



Office of the President

**APRIL 24, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **April 24, 2018**, the WCC Board of Trustees monthly meeting will be held at **6:00 p.m.** in Room 150 of the Morris Lawrence Building.

Immediately following the monthly meeting, a public hearing will be held on the adoption of the 2018 – 19 budget (in compliance with the requirement of Act 5, Public Acts of Michigan 1982) in Room 150, Morris Lawrence Building.

Following the Public Hearing the Board will meet in Closed Session in Room 120 to discuss material (a written legal opinion) exempt from disclosure pursuant to section 8(h) of the Open Meetings Act.

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

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 p.m. – APRIL 24, 2018
Room 150, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan, 48105-4800**

I. CALL TO ORDER, APPROVAL OF AGENDA

- II. APPROVAL OF MINUTES (Action).....Tab A**
March 27th Monthly Meeting

III. CITIZEN PARTICIPATION

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

IV. SPECIAL REPORT

- A. Curriculum and Assessment Report
- B. HLC Poster Fair
- C. Sabbatical Report: Disappearing birds, venomous snakes, and fish falling from trees: the trophic ecology of Seahorse Key Island, FL

V. REPORTS

- A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (March 2018) (Action)Tab C
 - 3. Facilities Development Report Tab D

VI. Remarks

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

VII. OLD BUSINESS

- A. Action
 - 1. Honorary Associate Degree Recipient (Action)Tab E
 - 2. Resolution to Utilize the Maximum Allowable 2018 -19 Ad Valorem Tax Rate (Action).....Tab F
 - 3. Retention and Recruitment Software Contract (Action).....Tab G

VIII. NEW BUSINESS

A. Action

- 1. Approval of 2017 -18 Candidates for Graduation **(Action)**.....**Tab H**

B. Discussion

- 1. Application for Liquor Licensees (4 dates) – Iron Workers Summer Conference.....**Tab I**
- 2. Energy Pump Replacement Contract.....**Tab J**
- 3. Resolution to participate in IT/CLEMIS Agreement.....**Tab K**
- 4. Recommendation for New Programs for 2018-19.....**Tab L**

IX. ADJOURNMENT OF MONTHLY MEETING, Open the Public Hearing and Move into Closed Session

After the hearing to discuss material (a written legal opinion), exempt from disclosure pursuant to section 8(h) of the Open Meetings Act. **(Action)**

X. PUBLIC HEARING REGARDING THE 2018-2019 BUDGET

B. Discussion Item

- 1. Review of the Proposed 2018 - 19 Budget.....**Tab M**
- 2. Resolution to Approve the 2018-19 Tax Levy Rate for General Operations.....**Tab N**

XI. ADJOURNMENT OF Public Hearing (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
April 24, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of the March 27th Monthly Meeting as submitted.

Prepared by: Vanessa Brooks

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

Title: Executive Administrator to the President
and Secretary to Board of Trustees

Rose B. Bellanca, President

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, MARCH 27, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on March 27, 2018 at 6:06 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

Approval of the Agenda (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that the Board approve the March 27th Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee Landau and seconded by Vice Chair Fleming that the Board approve the minutes of the February 27th Monthly Meeting and March 9th Retreat. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty declined to comment.

Public Comments

Ms. Kaitlin Pedri, WCC Student spoke about Naloxone Training.

Mr. Scott Boyink, spoke about Naloxone Training.

Written Communications

There was one written communication received.

SPECIAL REPORTS

Sabbatical Report: Standardized Patients

Ms. Theresa Dubiel, WCC Nursing Faculty briefed the Board on her sabbatical, which focused on the utilization of standardized patients and a collaboration between the Nursing and Theater departments.

2018 Art and LAND Conference Winners

Ms. Jill Jepsen, Instructional Support Coordinator, announced the 2018 LAND winners: Molly Keenen and Dorothy Mitchell. She also announced the Student Art Show Winners: Tiriz Jarjoura, Dorothy Mitchell and Yasmin Alli. Lastly, she mentioned the

Call to Order

Approval of Agenda (Action)

Approval of Minutes (Action)

Citizen Participation

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Sabbatical Report: Standardized Patients

2018 Art and LAND Conference Winners

President's Choice winner; Emily Cobb, the Dean's Choice; Joy Burton and the People's Choice Shyenne Souza.

Recognition of Tom Penird

President Bellanca and the WCC Board of Trustees recognized WCC Industrial Technology Faculty, Tom Penird for being selected to receive the inaugural Dale P. Parnell Distinguished Faculty recognition by the American Association of Community Colleges.

Recognition of Emily Hatsigeorgiou

President Bellanca and the WCC Board of Trustees recognized WCC student Emily Hatsigeorgiou, who was selected as Intern of the Year by the Cooperative Education and Internship Association, winning their 2018 CEIA Two-Year Student Achievement Award.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board approve the personnel recommendations as listed. The motion was adopted.

Financial Reports (February 2018) (Action)

It was moved by Trustee DeVarti and seconded by Trustee Hatcher that the Board receive the Financial Reports for February 2018 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

Facilities Development Report

Mr. William Johnson, Vice President and CFO informed the Board that the fan terminal project was almost complete. He also mentioned the Bus Loop project will be beginning soon.

Remarks of Members of the Board of Trustees

Trustee DeVarti spoke about the importance of Naxlone Training and mentioned he would put forth a resolution for Board consideration.

Secretary Davis also spoke about Naxlone training. Lastly, she talked about the recent Governance Leadership Institute conference she attended.

Trustee Hatcher requested a report on the Opiate crisis that speaks to WCC efforts.

Chair McKnight-Morton talked about the recent MCCA Board of Directors meeting she attended. Lastly, she mentioned WCC was recognized by SEMCOG for our significant roll in the Mattaei Bike Trail.

2018 Art and LAND Conference Winners (cont)

Recognition of Tom Penird

Recognition of Emily Hatsigeorgiou

MONTHLY REPORTS

Personnel Recommendation (Action)

Financial Reports (February 2018) (Action)

Facilities Development Report

Remarks of Members of the Board of Trustees

President's Remarks

President Bellanca introduced Mr. Mark Allen, Vice President of Facilities Development and Operations and CIO, Mr. Peter Lundberg. Lastly, she reminded the Board of the upcoming Economic Luncheon, Smart Cities Symposium and Free College Day.

