affirmative Action Report

Affirmative Action Report

Ms. Christine Mihaly, Associate Vice President of Human Resources presented to the Board the 2019 Affirmative Action Report. She informed the Board about the progress of Diversity Initiatives and continued focus to increase diversity at WCC.

Diversity and Inclusion Update

Diversity and Inclusion Update

Ms. Kimberly Hurns, Vice President of Instruction presented to the board the discussion on the progress of programing and advancement the College is making in the areas of Access, Success, Equity and Inclusion.

Transition to Remote Work

Transition to Remote Work

Ms. Kimberly Hurns, Vice President of Instruction, Ms. Linda Blakey, Executive Vice President of Student and Academic Services and Mr. Gary Holman, Interim CIO presented to the Board the actions that have been taken to ensure students and staff are successful during the transition to remote work.

**MONTHLY REPORTS**

**MONTHLY REPORTS**

Personnel Recommendations (Action)

Personnel Recommendations (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board approve the personnel recommendations as submitted.

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

Financial Reports (February 2020) (Action)

Financial Reports (February 2020) (Action)

It was moved by Trustee Hatcher and seconded by Vice Chair Milliken that the Board receive the Financial Reports for February 2020 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

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

Facilities Development Report

Facilities Development Report

Mr. William Johnson, Executive Vice President and CFO explained to the Board that due to COVID-19 the replacement of the energy cooling tower and overhaul of the energy center chiller projects were halted. SEMCOG has deemed the bike path as essential and it will move forward.

**REMARKS**

Remarks of Members of Board of Trustees

Treasurer Davis wished everyone health and safety during this unprecedented time.

President's Remarks

President Bellanca thanked the community for the 80% approval of the millage. She also thanked the faculty, staff and leadership for their collaboration. Lastly, she thanked the Board for their confidence in the administration.

**OLD BUSINESS**

Health & Fitness Center Men's Hot Tub Renovation Project (Action)

It was moved by Secretary DeVarti and seconded by Treasurer Davis that Board approve a construction contract with Barruzzini Contracting LLC in the amount of \$163,000.

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

**NEW BUSINESS**

Proposed Revisions to Policy 2030 - Residency Policy

Ms. Linda Blakey, Executive Vice President for Student and Academic Services explained to the Board the need for the recommended changes to Policy 2030.

Recommendation for New Programs 2020-21

Dr. Kimberly Hurns, Vice President for Instruction explained to the Board the necessity to add the new programs submitted.

Recommendation for Discontinuation of Programs 2020-21

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

Resolution to Recommend the Allowable 2020-21 Ad Valorem Tax Rate

Mr. William Johnson, Vice President and CFO, explained to the Board that this motion would allow for the assumption of the maximum allowable rate for the 2020-21 tax levy for general operations.

**REMARKS**

Remarks of Members of Board of Trustees

President's Remarks

**OLD BUSINESS**

Health & Fitness Center Men's Hot Tub Renovation Project (Action)

**NEW BUSINESS**

Proposed Revisions to Policy 2030 - Residency Policy

Recommendation for New Programs 2020-21

Recommendation for Discontinuation of Programs 2020-21

Resolution to Recommend the Allowable 2020-21 Ad Valorem Tax Rate

**Adjournment of Monthly Meeting (Action)**

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board adjourn the Monthly meeting. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

David DeVarti  
Secretary

Christina Fleming  
Chair

**MINUTES  
WASHTENAW COMMUNITY COLLEGE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
FRIDAY, APRIL 17, 2020**

**CALL TO ORDER**

The Special Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on April 17, 2020 at 2:06 p.m. virtually per Executive Order 2020-48 issued on April 14, 2020 by Governor Whitmer.

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

**Approval of the Agenda (Action)**

It was moved by Vice Chair Milliken seconded by Secretary DeVarti that the Board approve the April 17<sup>th</sup> Special Meeting agenda.

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

**CITIZEN PARTICPATION**

Written Communication

There was one written communication received.

**SPECIAL REPORT**

COVID 19 Revenue Impact

Mr. William Johnson, Executive Vice President and Chief Financial Officer lead a discussion on the revenue impact of COVID 19 on WCC. He also presented to the Board a fiscal year 2020 Forecast Update, which included fiscal years 2021 –23 Revenue Scenarios.

**REMARKS**

Remarks of Members of Board of Trustees

Trustee Hatcher inquired when the College will receive the final HLC report.

President Remarks

President Bellanca declined to give remarks.

**Call to Order**

**Approval of the  
Agenda (Action)**

**CITIZEN PARTICPATION**

Written  
Communication

**SPECIAL REPORT**

COVID 19 Revenue  
Impact

**REMARKS**

Remarks of Members of  
Board of Trustees

President Remarks



**NEW BUSINESS**

**Appointment of Board Negotiating Team for 2020-23 OPTA Contract (Action)**

It was moved by Secretary DeVarti and seconded by Trustee Hatcher that the Board approve the appointment of the submitted individuals to negotiate on behalf of the Board.

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

**Revision to the 2020 Schedule of Monthly Board Meetings (Action)**

It was moved by Trustee Davis and seconded by Vice Chair Milliken that the Board revise their 2020 Schedule of Monthly Board Meetings and begin the April 28, 2020 meeting at 1:00pm.

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

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

It was moved by Trustee McKnight-Morton and seconded by Treasurer Davis that the Board adjourn the April 17, 2020 Special Meeting of the WCC Board of Trustees. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting adjourned at 3:19 p.m.

Respectfully submitted,

David DeVarti  
Secretary

Christina Fleming  
Chair

**NEW BUSINESS**

**Appointment of Board Negotiating Team for 2020-23 OPTA Contract (Action)**

**Revision to the 2020 Schedule of Monthly Board Meetings (Action)**

**Motion to Adjourn (Action)**

**Board of Trustees**

Washtenaw Community College

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

**ACTION**

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Subject  
Financial Reports (March 2020)

Date  
April 28, 2020

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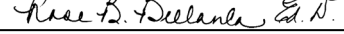
**RECOMMENDATION**

That the Board of Trustees receive the Financial Reports for March 2020 as follows:  
General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of  
Investments-All Funds.

**A ROLL CALL VOTE WILL BE TAKEN**

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

Recommended by:   
Rose B. Bellanca, President

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# Financial Narrative

March 2020

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the nine months ended March 31, 2020.

## Revenue

As of March 31, 2020, Total Revenues were \$103.8 million; Total Expenditures and Operating Transfers were \$82.0 million. Revenues in total are trending slightly behind of the expected budget for the first nine months of the fiscal year.

Winter Tuition revenue of \$11.1 million is slightly below budgeted revenue of \$11.4 million. Through March, our variance to expected budget for both Fall and Winter semesters was 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. Registration opened mid-March for both the Spring/Summer and Fall terms. The COVID-19 pandemic continues to have a negative impact on enrollment for these semesters. The College has implemented a number of strategies to connect with students and explore online learning and virtual classroom learning options. Despite these initiatives, we expect enrollment for Spring to finish the year 25% under budget.

