



Office of the President

**MAY 22, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **May 22, 2018**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 150 of the Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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. – MAY 22, 2018
Room 150, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan, 48105-4800

I. CALL TO ORDER and APPROVAL OF AGENDA

II. APPROVAL OF MINUTES (Action).....Tab A
April 24th Monthly Meeting and February 27th and March 24th Closed Sessions

III. CITIZEN PARTICIPATION

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

IV. SPECIAL REPORT

- A. College Goals – Strategic Plan Accomplishments 2017 - 18

V. REPORTS

- A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (April 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. Energy Pump Replacement Mechanical Contract Award (Action).....Tab E
 - 2. Resolution to participate in IT/CLEMIS Agreement (Action).....Tab F
 - 3. Recommendation for New Programs for 2018-19 (Action).....Tab G
 - 4. Resolution to Approve the 2018-19 Tax Levy Rate for General Operations (Action).....Tab H
 - 5. Approval of the 2018 -19 General Fund Operating Budget (Action).....Tab I

VIII. NEW BUSINESS

- A. Discussion
 - 1. Proposed Approval of 2018-19 Faculty Sabbaticals.....Tab J
 - 2. Approval of Non-Motorized Path Easement to Washtenaw County Parks & Recreation.....Tab K
 - 3. Contract Award for Lobby Furniture Upgrade Project.....Tab L
 - 4. Contract Award for 2018 Bus Loop Paving Project.....Tab M

B. Action

- 1. Ratification of the Washtenaw Community College Education Association Collective (WCCEA) Bargaining Agreement (Action).....Tab N**

IX. ADJOURNMENT OF MONTHLY MEETING (Action)

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
Approval of Minutes

Date
May 22, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of the April 24th Monthly Meeting, February 27th and March 24th Closed Sessions 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, APRIL 24, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Vice Chair Christina Fleming on April 24, 2018 at 6:11 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Chair Diana McKnight-Morton (*arrived at 6:15 p.m.*), Vice Chair Christina Fleming, Treasurer Bill Milliken, Secretary Angela Davis (*arrived at 6:15 p.m.*), Trustee David DeVarti, Trustee Ruth Hatcher and Trustee Richard Landau (*arrived at 6:17 p.m.*).

Approval of the Agenda (Action)

It was moved by Trustee Hatcher and seconded by Trustee DeVarti that the Board approve the April 24th Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the minutes of the March 27th Monthly Meeting. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

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

Public Comments

Ms. Arloa Kaiser, Community Member, spoke about the property tax millage rate.

Written Communications

There were no written communications received.

SPECIAL REPORTS

Curriculum and Assessment Report and HLC Poster Fair

Ms. Michelle Garey, Foreign Language faculty and Assessment Committee Chair spoke to the Board about the Four Major priorities of the Assessment Academy. She also announced that the full time faculty participation in assessment has increased to 99%.

Mr. David Wooten, Biology faculty and Curriculum Committee Chair explained to the Board the importance of WCC aligning general education requirements to the Michigan Transfer Agreement and the progressive work that has been taking place with curriculum.

Call to Order

Approval of Agenda (Action)

Approval of Minutes (Action)

Citizen Participation

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Curriculum and Assessment Report and HLC Poster Fair

Sabbatical Report: Disappearing birds, venomous snakes, and fish falling from trees: the trophic ecology of Seahorse Key Island, FL

Mr. David Wooten, WCC Biology Faculty, shared with the Board his sabbatical, which focused on the trophic ecology of Seahorse Key Island, Florida.

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Financial Reports (March 2018) (Action)

It was moved by Trustee DeVarti and seconded by Treasurer Milliken that the Board receive the Financial Reports for March 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. Mark Allen, Vice President of Facilities Development and Operations informed the Board that the Parking Structure would be closed briefly for repairs. Lastly, he stated the ATC schematic design is complete and will be submitted to the State of Michigan soon.

Remarks of Members of the Board of Trustees

Treasurer Milliken spoke about his presentation in London, Ontario in which he spoke about the Advanced Transportation Center.

Trustee Landau requested a moment of silence to acknowledge the passing of Dawn Procassini, wife of WCC founding board member Tony Procassini.

Trustee Hatcher thanked Dean Jennings, Vice Presidents Blakey and Hurns for the presentation on student success. Lastly, she spoke about her concern about bottled water on campus.

Trustee DeVarti mentioned the focus of Earth Day was plastic. He also would like the college to reduce water bottle consumption.

Chair McKnight-Morton spoke about the luncheon at the Capitol that WCC Culinary Students executed, noting the students and faculty did a phenomenal job.

Sabbatical Report:
Disappearing birds,
venomous snakes,
and fish falling from
trees: the trophic
ecology of Seahorse
Key Island, FL

MONTHLY REPORTS

Personnel
Recommendation
(Action)

Financial Reports
(March 2018)
(Action)

Facilities
Development
Report

Remarks of
Members of the
Board of Trustees

President's Remarks

President Bellanca briefed the Board on WCC's numerous partnerships with Eastern Washtenaw County. She also mentioned the Michigan Student Emmys will be held at WCC on April 29th. Lastly, she informed the Board about the proclamation from Ann Arbor Mayor, Christopher Taylor for the outstanding contribution WCC makes to the community.