2018 – 19 Tuition and Fee Rate for Credit Classes (Action)

It was moved by Trustee DeVarti and seconded by Treasurer Milliken that the Board approve the following student tuition and fee structure for the 2018-19 academic year as listed below:

2018-19 Tuition and Fee Rates for Credit Courses

<p><u>On Campus Tuition Rates:</u> In-District - \$95/credit hour Out-of-District - \$161/credit hour Out-of-State - \$220/credit hour International - \$258/credit hour Work In-District - \$95/credit hour Property In-District - \$95/credit hour</p> <p><u>Distance Learning Tuition Rates:</u> In-District - \$108/credit hour Out-of-District - \$115/credit hour Out-of-State - \$119/credit hour International - \$119/credit hour Work In-District - \$108/credit hour Property In-District - \$108/credit hour</p> <p><u>Student Fees per Credit Hour:</u> Technology/Enrollment Fee - \$10/cr hr Credit by Exam - \$25/cr hr Credit for Prior Learning - \$50/cr hr Course Repeat Fee - \$200/cr hr Excess Contact Hour Fee - \$5/contact hr (max=\$300)</p>	<p><u>Student Fees per Transaction:</u> Late Registration - \$25 Delinquent Payment - \$25 Duplicate Diploma - \$20 Returned Check - \$25 Special Transcript Service - \$20 Student ID Card Replacement - \$10 Loan Processing Fee - \$25 Credit for Prior Learning Evaluation - \$50 Student Record Copy Fee - \$1/page</p> <p><u>Department Course Fees:</u> Dental Kit Fee - \$200/400 Police Academy Program: - Supplies - \$500 - Special Off-Site Training - \$400 - Firearms Range Use - \$500 Fine Arts: Ceramics Supplies - \$40 Photography: Printer Ink Supply - \$20 Art: Art Model - \$15</p>
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President's Remarks

2018 – 19 Tuition and Fee Rate for Credit Classes (Action)

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

FY 2018 Budget Adjustment (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that the Board approve the following adjustments to the FY 2018 Budget as reviewed at the March 9, 2018 Board Retreat meeting:

		Original 2017-18 Budget	Adjustments	Revised 2017-18 Budget
Revenues				
1	Tuition and Fees	31,740,603	671,466	32,412,069
2	Local Property Taxes	50,800,000	600,000	51,400,000
3	State Appropriations	14,402,000	156,874	14,558,874
5	Investment Income	650,000	136,500	786,500
6	Trade Partnerships	3,417,227	294,475	3,711,702
7	Other Miscellaneous	1,871,435	(106,610)	1,764,825
8	Auxiliary Activities	1,206,000	20,650	1,226,650
9		104,087,265	1,773,355	105,860,620
Expenditures				
10	Personnel	79,118,225	(2,162,156)	76,956,069
11	Non-Personnel	14,560,799	(306,149)	14,254,650
12	Utilities	2,514,700	(78,207)	2,436,493
13	Equipment	860,000	(29,000)	831,000
14	Trade Partnerships	2,633,458	118,562	2,752,020
15	Institutional Projects	1,529,608	(464,237)	1,065,371
16	Total Expenditures	101,216,790	(2,921,187)	98,295,603
Operational Transfers				
17	Restricted Fund/Cost Sharing	618,000	67,000	685,000
18	Debt Service	1,927,475	-	1,927,475
19	Furniture Replacement Fund	-	250,000	250,000
20	Health & Fitness Center	(1,675,000)	(350,000)	(2,025,000)
21	Campus Maintenance & Repair	500,000	1,000,000	1,500,000
		1,370,475	967,000	2,337,475
22	Deferred Maintenance	1,500,000	3,000,000	4,500,000
23	Total Expenditures and Transfers	104,087,265	1,045,813	105,133,078
24	General Fund Contribution/Usage	-	727,542	727,542

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

Resolution to recommend the Allowable 2018-19 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 2018-19 tax levy for general operations.

Retention and Recruitment Software Contract

Vice Presidents Linda Blakey, Kimberly Hurns and William Johnson lead a discussion that explained the need for retention and recruitment software. During the discussion, they mentioned the input and process that lead to the selection of the software proposed to the Board.

FY 2018 Budget Adjustment (Action)

Resolution to recommend the Allowable 2018-19 Ad Valorem Tax Rate

Retention and Recruitment Software Contract

Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board move to adjourn the monthly meeting and move into closed session. The motion was adopted. The monthly meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

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

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject	Date
Personnel Recommendations	April 24, 2018

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.D.*
Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
April 2018

Facilities Development & Operations

Full-Time New Hires

Independent

Mark Allen, Vice President Facilities Development and Operations, \$137,000 annually Replacement

Custodial/Maintenance

Michael Simeneta, Mechanical Systems Technician Controls, \$30.57 hourly Replacement

Full Time Ending Employment

Sean O'Hare, Space Planning Manager, with three (3) years of service

Finance/Information Technology

Full-Time New Hires

Independent

Donald Harrison, Purchasing Agent, \$51,000 annually Replacement

Human Resources

Full-Time New Hires

Independent

Leslie Grubbs, Human Resources Assistant, \$21.64 hourly Replacement

Instruction

Full-Time New Hires

Independent

Zachary Makowski, Retention Data Analyst, \$46,439 New

Office Professional Technical

Gabriella Browning, Faculty Commons Assistant, \$15.16 hourly
Replacement

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Justin Kandt, Public Service Training, \$35.00 hourly

Professional Faculty

Jillian Scott, Nursing, \$867 per course contact hour

Full Time Ending Employment

Joshua Torsch, College Relations Specialist, with less than four (4) years of service

President

Full-Time New Hires

Independent

Ivory Smaw, Executive Administrative Assistant, \$40,500 annually

Replacement

Student & Academic Services

Full-Time New Hires

Independent

Stephen Bloomfield, Manager Student Recruitment and Outreach, \$57,000 annually

Replacement

Matthew Lige, Campus Resource Officer Supervisor, \$72,500 annually

New

Office Professional Technical

Mariela Pucci, Financial Aid Technician, \$17.70 hourly

Replacement

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Ashley Bonner, Counseling, Student Advisor, \$21.11 hourly

Laure Bordas-Isner, Counseling, Student Advisor, \$21.11 hourly

Renee Wilson, Counseling, Student Advisor, \$21.11 hourly

Part Time New Hire

Independent

Kelsey Sullens, Accreditation Coordinator, \$21.57 hourly

Support Staff

Rianda Jackson, Financial Aid Clerk, \$14.40 hourly

Full Time Ending Employment

Michael Cole, Security Patrol Officer, with less than six (6) years of service

Economic & Community Development

No Report

Foundation

No Report

Public Relations/Marketing

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Financial Reports (March 2018)

April 24, 2018

RECOMMENDATION

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

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

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

Financial Narrative

March 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2017-18, the nine months ended March 31, 2018. Both the Annual Budget and YTD Budget figures included in the Revenue and Expenditures – General Fund report reflect the revised 2018 budget approved by the Board of Trustees at their meeting on March 27, 2018.