State Aid revenue reflects nine 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). Consistent with prior years, the remaining LCSA payment is anticipated to be received in May. Additionally, payments from the State to offset increases in the cost of the MPSERS pension plan have continued to push the year-to-date revenue ahead of budget.

Receipts for Local Government Taxes are \$54.6 million through March, which represents 97.6 percent of the total budgeted revenue from property taxes and is slightly ahead of projected collections. Refunds of prior year taxes continue to trend below budget and in conjunction with a better-than-expected increase in taxable values, FY 2020 tax revenue is forecasted to exceed budget by \$500,000.

## Expenditures

Total Expenditures through March 31, 2020, represent 72 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$1,000,000 less than what was expected through the first nine months of the year due to a positive personnel-related variance stemming from 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 27 per month for the first nine months 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. Direct costs are also trending slightly lower than the expected budget through March 31, 2020. Given cost constraint initiatives the College has put into place, we expect these variances will become permanent.

**Washtenaw Community College**  
 Revenues and Expenditures - General Fund  
 Statement as of March 31, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>REVENUES</b>				
Tuition Fall	12,083,106	12,083,106	11,749,475	(333,631)
Tuition Winter	11,416,133	11,416,133	11,144,776	(271,357)
Tuition Spring	5,032,391	4,277,532	3,866,586	(410,946)
Student Fees	4,915,734	4,642,168	4,460,296	(181,872)
Total Tuition and Fees	<u>33,447,364</u>	<u>32,418,939</u>	<u>31,221,133</u>	<u>(1,197,806)</u>
Local Property Taxes	55,950,000	54,315,494	54,629,913	314,418
State Appropriations	14,683,926	10,850,445	11,429,728	579,283
Trade Partnerships	4,295,741	3,295,073	3,489,660	194,587
Investment Income	1,100,000	888,750	754,226	(134,524)
Other	1,930,458	1,407,420	1,263,699	(143,722)
Auxiliary Activities	1,308,350	1,013,241	974,705	(38,535)
<b>Total Revenue</b>	<b>112,715,839</b>	<b>104,189,363</b>	<b>103,763,064</b>	<b>(426,299)</b>
<b>EXPENDITURES</b>				
Humanities & Social Sciences	11,803,207	8,628,093	8,554,780	73,313
Math, Science & Engineering Technologies	9,337,211	6,831,265	6,846,439	(15,174)
Health Sciences	6,242,327	4,550,957	4,285,292	265,665
Business & Computer Technologies	7,327,486	5,388,412	5,403,805	(15,394)
Advanced Technologies & Public Service Careers	7,351,161	5,222,361	5,152,924	69,437
Continuing Education	720,140	503,243	443,855	59,388
Distance Learning	1,853,882	1,335,963	1,299,351	36,612
Instructional Support	15,715,302	11,353,673	10,716,545	637,127
Total Instruction	<u>60,350,716</u>	<u>43,813,966</u>	<u>42,702,992</u>	<u>1,110,974</u>
Student Services	9,995,670	7,188,215	6,731,152	457,064
Scholarships	1,918,598	1,534,956	1,501,159	33,797
Executive Management	2,198,367	1,539,422	1,420,847	118,576
General Admin - Institutional Services	5,983,552	4,601,039	5,988,223	(1,387,184)
MIS/Computer Services	9,095,565	6,367,686	6,396,731	(29,045)
Public Relations Development	3,153,679	2,430,012	2,222,466	207,546
Community Services	1,966,125	1,389,905	1,386,482	3,423
Physical Plant Operations	10,870,660	7,720,756	7,487,806	232,950
Utilities	2,089,700	1,498,561	1,494,313	4,248
Equipment	1,771,332	1,144,990	864,839	280,152
Total Non-Instruction	<u>49,043,248</u>	<u>35,415,542</u>	<u>35,494,016</u>	<u>(78,474)</u>
<b>Total Expenditures</b>	<b>109,393,964</b>	<b>79,229,508</b>	<b>78,197,008</b>	<b>1,032,500</b>
<b>OPERATING TRANSFERS</b>				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	1,221,875	1,221,875	-
Health & Fitness Center	(1,750,000)	(1,312,500)	(1,312,500)	-
Deferred Maintenance	2,500,000	2,500,000	2,500,000	-
Furniture	600,000	600,000	600,000	-
<b>Total Operating Transfers</b>	<b>3,321,875</b>	<b>3,759,375</b>	<b>3,759,375</b>	<b>-</b>
<b>Total Expenditures and Operating Transfers</b>	<b>112,715,839</b>	<b>82,988,883</b>	<b>81,956,383</b>	<b>1,032,500</b>
<b>Operating Revenue Over Expenditures &amp; Transfers</b>	<b>-</b>	<b>21,200,480</b>	<b>21,806,681</b>	<b>606,201</b>
<b>OTHER NON-OPERATING ACTIVITY</b>				
Unrealized Gain/(Loss) on Investment	-	-	400,855	400,855
<b>Total Revenue over Expenditures &amp; Transfers</b>	<b>-</b>	<b>21,200,480</b>	<b>22,207,536</b>	<b>1,007,056</b>

**Capital Fund**  
**Project Summary**  
**March 31, 2020**

ORG	Project Category	Budget	Actuals	Commitment	Balance
<b>Revenues</b>					
	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
	<b>Total Revenues</b>	<b>\$ 10,571,927</b>	<b>10,583,094</b>	<b>-</b>	<b>11,167</b>
<b>Construction/Repair Projects</b>					
<b>Storage Receiving Building</b>					
<b>Renovations:</b>					
70701	SRB Addition	1,830,000	1,828,220	-	1,780
	<b>Total Storage Receiving Building</b>	<b>\$ 1,830,000</b>	<b>\$ 1,828,220</b>	<b>\$ -</b>	<b>1,780</b>
<b>Campus Wide</b>					
<b>System Improvements:</b>					
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	Huron River Dr Road Modifications	225,000	224,080	-	920
	<b>Total Campus Wide</b>	<b>\$ 8,741,927</b>	<b>\$ 8,616,606</b>	<b>\$ -</b>	<b>125,321</b>
<b>Grand Total Construction/Repair Projects</b>		<b>\$ 10,571,927</b>	<b>\$ 10,444,827</b>	<b>\$ -</b>	<b>127,101</b>
<b>Revenue Over (Under) Expenditures</b>			<b>\$ 138,268</b>		

Washtenaw Community College  
Deferred Maintenance Fund  
March 31, 2020

**Since inception of fund:**

General Fund Transfers	19,800,000	
Completed projects	(16,421,938)	
Projects in process	(2,737,500)	
Uncommitted Fund Balance	<b>640,562</b>	395,562

**Completed Projects:**

Final Cost

Projects completed in prior years	12,108,860
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**Current year completed projects:**

HFC Hot Water Capacity	328,168
ML Boiler Repl & System Mats	597,075
ML Gun Range AHU Repl	1,522,700
HFC 10 Yr Chiller Test	110,000
HFC Womens Hot Tub Repair	223,762
LA RPLC Chemistry Hood	850,000
LA-2nd FL Tile Corridor	410,000
OEB Exhaust Fan Rplcmts	55,000
OE Underground Exhaust	68,200

Total of FY20 completed projects < \$50,000 each	148,173
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<b>Total Completed</b>	<b>16,421,938</b>
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**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 Steam & Sauna Replacement	250,000
ML Renovation	500,500
Men' Hot Tub Replacement	175,000
HFC Pool Resurfacing	100,000
EC Chiller Maintenance Overhaul	182,000
Total of other projects < \$50,000 each	115,000

<b>Total in Process</b>	<b>2,737,500</b>
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\* Scheduled; no financial activity as of report date

**Projects anticipated to begin in FY 20**

Expected Budget

Campus-Upgrade Fire Alarm Panels	85,000
HFC- Showerhead repairs	70,000
Total of other projects < \$50,000 each	90,000

<b>Total Pending</b>	<b>245,000</b>
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**WCC Active Portfolio  
Portfolio Management  
Portfolio Summary  
March 31, 2020**

Washtenaw Community College  
4800 East Huron River Drive  
Ann Arbor, MI 48105  
(734)973-3300

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM/C 360 Equiv.</b>	<b>YTM/C 365 Equiv.</b>
Federal Agency Coupon Securities	2,000,000.00	2,114,530.00	1,999,564.09	7.57%	2,317	1114	2.283	2.314
Federal Agency Disc. -Amortizing	1,000,000.00	999,932.00	999,479.86	3.78%	61	35	0.543	0.550
Treasury Discounts -Amortizing	3,000,000.00	2,999,190.00	2,987,642.23	11.31%	151	115	1.152	1.168
State of Michigan Bonds	5,000,000.00	5,113,210.00	5,013,015.17	18.98%	2,167	1134	2.323	2.355
Municipal Bonds	15,340,000.00	15,813,619.00	15,416,601.46	58.36%	2,362	1287	2.493	2.528
	<b>26,340,000.00</b>	<b>27,040,481.00</b>	<b>26,416,302.81</b>	<b>100.00%</b>	<b>1,984</b>	<b>1,065</b>	<b>2.219</b>	<b>2.250</b>

**Investments**

<b>Total Earnings</b>	<b>Month Ending 3/31/2020</b>	<b>Fiscal Year 2019 - 2020 To Date</b>	<b>Month Ending 3/31/2019</b>	<b>Fiscal Year 2018 - 2019 To Date</b>
Current Year	48,408.91	472,437.02	50,481.51	450,227.53
Average Monthly Balance - Long Term Invested Balance		26,356,899.52		26,057,620.20
Effective Rate of Return - Long Term Invested Balance		2.39%		2.30%

	<b>6 Month</b>	<b>1 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>20 Year</b>
Treasury Yield Curve 3/31/2020	0.15%	0.17%	0.37%	0.70%	1.15%

Reporting period 3/01/2020-3/31/2020

**Washtenaw Community College**

Office of Facilities Management

**FACILITIES DEVELOPMENT REPORT**

**Capital Projects Update**

Morris Lawrence Renovation Project

- Project Deferred for one year, with the revised construction date of Dec 2021 – June 2022

Advanced Transportation Center

- Project deferred to later date
- State approval received for the increased total project cost of \$7.9 million
- Next steps include submittal of final design drawing to state of Michigan and work with Ann Arbor Township to receive final approvals

**Deferred Maintenance Project Update**

1	MLB Main Boilers Replacement Project <i>FY18 \$597,000 – 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>	Complete
3	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2<sup>nd</sup> floor</i>	Complete under #20 in CRM
4	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Construction ongoing
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 \$110,000 – Perform periodic recommended tear down and maintenance</i>	Complete
11	LA Chemistry Hood Repairs <i>FY19 \$840,000 – Complete repairs on existing lab hoods</i>	Complete
12	LA Corridor Tile Floor Replacement 2 <sup>nd</sup> Floor + Bridge <i>FY19 \$410,000 – Replace quarry tile flooring w/ resilient flooring</i>	Complete
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>	Complete
16	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Deferred FY21
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>	Complete
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>	Complete
25	Upgrade GM & LA Fire Alarm Panels <i>FY20 \$85,000 – Upgrade existing FA alarm panels to current standard.</i>	Award 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 \$180,000 – Perform periodic recommended tear down and maintenance</i>	Complete
28	HFC Pool Surface Refinishing <i>FY20 \$200,000 – Resurface lap and therapy pool surfaces.</i>	Awaiting Start Date
29	HFC Locker Room Renovation <i>FY20 \$625,000 – Renovate finishes in Men’s &amp; Women’s locker rooms.</i>	Deferred to FY21
30	HFC Flooring Replacement <i>Kids in Motion area</i>	Deferred to FY21
31	HFC Men’s Hot Tub Renovation <i>FY20 \$163,000 – Repair performance issues and upgrade finishes</i>	Waiting a start date
32	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>	Construction 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>	Complete
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>	Cancelled
10	SC Aesthetics Upgrade Project <i>FY19 \$253,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Complete
11	OEB Nederman Arm Installation <i>FY20 \$19,000 – install new ventilation arms in welding lab.</i>	Complete
12	OEB 129 Renovation <i>FY20 \$26,000 – Replace furniture, wall, floor and ceiling finishes.</i>	Complete
13	SC Reinforce Exterior Loading Dock <i>FY20 \$100,000 – Reinforce suspended concrete slab at loading dock</i>	Award in progress.
14	Health Sciences TI201 Surgical Tech Expansion <i>FY20 \$170,000 – Complete renovation of new surgical tech lab and classroom.</i>	Complete
15	Health Sciences TI211 Group Study Renovation <i>FY20 \$40,000 – Complete renovation of new group study room.</i>	Complete
16	Health Sciences PTA Expansion into TI106 <i>FY20 \$84,000 – Expand PTA program into TI106 and renovate space</i>	Deferred to later date
17	Health Sciences TI116 & 118 Room Combination <i>FY20 \$211,000 – Combine rooms into larger multi function classroom.</i>	Deferred to later date
18	Health Sciences TI235 Office & Conference Room Reno <i>FY20 \$55,000 – Complete renovation of new office and conference room.</i>	Deferred to later date
19	Expand HFC Laundry Facilities <i>FY20 \$61,000 – Complete expansion renovation to accommodate additional services.</i>	Deferred to later date
20	Construct Observation Dock in Pond <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Award in progress
21	Relocate The Voice to SC109 <i>FY20 \$56,000 – Complete renovation of new Voice office suite.</i>	Construction 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. Advanced Pool Services, Health & Fitness Center Pool Resurfacing, \$91,125
2. Weatherproofing Technologies, Infrared Roof Scan Study, \$29,554

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

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Subject  
Approval of Revisions to Policy 2030, Residency Policy

Date  
April 28, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the proposed revisions to Policy 2030, Residency Policy.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

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### **Proposed Change to Policy 2030 – Residency**

In 2013 residency policy was updated to allow students with Deferred Action for Childhood Arrivals (DACA) status to establish residency status based on their place of residence – in-district, out-district, or out-state. Students with DACA status were treated the same as students with permanent resident alien (green card), asylum, or refugee status in the ability to establish a residency status. Students without one of these statuses who are not U.S. citizens have international residency status and pay the international tuition rate.