Revenue

As of March 31, 2018, Total Revenues were \$98.3 million; Total Expenditures and Operating Transfers were \$79.5 million. Revenues in total are ahead of the expected budget for the first nine months of the year by approximately \$350,000.

Spring Tuition revenue is off to a strong start with enrollments ahead of the pace of last year. The Spring Tuition revenue amount includes 65% of the tuition revenue billed in March for the upcoming Spring/Summer term (an estimate of what will be earned in this fiscal year), along with \$1.5 million of tuition revenue that was earned for the prior 2017 Spring/Summer term.

State Aid revenue reflects nine months of the annual appropriation for the new fiscal year, along with some additional revenue specifically appropriated to offset increases in cost of the MPSERS pension plan. The total impact of this additional appropriation is unknown at this time, but as of the end of March, the College had received approximately \$150,000 of additional appropriations to offset pension costs.

Receipts for Local Government Taxes are just shy of \$50.0 million through March, on pace with the revised budget.

Expenditures

Total Expenditures through March 31, 2018, represent 75 percent of the budgeted expenditures for the fiscal year. Overall expenditures are on pace with what was expected through the first nine months of the year as presented in the revised budget.

The General Administrative category absorbed the vast majority of the revised budget adjustments. As a result, this category shows a large negative variance, which balances the positive variances in the other areas throughout the College.

Transfers to the Plant Funds for Deferred Maintenance, Campus Maintenance & Repair, and Furniture Replacement were recorded in March, as per amounts approved in the revised budget.

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

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,100,000	12,100,000	12,095,332	(4,668)
Tuition Winter	11,300,000	11,300,000	11,255,665	(44,335)
Tuition Spring	4,752,069	3,774,904	3,822,104	47,199
Student Fees	4,260,000	4,092,370	4,137,291	44,921
Total Tuition and Fees	<u>32,412,069</u>	<u>31,267,274</u>	<u>31,310,391</u>	<u>43,117</u>
Local Property Taxes	51,400,000	49,952,855	49,975,088	22,234
State Appropriations	14,558,874	11,151,091	11,299,227	148,136
Trade Partnerships	3,711,702	2,972,115	3,060,308	88,193
Investment Income	786,500	589,875	616,737	26,862
Other	1,764,825	1,334,671	1,294,368	(40,303)
Auxiliary Activities	1,226,650	922,349	983,031	60,683
Total Revenue	105,860,620	98,190,230	98,539,151	348,921
EXPENDITURES				
Humanities & Social Sciences	11,746,348	8,755,993	8,633,842	122,151
Math, Science & Engineering Technologies	8,899,295	6,602,212	6,514,624	87,589
Health Sciences	5,328,621	4,007,418	4,311,467	(304,049)
Business & Computer Technologies	7,047,770	5,283,607	5,202,037	81,570
Advanced Technologies & Public Service Careers	7,159,664	5,287,738	4,856,990	430,748
Continuing Education	636,262	457,431	350,385	107,046
Distance Learning	1,835,948	1,290,781	1,282,421	8,361
Instructional Support	13,379,509	10,156,704	9,274,652	882,052
Total Instruction	<u>56,033,417</u>	<u>41,841,885</u>	<u>40,426,418</u>	<u>1,415,467</u>
Student Services	8,922,510	6,555,375	5,776,178	779,196
Scholarships	1,558,402	1,332,999	1,226,705	106,295
Executive Management	2,103,303	1,515,689	1,396,070	119,619
General Admin - Institutional Services	2,851,534	2,609,200	6,052,336	(3,443,135)
MIS/Computer Services	7,949,793	5,297,300	5,064,659	232,641
Public Relations Development	3,434,179	2,217,208	1,962,779	254,428
Community Services	2,023,579	1,462,225	1,400,131	62,094
Physical Plant Operations	10,439,378	7,723,586	7,085,509	638,077
Utilities	2,103,493	1,558,168	1,543,355	14,813
Equipment	1,561,015	784,619	874,265	(89,646)
Total Non-Instruction	<u>42,947,186</u>	<u>31,056,369</u>	<u>32,381,987</u>	<u>(1,325,618)</u>
Total Expenditures	98,980,603	72,898,255	72,808,405	89,850
OPERATING TRANSFERS				
Repair & Maintenance	1,500,000	1,500,000	1,500,000	-
Debt Retirement	1,927,475	1,927,475	1,927,475	-
Health & Fitness Center	(2,025,000)	(1,606,250)	(1,606,250)	-
Deferred Maintenance	4,500,000	4,500,000	4,500,000	-
Furniture	250,000	250,000	250,000	-
Total Operating Transfers	6,152,475	6,571,225	6,571,225	-
Total Expenditures and Operating Transfers	105,133,078	79,469,480	79,379,630	89,850
Operating Revenue Over Expenditures & Transfers	727,542	18,720,750	19,159,521	438,771
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(331,730)	(331,730)
Total Revenue over Expenditures & Transfers	727,542	18,720,750	18,827,791	107,041

Capital Fund
Project Summary
March 31, 2018

Project Category	Budget	Actuals	Commitment	Balance
Revenues				
State Appropriation CC - STEP Equipment	4,516,749	4,516,749	-	0
General Fund	6,055,178	6,055,178	-	0
Misc. Revenue		10,767		10,767
Total Revenues	\$ 10,571,927	10,582,694	-	10,767
Construction/Repair Projects				
Storage Receiving Building				
Renovations:				
SRB Addition	1,830,000	1,827,590	-	2,410
Total Storage Receiving Building	\$ 1,830,000	\$ 1,827,590	\$ -	2,410
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	552,707	5,349	12,746
CC - STEP Equipment	7,627,434	7,504,061	0	123,373
Campus Security System Upgrades	318,691	203,388	114,052	1,251
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,484,235	\$ 119,401	138,291
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,311,826	\$ 119,401	140,701
Revenue Over (Under) Expenditures		\$ 270,869		

**Washtenaw Community College
Deferred Maintenance Fund
March 31, 2018**

Five Year Priority List at inception of fund - September 2012	12,570,900
New projects identified - 2015	5,420,000
Additional Projects undertaken (not on above lists)	3,612,400
Adjustments to budgets of started or completed projects	3,280,620
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	<u>24,062,020</u>

Since inception of fund:

General Fund Transfers	15,300,000
Completed projects	(8,884,337)
Projects in process	(3,317,827)
Uncommitted Fund Balance	<u>3,097,836</u>

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	6,465,248
Current year completed projects:	
THFC 2nd Floor Carpet Replacement	68,494
CLASB 2nd Fl to SC Storefront Replace	62,075
TIB NE & SE Storefront Replace	136,599
Parking Lots Replacement	1,855,744
Concrete Sidewalk Replacement FY17	72,617
CLASB 2nd Fl window and sill	113,472
Total of FY18 completed projects < \$50,000 each	110,087
Total Completed	<u>8,884,337</u>

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
BEB Boiler&VAV Box Replacement	525,000
GMB Carpet/Flooring Replacement	170,000
EC Heating Pumps Replacement	432,827
EC Tunnels reinsulate primary heating water & chilled water piping	80,000
EC - Upgrade 13,200 v main campus fed with a power line conditioning syst	60,000
CLASB Humidification Boiler Replacement	260,000
OEB Sanitary Pipe Replacement	70,000
Maintenance Garage replace oil separator/sanitation line	120,000
BEB Fan Coil Units	600,000
EC Boiler Control & Valve Repl	75,000
Siemens Temp.control Panel Upgrade	130,000
PS - Expansion joint replacement and crack and joint repair	225,000
THFC Pool Filtration Piping & HX Rep	60,000
GMB Penthouse replace main building transformers	125,000
Replace Bus Loop	350,000
Total of other projects < \$50,000 each	35,000
Total in Process	<u>3,317,827</u>

WCC Active Portfolio
Portfolio Management
Portfolio Summary
March 31, 2018

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Market Accounts	2,000,000.00	2,000,000.00	2,000,000.00	7.67%	-	0	0.000	0.000
Federal Agency Coupon Securities	5,000,000.00	4,858,020.00	4,994,483.93	19.16%	3,328	2252	2.125	2.154
Treasury Coupon Securities	1,000,000.00	991,290.00	992,624.44	3.81%	388	333	1.918	1.945
State of Michigan Coupon Securities	4,000,000.00	3,891,720.00	4,010,463.89	15.39%	2,505	2047	2.114	2.144
Municipal Bonds	14,000,000.00	13,921,095.00	14,063,004.79	53.96%	2,096	1267	2.355	2.388
	26,000,000.00	25,662,125.00	26,060,577.05	100.00%	2,360	1,563	2.249	2.281

Investments	Month Ending 3/31/2018	Fiscal Year 2017 - 2018 To Date	Month Ending 3/31/17	Fiscal Year 2016 - 2017 To Date
Total Earnings				
Current Year	47,633.50	419,979.60	40,953.84	357,195.16
Average Monthly Balance - Long Term Invested Balance		25,668,658.01		25,217,818.15
Effective Rate of Return - Long Term Invested Balance		2.18%		1.89%

Treasury Yield Curve 3/31/2018	6 Month	1 Year	5 Year	10 Year	20 Year
	1.93%	2.09%	2.56%	2.74%	2.85%

Reporting period 3/01/2018-3/31/2018

Washtenaw Community College

Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is in process. Materials partially delivered to campus.
- Work has begun in buildings including supports, wiring and mounts.
- Upgrades occurring in Morris Lawrence, Health Fitness Center, Business Education and the Harriet St Center.

Advanced Transportation Center Addition and Renovation Project

- WCC & A/E team worked to finalized schematic design submittal package.
- Capital outlay schematic design package was submitted to the State for review.

Deferred Maintenance Schedule Update

1.	BEB Boiler and Temperature Control Replacement <i>Budget = \$525,000</i>	<i>Complete.</i>
2.	BEB Fan Terminal Units and piping replacement <i>Budget = \$600,000</i>	<i>Construction nearing completion on 2nd floor. 1st floor to start April 30th.</i>
3.	BEB Smoke Evacuation Mechanical System Access Catwalk Replacement <i>Budget = \$7,500</i>	<i>Complete.</i>
4.	CLASB humidification boilers replacement for AHU-1, AHU-2, AHU-5 and AHU-7 <i>Budget = \$260,000</i>	<i>Construction ongoing. Unit tie-in scheduled.</i>
5.	Energy Center water cooled heating pump(s) replacement with air cooled pumps and piping reconfiguration <i>Budget = \$400,000</i>	<i>Construction contracts being issued.</i>
6.	Storm Sewer Drain Cover Repairs <i>Budget = \$0</i>	<i>Complete.</i>
7.	CLASB 2 nd Floor Bridge to SCB Storefront Replacement <i>Budget = \$65,341; actuals to date = \$52,828</i>	<i>Complete.</i>
8.	MLB Storm Water Drainage and Pond Water Elevation Repairs <i>Budget = \$40,000</i>	<i>Engineering solutions are being re-evaluated.</i>
9.	GM Main Transformer Replacement <i>Budget = \$125,000</i>	<i>Bid documents being developed.</i>
10.	OEB Sanitary Line and Manholes Rebuild <i>Budget = \$70,000</i>	<i>Construction scheduled.</i>
11.	Maintenance Garage Mechanical System Replacement <i>Budget = \$90,000</i>	<i>Project out for bids.</i>
12.	GMB 3 rd Floor Carpet and resilient flooring Replacement <i>Budget = \$75,000</i>	<i>Work to start April 30th.</i>
13.	T&I Ceramics Lab Exhaust System Upgrades <i>Budget = \$11,000</i>	<i>Complete.</i>