In September 2017 the Federal government stopped processing new DACA applications. DACA required individuals to have graduated from a U.S. high school, arrived in the United States prior to their 16<sup>th</sup> birthday, and lived continuously in the U.S. prior to application.

The proposed policy update allows individuals who attend an accredited Michigan high school for at least 3 years and either graduate from an accredited Michigan high school or complete a GED to be classified as in-district, out-district, or out-state residents for the assessment of tuition. The residency status of these individuals will be determined as if they are U.S. citizens, or have permanent resident alien (green card), asylum, or refugee status through the INS.

Non U.S. citizens who are present in the United States on a temporary or student visa shall not be eligible for classification as in-district, out-district, or out-state residents.

The proposed change is aligned with the residency rule changes that have been instituted at several colleges and universities in Michigan including the University of Michigan and Eastern Michigan University.

## 2030 Residency Policy

### Policy Statement:

Students enrolling at Washtenaw Community College shall be classified in-district, out-district, out-state, or ~~out-country~~international at the time of enrollment.

### Guidelines:

#### Classification of Residence

Applicants who are U.S. citizens or who have permanent resident alien, asylum, refugee, or valid DACA (Deferred Action for Childhood Arrivals) status through the Immigration and Naturalization Service or have established Michigan residence by attending Michigan schools (see below) will be classified as In-District, Out-District, or Out-State students:

#### In-District Students are

- Applicants who are legal residents in
- Applicants who live with and whose spouse is a legal resident in
- Applicants who live with and are dependent on a parent or a legal guardian who is a legal resident in the Washtenaw Community College District
- Immediately prior to the first day of the semester if previous residency was within Michigan
- 6 months immediately prior to the first day of the semester if previous residency was outside of Michigan

#### Out-District Students are

- applicants who do not meet the requirements of an in-district student, but who are and have been legal residents of the State of Michigan for at least six months.

#### Out-State Students are

- applicants who reside outside the state or who have not been legal residents of the state of Michigan for at least six months or applicants who do not sufficiently document their residence.

#### ~~Out-Country~~International Students are

- applicants who are not U.S. citizens or do not have permanent resident alien, asylum, refugee, or valid DACA status through the Immigration and Naturalization Service.

#### Aspects of Residency

- A. The residency of a student will be based on the address of the student's legal residence.

B. The legal residency of a student will be established using methods recommended by the State of Michigan.

C. The residency of minors (under 18) shall follow that of their parents or legal guardian. Students under 18 may qualify as in-district residents regardless of their parent's residence if they can provide sufficient evidence they are independently supporting themselves and are legal residents in the Washtenaw Community College District.

D. A student who is not a U.S. citizen and does not have permanent resident alien, asylum, refugee or valid DACA status who attended an accredited Michigan high school for at least three years and thereafter (a) graduated from an accredited Michigan high school or (b) received a Michigan General Education Development High School Equivalency Certificate (GED) may be classified as In-District, Out-District, or Out-State student.

D.E. The residency of any person, other than a parent or legal guardian, who may furnish funds for payment of college fees, shall in no way affect the residency of the student.

E.F. Those students who are transferred to the State by the military or have been discharged from the military within the last six months must present appropriate documentation to waive the six month Michigan residency requirement. WCC values our military veterans and service members. The six month in state residency requirement may be waived for an honorably discharged veteran student and any student currently serving in the military. Appropriate documentation is required for the student and dependent(s).

F.G. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® — Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending Washtenaw Community College (regardless of his/her formal state of residence) will be eligible for in-state tuition.

G.H. The student may petition to officially change residency status by supplying proof of residence to the Student Records Office. Students petitioning to change their residency for a specified semester must do so by the published deadline for that semester. Residency changes made after the deadline will take effect the following semester.

### **Outcomes:**

The residency status of Washtenaw Community College students will be accurately determined and maintained.

NOTE: The residency classification of a student at Washtenaw Community College does not necessarily apply to the residency requirements at other colleges and universities.

Adopted: October 27, 1987

Revised: December 10, 1996

Revised: October 26, 1999

Revised: March 22, 2005

Revised: October 13, 2009

Revised: July 23, 2013  
Revised: April 28, 2015  
Revised: March 31, 2020  
(2030)

## **2030 Residency Policy**

### **Policy Statement:**

Students enrolling at Washtenaw Community College shall be classified in-district, out-district, out-state, or international at the time of enrollment.

### **Guidelines:**

#### **Classification of Residence**

Applicants who are U.S. citizens or who have permanent resident alien, asylum, refugee, or valid DACA (Deferred Action for Childhood Arrivals) status through the Immigration and Naturalization Service or have established Michigan residence by attending Michigan schools (see below) will be classified as In-District, Out-District, or Out-State students:

#### **In-District Students are**

- Applicants who are legal residents in
- Applicants who live with and whose spouse is a legal resident in
- Applicants who live with and are dependent on a parent or a legal guardian who is a legal resident in the Washtenaw Community College District
- Immediately prior to the first day of the semester if previous residency was within Michigan
- 6 months immediately prior to the first day of the semester if previous residency was outside of Michigan

#### **Out-District Students are**

- applicants who do not meet the requirements of an in-district student, but who are and have been legal residents of the State of Michigan for at least six months.

#### **Out-State Students are**

- applicants who reside outside the state or who have not been legal residents of the state of Michigan for at least six months or applicants who do not sufficiently document their residence.

#### **International Students are**

- applicants who are not U.S. citizens or do not have permanent resident alien, asylum, refugee, or valid DACA status through the Immigration and Naturalization Service.

#### **Aspects of Residency**

- A. The residency of a student will be based on the address of the student's legal residence.



- B. The legal residency of a student will be established using methods recommended by the State of Michigan.
- C. The residency of minors (under 18) shall follow that of their parents or legal guardian. Students under 18 may qualify as in-district residents regardless of their parent's residence if they can provide sufficient evidence they are independently supporting themselves and are legal residents in the Washtenaw Community College District.
- D. A student who is not a U.S. citizen and does not have permanent resident alien, asylum, refugee or valid DACA status who attended an accredited Michigan high school for at least three years and thereafter (a) graduated from an accredited Michigan high school or (b) received a Michigan General Education Development High School Equivalency Certificate (GED) may be classified as In-District, Out-District, or Out-State student.
- E. The residency of any person, other than a parent or legal guardian, who may furnish funds for payment of college fees, shall in no way affect the residency of the student.
- F. Those students who are transferred to the State by the military or have been discharged from the military within the last six months must present appropriate documentation to waive the six month Michigan residency requirement. WCC values our military veterans and service members. The six month in state residency requirement may be waived for an honorably discharged veteran student and any student currently serving in the military. Appropriate documentation is required for the student and dependent(s).
- G. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® — Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending Washtenaw Community College (regardless of his/her formal state of residence) will be eligible for in-state tuition.
- H. The student may petition to officially change residency status by supplying proof of residence to the Student Records Office. Students petitioning to change their residency for a specified semester must do so by the published deadline for that semester. Residency changes made after the deadline will take effect the following semester.

**Outcomes:**

The residency status of Washtenaw Community College students will be accurately determined and maintained.

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Adopted: October 27, 1987  
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(2030)

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

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Subject  
Approval for New Programs for 2020-21

Date  
April 28, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the New Programs and 3 + 1 Articulation Agreements for Fall 2020 as listed below:

- ❖ Transportation Technologies Associate in Applied Science – Advanced Technology and Public Services
- ❖ Advanced Automotive Services Technician Advanced Certificate – Advanced Technology and Public Services Division
- ❖ Automotive Cybersecurity Certificate – Business and Computer Technologies Division
- ❖ Management Certificate Business and Computer Technologies Division
- ❖ 3 + 1 Articulation Agreements
  - ❖ AAS in Physical Therapist Assistant - Eastern Michigan University /BS in Exercise Science
  - ❖ AAS in Physical Therapist Assistant - Eastern Michigan University/ BS in Exercise Science
  - ❖ AS in Construction Supervision - Rowan University / BA in Construction Management

**A ROLL CALL VOTE WILL BE TAKEN**

Prepared by: Dr. Kimberly Hurns  
Title: Vice President for Instruction  
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Recommended by: *Rose B. Bellanca, Ed.D.*  
Rose B. Bellanca, President

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## Recommendation for New Programs 2020-2021

### **Transportation Technologies Associate in Applied Science – 60 Credits Advanced Technology and Public Services Division Transportation Technology Department**

**Description:** In this Associate in Applied Science degree program, students have a choice to follow any of three different specialty tracks that will prepare them for employment in the transportation industry. This option can be selected if an associate's degree is required for employment or advancement in a field. Each track features a variety of application level classes where students perform lab-oriented practice for the required skills in the automotive service, auto body repair or motorcycle service related fields. Students will learn using the latest technology, methods and tooling in area of concentration.

Students will select a specialized track in one of the following areas, each of which has its own associated certificate program(s).

- Auto Service
- Auto Body
- Motorcycle Service

The program prepares the student for the State of Michigan Mechanics certification tests as well as the National Institute for Automotive Service Excellence (ASE) Certification Exams. Meet with a divisional advisor or faculty member for assistance in developing a concentration of study. An advisor can help determine career interests and educational goals, as well as provide transfer and career information.

**Need/Job Demand:** Employers in the transportation sectors are experiencing a gap between the supply of skilled workers and the demand for job ready employees. Indeed.com currently lists over 80,000 job openings around the United States in these fields and over 2,000 in Michigan. The Bureau of labor statistics anticipates an average projected growth (4-9%) between 2018 and 2028.<sup>1</sup>

#### **Student Learning Outcomes:**

1. Demonstrate the mastery of skills related to the student's technical concentration.
2. Apply critical thinking skills to solve an identified problem in the student's technical concentration.
3. Demonstrate and apply required industry related safety standards.

**Curriculum Review:** Reviewed by the Curriculum and Assessment Committees 1/23/20.

**Wage Data:** The median salary in 2019 was \$15.00-\$24.50 hourly or \$36,790 to \$47,350 annually.

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<sup>1</sup> Occupational Outlook Handbook Bureau of Labor Statistics

## Recommendation for New Programs 2020-2021

### Program Requirements:

#### *Automotive Services Pathway*

<b>Semester 1</b>	<b>Title</b>	<b>Credits</b>
Elective	Math Elective	3
Elective	Writing/Composition Elective	3
ASV 130	Automotive Maintenance	4
ASV 131	Automotive Electrical	4
Restricted Elective	Restricted Elective 1*	2 - 4
		<b>16-18</b>
<b>Semester 2</b>		
ASV 132	Automotive Engines	4
ASV 133	Automotive Fuel Systems	4
ASV 134	Automotive Transmissions	4
ASV 135	Facility Operations	3
Restricted Elective	Restricted Elective 2**	2 – 4
		<b>17-19</b>
<b>Semester 3</b>		
Elective	Arts and Humanities Elective	3
Elective	2 <sup>nd</sup> Writing/Composition or Communication Elective	3
ASV 254	Suspension and Steering	2
ASV 255	Brakes	2
ASV 256	Electrical and Electronic Systems	4
ASV 258	Engine Drivability	2
		<b>16</b>
<b>Semester 4</b>		
Elective	Natural Science Elective	3
Elective	Social and Behavioral Science Elective	3
ASV 251	Engine Diagnosis and Repair	2
ASV 257	Heating and Air Conditioning Systems	2
ASV 266	Advanced Transmissions	2
		<b>12</b>
<b>Minimum Credits</b>		<b>61</b>

\* Restricted Elective 1: Select from ASV 174, ASV 269, ASV 270, ASV 277, ASV 279, ABR 114, MTT 102, WAF 105, ABR 111 or CST 185.

\*\* Restricted Elective 2: Select from ABR 140 or WAF 103.