14.	Campus Primary Electrical Service Line Conditioning <i>Budget = \$95,000</i>	<i>Engineering study is nearing completion.</i>
15.	MLB Main Boilers Replacement Project <i>Budget = \$200,000</i>	<i>Engineering design work is complete. Deferred to 2019.</i>
16.	MLB Firing Range Air-Handling Units Replacement <i>Budget = \$150,000</i>	<i>Engineering design work is complete. Deferred to 2019</i>
17.	SCB South Stair Ceramic Tile Replacement <i>Budget = \$40,000</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>
18.	Campus Wide Temperature Control System Panels Upgrades <i>Budget = \$115,000</i>	<i>Work is ongoing.</i>
19.	<i>Campus Wide Concrete Sidewalk Replacement</i> <i>Budget = \$75,000; actuals to date = \$72,617</i>	<i>Complete.</i>
20.	EC Tunnel Insulation Replacement <i>Budget = \$80,000</i>	<i>Project out for bids.</i>
21.	Bus Loop & Parking Lot 6 Replacement <i>Budget = \$950,000</i>	<i>Bid documents being developed.</i>
22.	HFC Heat Exchanger Replacement <i>Budget = \$55,000</i>	<i>Project out for bids.</i>
23.	Parking Structure Waterproofing & Joint Repl. <i>Budget = \$225,000</i>	<i>Work to start April 30th.</i>
24.	SC 2 nd Floor HVAC Upgrades <i>Budget = \$180,000</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>

Campus Repair & Maintenance Projects Update

1.	SEMCOG Non-Motorized Pathway <i>Budget = \$80,000</i>	<i>MDOT/WCRC finalizing details.</i>
2.	BEB HRM Emergency exit access and workstation and conference room modifications. <i>Budget = \$32,000;</i>	<i>Complete.</i>
3.	Nursing Simulation Lab & Skills Lab <i>Budget = \$450,000</i>	<i>Engineering design work is underway.</i>
4.	ML Lactation Room <i>Budget = \$9,000</i>	<i>Complete.</i>
5.	Student Activities, and Barnes & Noble Book Storage Room move and remodeling <i>Phase 1 Budget = \$92,600. Phase 2 Budget = \$157,400</i>	<i>Phase 1 nearing completion. Phase 2 project out for bids.</i>
6.	ML 161 Green Room conversion to Music Appreciation Classroom <i>Budget = \$25,000</i>	<i>Complete.</i>
7.	Digital Video Lab Storage Expansion <i>Budget = \$18,000</i>	<i>Complete.</i>
8.	Campus Services Receiving Area and Breakroom <i>Budget = \$20,000</i>	<i>Complete.</i>
9.	SC304 Classroom conversion to office suite. <i>Budget = \$75,000</i>	<i>Construction ongoing.</i>
10.	SRB Dock Shelter Replacement & Upgrade <i>Budget = \$10,000</i>	<i>Complete.</i>

11.	TI222 Classroom conversion to office suite. <i>Budget = \$35,000</i>	<i>Engineering complete. Awaiting start date.</i>
12.	Welding Lab Lighting Upgrade <i>Budget = \$40,000</i>	<i>Material on order.</i>
13.	SC203 Rearrangement <i>Budget = \$40,000</i>	<i>Material on order.</i>
14.	Exterior Messaging Signage <i>Budget = \$75,000</i>	<i>Project development underway.</i>
15.	Campus Wide Joint Sealants <i>Budget = \$40,000</i>	<i>Project out for bids.</i>
16.	Huron River Watershed Council Grant Upgrades <i>Budget = \$0</i>	<i>Design underway.</i>
17.	WTMC Furniture & Space Upgrade <i>Budget = \$0 (WTMC Funded)</i>	<i>Furniture on order.</i>
18.	TI126 Sink Relocation & Installation <i>Budget = \$6,000</i>	<i>Work to start April 30th.</i>

Construction Contracts issued in the past 30 days exceeding \$20,000

1. AF Smith Electric, SC 304 Office Renovation Electrical Work \$28,658

Board of Trustees
Washtenaw Community College

TAB E

ACTION

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

Subject	Date
2018 Honorary Associate Degree	April 24, 2018

RECOMMENDATION

That the Board of Trustees award the Honorary Associate Degree to *Pastor George W. Waddles, Jr.* for his extraordinary support of Washtenaw Community College and its students and for leading a life of service that has benefited our entire community.

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

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



Office of the President

2018 HONORARY ASSOCIATE DEGREE

Pastor George W. Waddles, Jr.

Pastor Waddles accepted the call to serve the Second Baptist Church of Ypsilanti, Michigan as Pastor in March of 2014. At Second Baptist Pastor Waddles has worked with ministry teams to identify a vision of "Caring For Our Community With The Compassion Of Christ."

Pastor Waddles and his congregation of over 300 members hold numerous community events focusing on youth and college awareness. Second Baptist church is the only parish in Ypsilanti with an endowed scholarship with the WCC Foundation. The B.T and G.L Hopkins Scholarship is awarded at their Annual Scholarship Banquet to a member who will be attending full time at WCC.

Pastor Waddles earned a Bachelor of Arts in Psychology from Truman State University, a Master of Theology with a concentration in Pastoral Leadership from Dallas Theological Seminary, and a Master of Educational Administration from Texas A&M University.

He has served as a lecturer and instructor in the National Baptist Congress of Christian Education, the Wolverine State Convention, and Huron Valley District Association. He also served as Dean and now President of the Huron Valley District Congress of Christian Education.

Pastor Waddles has been married to Angela Waddles for twenty-five years and together they have three children: Erin, Zachary and Andrew.

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Resolution to recommend the Allowable 2018-19 Ad Valorem Tax Rate	April 24, 2018

RECOMMENDATION

That the Board of Trustees recommends that the College, when developing its FY 2019 Budget utilize the maximum allowable 2018-19 Ad Valorem Rate for operations, which at its current rate of 3.3978 mills will generate approximately \$55,620,334 of gross tax revenue.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson
Title: Vice President and Chief
Financial Officer

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

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

Subject
Retention and Recruitment Software Contract

Date
April 24, 2018

BACKGROUND

The declining production of high school graduates in the State of Michigan (and consequent increased competition) poses significant challenges to the long-term health of many higher educational institutions. This creates a strategic necessity for the college to maximize its recruitment opportunities, while transforming our retention and student success activities to retain our current students and ensure their successful completion.