Recommendation for New Programs 2020-2021

**Motorcycle Services Pathway**

<b>Semester 1</b>	<b>Title</b>	<b>Credits</b>
Elective	Math Elective	3
Elective	Writing/Composition Elective	3
MST 110	Motorcycle Service Technology I	4
ABR 114 or WAF 105	Applied Auto Body Welding Introduction to Welding Processes	4
Restricted Elective	Restricted Elective*	2 - 4
		<b>16 - 18</b>
<b>Semester 2</b>		
MST 120	Motorcycle Service Technology II	4
MST 130	Motorcycle Service Technology III	4
MTT 102 or MST 230	Machining for the Technologies Motorcycle Service Technology III	2 - 3
ABR 140 or WAF 103	Aluminum Welding for Automotive Applications Introduction to Gas Tungsten Arc Welding	2 - 4
Restricted Elective	Restricted Elective*	2 - 4
		<b>14 - 19</b>
<b>Semester 3</b>		
Elective	Arts and Humanities Elective	3
Elective	Writing/Composition or Communication Elective	3
MST 140	Motorcycle Service Technology IV	4
MST 220	Dynamometer Operations	4
Restricted Elective	Restricted Elective*	2 - 4
		<b>16 - 18</b>
<b>Semester 4</b>		
Elective	Natural Science Elective	3
Elective	Social and Behavioral Science Elective	3
MST 210	Performance Engine Technology	4
MST 225	Advanced Dynamometer Tuning	4
		<b>14</b>
<b>Minimum Credits</b>		<b>60 - 69</b>

\* Restricted Elective: Select from ABR 119, ABR 201, ASV 130, MST 106 or MST 112

## Recommendation for New Programs 2020-2021

### ***Auto Body Pathway***

<b>Semester 1</b>	<b>Title</b>	<b>Credits</b>
Elective	Math Elective	3
Elective	Writing/Composition Elective	3
ABR 111	Introduction to Auto Body Repair	4
ABR 112	Introduction to Automotive Refinishing	4
ABR 114	Applied Auto Body Welding	2
		<b>16</b>
<b>Semester 2</b>		
ABR 113	Estimating and Shop Operations	4
ABR 119	The Art of Metal Shaping	2
ABR 123	Technical Auto Body Repair	4
ABR 124	Technical Automotive Refinishing	4
Restricted Elective	Restricted Elective*	2 – 4
		<b>16 - 18</b>
<b>Semester 3</b>		
Elective	Arts and Humanities Elective	3
Elective	Writing/Composition or Communication Elective	3
ABR 135 or ASV 130	Collision-Related Mechanical and Electrical Repairs Automotive Maintenance	4
ABR 140	Aluminum Welding for Automotive Applications	4
Restricted Elective	Restricted Elective*	2 - 4
		<b>16 - 18</b>
<b>Semester 4</b>		
Elective	Natural Science Elective	3
Elective	Social and Behavioral Science Elective	3
ABR 201	Lightweighting Composite Repair	4
Restricted Elective	Restricted Elective*	2 - 4
		<b>12 - 14</b>
<b>Minimum Credits</b>		<b>60 - 66</b>

## Recommendation for New Programs 2020-2021

### Advanced Automotive Services Technician

#### Advanced Certificate – 12 Credits

#### Advanced Technology and Public Services Division

#### Transportation Technology Department

**Description:** This advanced certificate builds on the electrical and mechanical skills developed in the Automotive Services Technician (CTASVT) certificate. This advanced certificate prepares students for employment as a certified automotive technician. The program also prepares the student for the State of Michigan Mechanic certification tests as well as the National Institute for Automotive Service Excellence (ASE) certification exams.

Using specialized electrical diagnostic equipment students will diagnose and repair vehicle systems such as Automotive Engines, Automatic and Manual Transmissions, Automotive HVAC systems and Powertrain Drivability systems.

**Need/Job Demand:** Employers in the transportation sectors are experiencing a gap between the supply of skilled workers and the demand for job ready employees. Indeed.com currently lists over 80,000 job openings around the United States in these fields and over 2,000 in Michigan. The Bureau of labor statistics anticipates an average projected growth (4-9%) between 2018 and 2028.

#### Student Learning Outcomes:

1. Diagnose and repair vehicle engine components.
2. Perform engine related repairs on project vehicles
3. Perform powertrain control module faults using vehicle specific equipment.

**Curriculum Review:** Reviewed by the Curriculum and Assessment Committees 1/23/20.

**Wage Data:** The median salary in 2019 was \$15.00-\$24.50 hourly or \$36,790 to \$47,350 annually.<sup>2</sup>

#### Program Requirements:

	Title	Credits
ASV 135	Facility Operations	2 credits
ASV 257	Heating and Air Conditioning Systems	2 credits
ASV 266	Advanced Transmissions and Drivetrain	2 credits
ASV 258	Engine Drivability	2 credits
ASV 251	Engine Diagnosis and Repair	2 credits
Restricted Electives	Select 2 credits from ABR 140 or WAF 103	2 credits
Total	Total	12 credits

<sup>2</sup> Occupational Outlook Handbook Bureau of Labor Statistics



## Recommendation for New Programs 2020-2021

### **Automotive Cybersecurity Certificate – 19 Credits Business and Computer Technologies Division Computer Science and Information Technology Department**

**Description:** This certificate program is designed to meet the emerging demand for highly skilled automotive cybersecurity professionals. In this certificate program, students are introduced to the skills and strategies needed to test security related to automobile networks and related infrastructure. Students will work with the various automobile networks (CAN, LIN, Ethernet, and FlexRay) and explore protocols and messages produced by the vehicle that could be vulnerable to attacks. Students will consider risk mitigation technologies including authentication, encryption and firewall technologies.

Learners in this program acquire the following skills: Learn basic networking concepts including V2V, V2I and V2X communication; Understand common security terms and concepts and how they relate to automobiles in both a technical and compliance nature; Understand relevant vehicle technologies including ECU's (Electronic control unit) and basic electrical theory; Read and write basic computer programs and scripts; Develop process and procedures for testing the security of a vehicle's information network; Practice reverse engineering techniques for testing security.

**Need/Job Demand:** Today there are over 100 million lines of code in the average modern high end vehicle with multiple entry points for bad actors. As the threat of nation state hackers is on the rise, securing our critical infrastructure in the area of mobility has never been more important. Automotive companies have expanded their hiring needs to include Automotive Cyber Security Technicians and Engineers. These individuals will not only understand cyber security but be able to think like a hacker in order to make vehicles and the connected infrastructure safe from attacks.

#### **Student Learning Outcomes:**

1. Students will identify and use process and procedures for testing the security of a vehicle's information network.
2. Students will explain the components and protocols surrounding vehicle security.
3. Students will test the security of a vehicle network in order to find vulnerabilities.
4. Students will connect regulatory and compliance issues to connected automobiles.

**Curriculum Review:** Reviewed by the Curriculum and Assessment Committees 2/20/20.

**Wage Data:** This career field is too new to predict. However, the median pay for an Information Security Analysts is \$98,350 per year or \$47.28 per hour. Jobs are estimated to grow by 32% between 2018 and 2028.<sup>3</sup>

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<sup>3</sup> Occupational Outlook Handbook Bureau of Labor Statistics

Recommendation for New Programs 2020-2021

**Program Requirements:**

	<b>Title</b>	<b>Credits</b>
CST 185	Local and Mobile Networking Essentials	4 credits
CSS 200	Introduction to Network Security - Security+	4 credits
ASV 131	Automotive Electrical	4 credits
CPS 120	Introduction to Computer Science	3 credits
CSS 285	Pen Testing Automotive Platforms	4 credits
<b>Total</b>	<b>Total</b>	<b>19 credits</b>

Recommendation for New Programs 2020-2021

**Management  
Certificate – 12 credits  
Business and Computer Technologies Division  
Business Department**

**Description:** This certificate offers students an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The certificate may also be applied toward various WCC Associate in Applied Science Degrees.

**Need/Job Demand:** This is a high demand, high skill and high wage program as defined by the [Michigan Community College Network](#)<sup>4</sup>.

**Student Learning Outcomes:**

1. Recognize and apply tools and skills required for management in common organizational settings
2. Recognize and apply management skills, tools, and function of management in common organizational settings.

**Curriculum Review:** This program is moving from an advanced certificate to a certificate. It was reviewed by the Curriculum and Assessment Committees 2/13/20.

**Wage Data:** The median salary range in 2018 was \$54,240 to \$132,620 annually.

	<b>Title</b>	<b>Credits</b>
BMG 230	Principles of Management	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291 or BMG 231	Project Management Nonprofit Management	3
Total		12

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<sup>4</sup> <http://www.michigancc.net/ccdata/sd/pi.aspx>

Recommendation for New Programs 2020-2021

**3 + 1 Articulation Agreement Degree Programs**

**Washtenaw Community College – AAS in Physical Therapist Assistant  
And  
Eastern Michigan University – BS in Exercise Science**

General Education/MTA	30 credits
WCC Accounting Requirements and Electives	50 credits
<b>Total Transfer Credits</b>	<b>80 credits</b>

**Washtenaw Community College – AAS in Multiple Programs  
And  
Purdue University Fort Wayne – BAS in Applied Science Program**

General Education	30 credits
WCC Requirements and Electives	58 credits
<b>Total Transfer Credits</b>	<b>88 credits</b>

**Washtenaw Community College – AS in Construction Supervision  
And  
Rowan University – BA in Construction Management**

General Education	36 credits
WCC Construction Supervision Requirements and Electives	48 credits
<b>Total Transfer Credits</b>	<b>84 credits</b>

**Board of Trustees**

Washtenaw Community College

**ACTION**

4800 E. Huron River Drive  
Ann Arbor, Michigan 48105

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Subject

Approval to Discontinue Programs 2020-21

Date

March 31, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the discontinuation of the 3 + 1 Articulation Agreements and Programs for the Fall 2020 as listed below:

- ❖ Automotive Services Technology (APASRV)
- ❖ Collision Repair and Refinish Technician (CVCRR)
- ❖ Facility & Energy Management (CTFEM)
- ❖ Sustainable Building Practices (CTSBP)
- ❖ 3+1 Program with College for Creative Studies
  - Photographic Technology /BFA in Photography
- ❖ 3+1 Programs with Eastern Michigan University
  - Computer Systems and Networking, Computer and Network Security Concentration/ BS in Information Assurance and Cyber Defense
  - Early Childhood Education/BA in Early Childhood Education
  - Retail Management/ BS in Apparel, Textiles and Merchandising
- ❖ 3+1 Programs with Madonna University
  - Child Care Professional/BS in Child Development
- ❖ 3+1 Programs with Siena Heights University
  - Environmental Science/ BS in Environmental Science
- ❖ 3+1 Programs with University of Michigan Flint
  - Nursing/University of Michigan Flint – BSN
- ❖ 3+1 Programs with Wayne State University
  - Automation Technology or AAS in Heating, Ventilation, Air Conditioning and Refrigeration/BS in Electrical/Electronic Engineering Technology, BS in Electromechanical Engineering Technology or BS in Mechanical Engineering Technology

A ROLL CALL VOTE WILL BE TAKEN

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Prepared by: Dr. Kimberly Hurns

Title: Vice President of Instruction

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Recommended by:

*Rose B. Bellanca Ed. D.*

Rose B. Bellanca, President

## Recommendation for Discontinued Programs for 2020-2021

### **Automotive Services Technology (APASRV)**

This program is being discontinued effective Fall 2020. It was created in 2012 as a pathway for students who wished to earn an associate degree. WCC's new Transportation Technologies Associate in Applied Science degree will replace this program.

Compliance with WCC Policy: Students who have started the program will be moved to the Transportation Technologies AAS program without loss of credits.

### **Collision Repair and Refinish Technician (CVCRR)**

This program is being discontinued effective Fall 2020. It was created in 2008 as a pathway for students who wished to learn advanced skills in collision repair and refinishing. WCC's new Transportation Technologies Associate in Applied Science degree will replace this program.

Compliance with WCC Policy: Students who have started the program will be individually advised in order to complete their requirements.

### **Facility & Energy Management (CTFEM)**

This program is being discontinued effective Fall 2020. It was created in 2014 for students who wished to develop skills in the area of facility energy management. No students are currently enrolled in this program.

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

### **Sustainable Building Practices (CTSBP)**

This program is being discontinued effective Fall 2020. It was created in 2012 to provide an emphasis on sustainable building practices. No students are currently enrolled in this program.

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

# Recommendation for Discontinued Programs for 2020-2021

## **3 + 1 Articulation Agreement Degree Programs**

### **Washtenaw Community College – AAS in Photographic Technology And College for Creative Studies – BFA in Photography**

Rationale: Articulation agreement dropped below 80 credit hours.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

### **Washtenaw Community College – AAS in Computer Systems and Networking, Computer and Network Security Concentration And Eastern Michigan University – BS in Information Assurance and Cyber Defense**

Rationale: Agreement was developed for the embedded Computer and Network Security concentration. A separate associate degree program was created for this program and a new agreement has been approved.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

### **Washtenaw Community College – AA in Early Childhood Education And Eastern Michigan University – BA in Early Childhood Education**

Rationale: Articulation agreement dropped below 80 credit hours.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

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

Rationale: Articulation agreement dropped below 80 credit hours.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.



## Recommendation for Discontinued Programs for 2020-2021

### **Washtenaw Community College – AAS in Child Care Professional And Madonna University – BS in Child Development**

Rationale: Agreement not renewed.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

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

Rationale: Articulation agreement dropped below 80 credit hours.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

### **Washtenaw Community College – AAS Nursing And University of Michigan Flint – BSN**

Rationale: Articulation agreement not renewed.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

### **Washtenaw Community College – AAS in Automation Technology or AAS in Heating, Ventilation, Air Conditioning and Refrigeration And Wayne State University – BS in Electrical/Electronic Engineering Technology, BS in Electromechanical Engineering Technology or BS in Mechanical Engineering Technology**

Rationale: Articulation agreement not renewed. New agreement begin developed.

Compliance with WCC Policy: Students have 3 years to complete the coursework and transfer to the 4-year college.