Unfortunately, the college’s current tools are ill-suited for this challenge. To meet these needs, the college requires technology which:

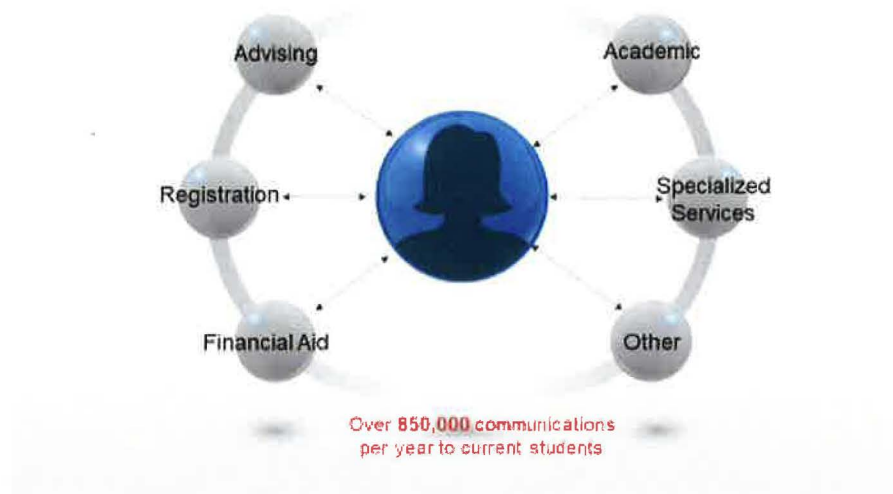
- Empowers individual treatment of students– to understand their personal history, motivations, challenges, and path for success
- Uses data analysis and comprehensive knowledge of student’s history to improve recruitment, retention, and success outcomes
- Aggregates data about students from various sources (Banner, Blackboard, etc.) into one “picture” of the student
- Provides efficiency in managing interactions from many support areas on campus with students to accommodate our existing volume (475,000/year with prospective students, 850,000/year with current students), and needed growth

New Student Relationship-Building



Over 475,000 communications per year to prospective students

Current Student Relationship-Building



- Enables engagement across multiple channels (mail, phone, email, text, in-person, social, etc.), while empowering staff/faculty to communicate with each student in the manner most meaningful to them
- Consolidates several existing, disparate software products and homegrown systems into one platform
- Measures results of activities to know what is working best

To this end, the college embarked on a significant RFP project in October 2017 to identify our needs and potential student lifecycle relationship management software (enterprise CRM) to provide needed tools.

RFP PROCESS

The college formed a RFP committee composed of key individuals from many units, including Student Services, Instruction, Business and Finance, Recruitment, Admissions, Registration, Information Technology Services, Advising, and Faculty.

The RFP was constructed to identify potential vendor(s) for three independent project elements: Recruitment CRM, Retention CRM, and Predictive Analytics. It was sent to seven potential vendors and was open to all qualified organizations. Five qualified responses were received, and all five were invited to present to the committee and provide open demos to stakeholders (e.g. student service professionals and faculty) during January, 2018.

The committee found that CRM and predictive analytics solutions are far from a commodity. Rather, they vary dramatically in platform, functions, focus, licensing, technology, etc. Selection was based on the product(s) which most closely satisfies the (weighted) identified needs, with preference given to the most comprehensive solutions - i.e. those which satisfied multiple elements of Recruitment CRM, Retention CRM, and Predictive Analytics.

The RFP Committee thoroughly vetted the potential solutions via submitted proposals, on-campus presentations, follow-up questions/responses, as well as reference-checks of existing clients for leading vendors via a comprehensive review/rating matrix. The committee confidently recommends the TargetX suite of products (on Salesforce CRM platform) to address the Recruitment CRM and Retention CRM elements and the college’s overall student lifecycle relationship management (CRM) needs (see the attached RFP response scoring summary).

PRICING ESTIMATE

The direct cost for TargetX implementation and annual licensing for years 1-3 is **\$320,000**:

TargetX Detailed Pricing	Year 1	Year 2	Year 3	TOTALS
Recruitment	\$ 60,000	\$ 60,000	\$ 60,000	\$ 180,000
Implementation	\$ 20,000			\$ 20,000
Retention	\$ 35,000	\$ 35,000	\$ 35,000	\$ 105,000
Implementation	\$ 15,000			\$ 15,000
TOTALS	\$ 130,000	\$ 95,000	\$ 95,000	\$ 320,000

Additional costs include upgraded service level of Axiom for data integration, and user licenses for the Salesforce platform at annual costs of approximately \$4,000 and \$31,000, respectively. These new costs are offset by the elimination of our current CRM system at an annual license expense of 35,000 and our texting service with Twillio at an annual cost of about \$3,000.

RECOMMENDATION

That the Board of Trustees approve a 3-year contract with TargetX in an amount not to exceed \$320,000, with annual renewal options, to provide the student lifecycle relationship management (CRM) software to satisfy our recruitment and retention needs. Before exercising the initial renewal option, college administration will present to the Board of Trustees the performance results related to recruitment and retention efforts facilitated by the use of the TargetX software tool.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson
 Title: Vice President and Chief
Financial Officer

Recommended by: Rose B. Bellanca, Esq.
 Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB H

ACTION

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

Subject

Date

Approval of Candidates for Graduation

April 24, 2018

RECOMMENDATION

That the Board of Trustees approve the candidates for graduation as submitted.

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

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

Board of Trustees
Washtenaw Community College

TAB I

Discussion

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

Subject	Date
Application for Liquor Licenses (4 Dates) – Ironworkers Summer Conference	April 24, 2018

RECOMMENDATION

That the Board of Trustees, through its duly authorized officers, make application to the Liquor Control Commission for a special License for the sale of either beer and wine or beer, wine, and spirits for consumption on the premises of Washtenaw Community College and with all adequate precautions to be in effect on the following days: July 14, July 17, July 18, and July 19, 2018.

Prepared by: Dr. Michelle Mueller
Title: Vice President for Economic
Community & College Development

Recommended by: 
Rose B. Bellanca, President

2018 Ironworker Summer Conference Liquor Permits

Since July 2010, the International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers have held their Annual Ironworkers Instructor Training Program at Washtenaw Community College. Each July, approximately 600+ union members and instructors come to Washtenaw Community College from all over the nation to participate in a 5 day intensive training program; where over 50 different classes are taught. Knowledge gained through this training is taken back to union locals and is used to train new apprentices, as well as training designed to update journeymen skills.

As part of their week-long training program, there are 4 special events:

- **Instructor Orientation and Welcome – July 14** – The purpose of this event is to welcome back returning and new instructors, provide programming updates, and communicate expectations for the week. There is a dinner where beer, wine, and spirits are available. This event takes place in the Morris Lawrence Building.
- **Klein Tool BBQ – July 17** – This event is sponsored by Klein Tool, a long time vendor to the Ironworkers. The purpose of this event is networking. It provides Ironworkers an opportunity to learn what is happening at locals across the nation and also provides them with an opportunity to talk with Klein Tool representatives about their equipment. This event includes a dinner, where beer and wine are available, and takes place in the Morris Lawrence Building.
- **Vendor Showcase Night – July 18** – This event is sponsored by multiple vendors that regularly supply the Ironworkers with tools and equipment. This special event offers an opportunity for all of the Ironworkers to talk directly with vendor representatives and to observe demonstrations of the latest technologies used in their industry. At the request of the Ironworkers, there are multiple food stations spread across the space so that members are encouraged to see each vendor. Beer and wine are available at this event, which is held in the open-air car pavilion and surrounding lot space, located behind the Larry Whitworth Occupational Education Building.
- **Awards Ceremony & Closing Banquet– July 19** – This event is a celebration and recognition of those Ironworkers who have completed the training program and is usually attended by national officers of the union. Dinner is served immediately following the ceremony, where beer and wine are available. The event takes place in the Morris Lawrence Building.

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

Subject

Date

Energy Center Pump Replacement Mechanical Contract

April 24, 2018

Background

The Campus Energy Center was completed in 1999. This centralized Energy Center distributes utilities to the majority of buildings on campus including the high temperature hot water for building heating. This high temperature water system is supplied by three primary and three secondary pumps that are original to the building. These pumps are critical to the operation of campus buildings and are at the end of their useful life.

This work was identified in the Deferred Maintenance Fund previously approved by the board. The project includes the replacement of the six pumps, associated piping, valves, and controls to be completed during the summer of 2018. Variable frequency drives will also be installed to efficiently control the new pumps. The high temperature water system will need to be shut down during a low demand period to complete the work.

On February 20, 2018, construction bids (Bid 5996) were received back from contractors for the replacement work associated with the Energy Center Pump Replacement Project. John Darr Mechanical, of Ann Arbor, MI was low bidder for the mechanical scope of work. The base bid is included in the contract award for \$374,900.00. See attached bid tally for further details.

RECOMMENDATION

That the Board of Trustees approve a construction contract for John Darr Mechanical of Ann Arbor, Michigan in the amount of \$374,900.00.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Mark Allen

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

Title: Vice President, Facilities
Development and Operations

Rose B. Bellanca, President

DISCUSSION

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

Subject	Date
Agreement for Information Technology (IT) Services – The Courts and Law Enforcement Management Information System (CLEMIS)	April 24, 2018

RECOMMENDATION

That the Board of Trustees approve the following resolution:

WHEREAS, the Courts and Law Enforcement Management Information System (CLEMIS) is a multifaceted regional public safety information management system operated and maintained by the Oakland County Department of Information Technology and is comprised of many software applications; and

WHEREAS, CLEMIS allows public safety agencies to share data and improve the delivery of public safety services, realizing lower costs and improved efficiency; and

WHEREAS, the Washtenaw Community College Public Safety Department desires to function as an active member of CLEMIS; now, therefore, be it

RESOLVED, that the Board of Trustees authorizes the President to execute the IT/CLEMIS Agreement with Oakland County for law enforcement purposes; and, be it further

RESOLVED, that the Board of Trustees authorizes the President, and her respective designees, to perform all acts and deeds and to execute and deliver all contracts, instruments and documents required by this resolution that are necessary, expedient and proper in connection with the IT/CLEMIS Agreement and the ongoing administration of the IT/CLEMIS software.

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

CLEMIS – Courts and Law Enforcement Management Information System

CLEMIS is the most widely used law enforcement record-keeping and report management consortium in southeast Michigan. CLEMIS originally started and is currently maintained by Oakland County. CLEMIS provides technical applications through a cooperative effort for criminal justice and public safety agencies of all sizes. By serving as a technical link among multiple members, CLEMIS promotes communication and sharing of criminal justice information. The CLEMIS vision is to empower criminal justice and public safety agencies to maximize the use of collected data, so they may enhance their daily operations and perform comprehensive planning.

CLEMIS is a critical system that will allow us to provide a high level of law enforcement service to the campus community. The Public Safety department will gain access to a collection of record-keeping and report-making tools as well as the ability to seamlessly share and search for data from any other member jurisdiction. CLEMIS will allow our Public Safety department to pull the data needed for our annual Clery report rather than be dependent on local law enforcement agencies to provide the data.

There are over 100 law enforcement agencies participating in CLEMIS including Ann Arbor Police and Fire Departments, Washtenaw County Sheriff Office, Eastern Michigan University, Oakland University, University of Michigan, Schoolcraft College, Pittsfield Police and Fire Departments, Ypsilanti Police and Fire Departments, and many more southeastern Michigan agencies.

The CLEMIS contract considers the College to be a public entity and requires a resolution from the Board of Trustees to join CLEMIS.

Discussion

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

Subject
Recommendations for New Programs 2018 -19

Date
April 24, 2018

RECOMMENDATION

That the Board of Trustees approve 2018-19 program and 3 +1 proposals as listed below:

Culinary Essentials Certificate – Business and Computer Technologies Division - Culinary Arts

Baking and Pastry Essentials Certificate – Business and Computer Technologies Division - Culinary Arts

Associate in Applied Science in Culinary Arts and Management – Cleary University - Bachelor of Business Administration in Hospitality Management

Associate in Applied Science in Child Care Professional- Eastern Michigan University – Bachelor of Science in Children and Families

Associate in Art in Early Childhood Education- Eastern Michigan University – Bachelor of Science in Children and Families

Associate in Science in Information Systems: Programming in C++- Madonna University – Bachelor of Science in Computer Science/C++

Associate in Science in Computer Science: Programming in JAVA - Madonna University – Bachelor of Science in Computer Science/JAVA

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

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

Recommendation for New Programs 2018-2019

Culinary Essentials Certificate – 11 Credit Hours Business and Computer Technologies Division Culinary Arts

Description: In this program, students explore the essentials of culinary skills and techniques. Topics relating to food safety, basic knife skills, and conventional cooking methods required in professional food service operations will be discussed. Students with a passion for food, or who are currently employed in entry to mid-level culinary positions, will gain deeper insight in culinary arts to progress in many food service related careers. The program provides a foundation for continued study toward an associate degree in culinary arts.