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

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Subject	Date
Resolution to Utilize the Maximum Allowable 2020-21 Ad Valorem Tax Rate	April 28, 2020

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**RECOMMENDATION**

That the Board of Trustees recommends that the College, when developing its FY 2021 Budget utilize the maximum allowable 2020-21 Ad Valorem Rate for operations, which at its current rate of 3.3763 mills will generate approximately \$60,624,340 of gross tax revenue.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

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**Board of Trustees**  
Washtenaw Community College

**ACTION**

4800 E. Huron River Drive  
Ann Arbor, Michigan 48105

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Subject  
Reappointment of Washtenaw Technical Middle College  
Board of Directors

Date  
April 28, 2020

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**RECOMMENDATION**

That the WCC Board of Trustees approve the re-appointment of Alex Milshteyn, Katie Richards-Schuster, and Paulette R. Miller as Washtenaw Technical Middle College Board of Directors with terms ending April 2023. Background information on these three candidates may be found on the next page.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

**Alex Milshteyn**

Mr. Milshteyn is a [Realtor®](#) who specializes in residential property sales in the greater Ann Arbor area. Mr. Milshteyn is involved in many organizations, including serving as a past president of the Ann Arbor Area Board of Realtors, and on the Board of Directors of Washtenaw Technical Middle College, Board of Directors of EMU Hillel, Commissioner of the City of Ann Arbor Building Board of Appeals, and steering committee of the Jewish Federation of Greater Ann Arbor. He is a licensed associate broker, a graduate of the REALTOR® Institute (GRI), and an Accredited Buyer's Representative (ABR).

Mr. Milshteyn is an alumnus of Washtenaw Technical Middle College. He has degrees in marketing and business administration from Washtenaw Community College and Eastern Michigan University.

**Katie Richards-Schuster, Ph.D.**

Dr. Richards-Schuster is an assistant research scientist at the [University of Michigan School of Social Work](#). Her research focuses on youth participation strategies and community-based participatory evaluation with young people. She works in collaboration with communities across the country including metro Detroit, Mississippi Delta, Appalachia, Chicago, and St. Louis. Dr. Richards-Schuster also teaches community practice courses in the School of Social Work and co-facilitates its Michigan Youth and Community Program. She has organized and presented at national meetings, created curricular workbooks, and co-authored multiple publications in leading youth development, community organization, and program evaluation journals. She holds a B.A. from the University of Michigan, an M.A. from the University of Chicago, and a Ph.D. from the University of Michigan's joint doctoral program in Social Work and Sociology.

**Paulette R. Miller**

Ms. Miller is the president of Miller & Associates, P.C., of Ann Arbor, and has served as a Certified Public Accountant (CPA) for a number of companies since 1973. Her community involvement has included membership on the Board of Directors of the Ypsilanti Chamber of Commerce, president of the Business & Professional Women's Club, Treasurer of the Ronald McDonald House, president of the Washtenaw Economic Development Council, and Treasurer of the Washtenaw Community College Foundation.

She received a degree in Mathematics & Accounting from Michigan Technological University and her B.B.A. in Accounting (with Mathematics minor).

**Board of Trustees**  
 Washtenaw Community College

**DISCUSSION and POSSIBLE ACTION**

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

Subject  
 Wi-Fi Redundancy Infrastructure Project

Date  
 April 28, 2020

**BACKGROUND**

The college continues to prioritize stable/reliable computer infrastructure as a key component of our efforts to support student success. Efforts have included: website, server, network and phone availability/reliability/coverage. Our goal is 99.999% uptime. Wi-Fi reliability is a critical component of our efforts; however, to date we have experienced multiple outages of varying lengths - 11/29/19 (3hrs), 2/12/20 (45min), 2/17/20 (1hr.). Students heavily rely on Wi-Fi and can only access campus resources from their devices via Wi-Fi. Some classes/labs rely on Wi-Fi for classroom instruction. Faculty and staff also leverage wireless connectivity as appropriate for campus operations. In addition, UA, Iron Workers, and others rely heavily on reliable Wi-Fi on campus. On a related note, cellular service on campus is far less than ideal. As a result, reliable Wi-Fi is a life-safety need.

As we continue with these efforts to maintain a strong technology environment for our students, faculty and staff, the most glaring immediate need is redundancy of our Wi-Fi controllers. We only have one controller and it was end-of-life on 10/10/16. When it fails or needs security patching/updating, campus Wi-Fi goes down. It is not if, but when it will fail, and it may not always be recoverable.

Key reasons and benefits for these replacements/upgrades include:

- The current controller is 11 years old and cannot be purchased anymore.
- One controller does not provide redundancy – we need two new controllers.
- Wi-Fi controllers automate the system settings across all Wi-Fi access points (AP's).
- 64 of our access points are not compatible with the new controllers. As a result, these need to be replaced as part of this project.

New controllers and access points will provide:

- Greater reliability with new and old Wi-Fi devices (smartphones, tablets, computers, etc.).
- Provide redundancy to achieve 99.999% uptime
- Using newer wireless technology (802.11ax, Wi-Fi 6).
- Increased bandwidth within the wireless network.
- Life span is 7 years.

The college obtained a MiDeal (State of Michigan approved purchasing consortium) quote from an approved vendor, which is included in the enclosed bid summary. The college recommends that the

Wi-Fi Redundancy Infrastructure contract be awarded to CDW for an amount not to exceed \$330,000. This contract will be covered by FY20 ITS budgeted resources.

**RECOMMENDATION**

That the Board of Trustees approve contracts to purchase Wi-Fi gear with CDW for an amount not to exceed \$330,000.

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

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Prepared by: Todd Kreuger – CIO  
Title: Gary Holman- Interim CIO

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

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**Board of Trustees**

Washtenaw Community College

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

**DISCUSSION**

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Subject  
Resolution to recommend the Allowable 2020-21 Ad Valorem Tax Rate

Date  
April 28, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the 2020-21 Tax Levy of **3.3538** mills for operations, as submitted. The 3.3538 mills will generate approximately \$60,980,204 of tax revenue.

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

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

Recommended by:   
Rose B. Bellanca, President

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WASHTENAW COMMUNITY COLLEGE

Washtenaw Community College  
2020-21 Tax Levy Resolution

The tax levy resolution, based on detailed analysis of operational needs and debt needs, includes a rate of 3.3538 mills for operations, which is the currently maximum millage rate.

	<u>Tax Rate</u>	<u>2020 Taxable Value</u>	<u>2021 Gross Revenue Generated</u>
General Fund	<u>3.3538</u>	<u>\$18,182,421,168</u>	<u>\$60,980,204</u>

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees has examined the financial circumstances of the Community College for fiscal year 2020-21, including estimated revenues, estimated expenditures, and the state equalized valuation of property located within the county, and determined that the levy of the total authorized millage rate will be necessary for the sound management and operation of the College; and
2. For 2020-21, the total operating millage rate of 3.3538 shall be levied upon property located within Washtenaw County boundaries.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, the undersigned, Secretary of the Board of Trustees of Washtenaw Community College, Ann Arbor, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees, Washtenaw Community College, Ann Arbor, Michigan, at its regular meeting held on May 19, 2020, the original of which is part of the Board's minutes.

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Dave DeVarti,  
Secretary, Board of Trustees