Need/Job Demand:

According to the [Occupational Outlook Handbook](#), demand in the culinary industry is expected to grow as fast as average with a 6% increase in jobs predicted between 2016 and 2026.

Student Learning Outcomes:

1. Execute and apply culinary principles and terminology through the production of food under timed situations.
2. Recognize food safety and sanitation practices necessary to professional food service operations.

Curriculum Review:

Reviewed by the Curriculum and Assessment Committees 3/14/18

Wage Data:

The 2016 median wage for a cook is \$22,850/year. ¹

Program Requirements:

<u>Course</u>		<u>Credits</u>
CUL 110	Sanitation and Hygiene	2
CUL 116	Culinary Principles	3
CUL 120	Classical Kitchen	3
CUL 121	Modern Kitchen	3
	Total Credit Hours	11

¹ Occupational Outlook Handbook Bureau of Labor Statistics

Recommendation for New Programs 2018-2019

Baking and Pastry Essentials Certificate – 10 Credit Hours Business and Computer Technologies Division Culinary Arts

Description: In this introductory program, students will learn the science of baking, basic baking and pastry techniques, and food service sanitation. Emphasis is placed on safe food handling, storage and proper utilization of ingredients and equipment.

Need/Job Demand:

According to the [Occupational Outlook Handbook](#), the demand for bakers is expected to grow as fast as average with an 8% increase in jobs predicted between 2016 and 2026.

Student Learning Outcomes:

1. Identify proper food storage techniques as well as food pathogens, cross-contamination, personal behavior and physical and chemical contaminants that cause food-borne illness.
2. Identify ingredient use and apply the formulas, weights and measurements used in the bakeshop.
3. Demonstrate the principles of yeast and quick bread, cakes, pies and cookie production.
4. Demonstrate the principles of yeast doughs, lamination, cakes, frozen desserts and tart doughs production.

Curriculum Review:

Reviewed by the Curriculum and Assessment Committees 3/14/18

Wage Data:

The 2016 median wage for Bakers was \$25,090/year. ²

Program Requirements:

<u>Course</u>		<u>Credits</u>
CUL 104	Baking Science	2
CUL 110	Sanitation and Hygiene	2
CUL 114	Fundamentals of Baking	3
CUL 115	Fundamentals of Pastry	3
	Total Credit Hours	10

² Occupational Outlook Handbook Bureau of Labor Statistics

Recommendation for New Programs 2018-2019

3 + 1 Articulation Agreement Degree Programs

**Washtenaw Community College –
Associate in Applied Science in Culinary Arts and Management**

And

**Cleary University –
Bachelor of Business Administration in Hospitality Management**

General Education	18 credits
WCC Program Requirements	49 credits
Restricted Electives	13 credits
Total Transfer Credits	80 credits

**Washtenaw Community College –
Associate in Applied Science in Child Care Professional**

And

**Eastern Michigan University –
Bachelor of Science in Children and Families**

General Education	30 credits
WCC Program Requirements	41 credits
Restricted Electives	23 credits
Total Transfer Credits	94 credits

**Washtenaw Community College –
Associate in Art in Early Childhood Education**

And

**Eastern Michigan University –
Bachelor of Science in Children and Families**

General Education	30 credits
WCC Program Requirements	37 credits
Restricted Electives	27 credits
Total Transfer Credits	94 credits

Recommendation for New Programs 2018-2019

**Washtenaw Community College –
Associate in Science in Information Systems: Programming in C++**

And

**Madonna University –
Bachelor of Science in Computer Science/C++**

General Education	30 credits
WCC Program Requirements	27 credits
Restricted Electives	33 credits
Total Transfer Credits	90 credits

**Washtenaw Community College –
Associate in Science in Computer Science: Programming in JAVA**

And

**Madonna University –
Bachelor of Science in Computer Science/JAVA**

General Education	30 credits
WCC Program Requirements	27 credits
Restricted Electives	33 credits
Total Transfer Credits	90 credits

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Review of Revenue and Expense Analysis and
2018-19 Budget

Date

April 24, 2018

RECOMMENDATION

That the Board of Trustees review the 2018-19 Budget Plan as submitted.

2018-19 GENERAL FUND OPERATING BUDGET

REVENUE	Budget 2018-19	EXPENDITURES	Budget 2018-19
Tuition and Fees	\$33,292,716	Personnel	\$82,190,565
Local Property Taxes	\$52,900,000	Non-Personnel	\$15,818,757
State Appropriations	\$14,696,374	Utilities	\$2,422,700
Investment Income	\$825,000	Trade Partnerships	\$2,804,264
Trade Partnerships	\$3,773,072	Institutional Initiatives	<u>\$2,188,515</u>
Other Miscellaneous	\$1,835,365	Total Expenditures	\$105,424,801
Auxiliary Activities	<u>\$1,218,649</u>	Operational Transfers	\$1,116,375
Total Revenue	\$108,541,176	Deferred Maintenance	<u>\$2,000,000</u>
		Total Expenditures and Transfers	\$108,541,176

Operational Revenue Over Expenditures

\$ 0

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson
Title: Vice President and Chief
Financial Officer

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

Board of Trustees
Washtenaw Community College

Discussion

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Resolution to recommend the Allowable 2018-19 Ad Valorem Tax Rate	April 24, 2018

RECOMMENDATION

That the Board of Trustees approve the 2018-19 Tax Levy of **3.3978** mills for operations, as submitted. The 3.3978 mills will generate approximately \$55,620,334 of tax revenue.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson
Title: Vice President and Chief
Financial Officer

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

WASHTENAW COMMUNITY COLLEGE
Office of Vice President and CFO

Washtenaw Community College
2018-19 Tax Levy Resolution

The tax levy resolution, based on detailed analysis of operational needs and debt needs, includes a rate of 3.3978 mills for operations, which is the currently maximum millage rate.

	<u>Tax Rate</u>	<u>2018 Taxable Value</u>	<u>2019 Gross Revenue Generated</u>
General Fund	<u>3.3978</u>	<u>\$16,369,513,825</u>	<u>\$55,620,334</u>

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees has examined the financial circumstances of the Community College for fiscal year 2018-19, 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 2018-19, the total operating millage rate of 3.3978 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 22, 2018, the original of which is part of the Board's minutes.

Angela Davis,

Secretary, Board of Trustees