OLD BUSINESS

Honorary Associate Degree Recipient (Action)

It was moved by Trustee DeVarti and seconded by Trustee Hatcher that the Board 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. The motion was adopted.

Resolution to Utilize the Maximum Allowable 2018-19 Ad Valorem Tax (Action)

It was moved by Trustee Landau and seconded by Trustee DeVarti that the Board recommend 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 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.

Retention and Recruitment Software Contract (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve the amended recommendation, that the Board 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, which will require the approval by the Board of Trustees, the 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 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

NEW BUSINESS

Approval of 2017 -18 Candidates for Graduation (Action)

It was moved by Trustee Landau and seconded by Trustee DeVarti that the Board approve the candidates for graduation as submitted. The motion was adopted.

President's Remarks

OLD BUSINESS

Honorary Associate Degree Recipient (Action)

Resolution to Utilize the Maximum Allowable 2018-19 Ad Valorem Tax (Action)

Retention and Recruitment Software Contract (Action)

NEW BUSINESS

Approval of 2017 -18 Candidates for Graduation (Action)

Application for Liquor Licensees (4 dates) – Iron Workers Summer Conference (Action)

It was moved by Trustee DeVarti and seconded by Trustee Landau that the Board, 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. The motion was adopted.

Energy Pump Replacement Contract

Mr. Mark Allen, Vice President of Facilities and Operations informed the Board that the replacing of the energy pump would be a cost savings. He also mentioned this project was identified as part of the Deferred Maintenance Fund.

Resolution to participate in IT/CLEMIS Agreement

Mr. Larry Barkoff, General Counsel briefed the Board on the need to enter into the IT/CLEMIS Agreement.

Recommendation for New Programs for 2018-19

Dr. Kimberly Hurns, Vice President for Instruction, explained to the Board that the new programs would allow for stackable credentials and for students to be more employable.

Motion to Adjourn the Monthly and Move into Closed Session after the Public Hearing (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that Board move into Closed Session after the Public Hearing to discuss material (a written legal opinion), exempt from disclosure pursuant to section 8(h) of the Open Meetings Act.

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. The monthly meeting was adjourned at 8:10 p.m.

PUBLIC HEARING REGARDING THE 2018 -2019 BUDGET

The Public Hearing began at 8:11 pm.

Public Comments

There were no public comments

Application for Liquor Licensees (4 dates) – Iron Workers Summer Conference (Action)

Energy Pump Replacement Contract

Resolution to participate in IT/CLEMIS Agreement

Recommendation for New Programs for 2018-19

Motion to Adjourn the Monthly and Move into Closed Session after the Public Hearing (Action)

PUBLIC HEARING REGARDING THE 2018 -2019 BUDGET

Public Comments

Review of the Proposed 2018 - 19 Budget

Mr. William Johnson, Vice President and CFO, spoke about the budget process and the proposed budget for 2018 -19. He mentioned the eight priorities of the strategic plan provides the frame work for the budget.

Resolution to Approve the 2018-19 Tax Levy Rate for General Operations

Mr. William Johnson, Vice President and CFO mentioned to the Board that the exact amount has varying factors and is needed to get our milliage rate on the ballot.

Motion to Adjourn Public Hearing (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board move to adjourn the Public Hearing. The motion was adopted. The Public Hearing was adjourned at 8:50 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

Review of the
Proposed 2018 - 19
Budget

Resolution to
Approve the 2018-
19 Tax Levy Rate for
General Operations

Motion to
Adjourn Public
Hearing (Action)

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject

Date

Personnel Recommendations

May 22, 2018

RECOMMENDATION

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

Prepared by: Samuel J. Veltri

Recommended by: Rose B. Bellanca Ed.D.

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

PERSONNEL RECOMMENDATIONS
May 2018

Economic & Community Development

Full Time Ending Employment

Davina Williams, Talent Development Specialist I, with one and a half (1 ½) years of service

Finance/Information Technology

Full Time New Hire

Independent

Jamie Rowland, Help Desk Specialist, \$20.06

New

Lewis McMullin, Help Desk Specialist, \$20.31

New

Part Time New Hire

Independent

Alexander Tasson, Network Technician, \$14.96

Matthew Henson, Jr., Network Technician, \$14.96

Cayla Pearsall, Help Desk Specialist, \$14.96

Full Time Ending Employment

Lianna Styx, Accounts Receivable Clerk, with five (5) years of service

Instruction

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Ozlem Gumeci, Librarian, \$35.00 hourly

Professional Faculty

Rachel Sienko, Behavioral Sciences, \$867 per course contact hour

MariAnn Apley, Business, \$867 per course contact hour

Derrick Glass, Business, \$867 per course contact hour

Nicole Goodson, Business, \$867 per course contact hour

Asia Hamilton, Business, \$867 per course contact hour

Tien Chein Tsao, Humanities, \$867 per course contact hour

Sandy Becker, Mathematics, \$867 per course contact hour

Anthony Della Pella, Mathematics, \$867 per course contact hour

Norma Saikali, Mathematics, \$867 per course contact hour

Karimah Sweet, Mathematics, \$867 per course contact hour

Cody Weiss, Mathematics, \$867 per course contact hour

David Cassidy, Physical Sciences, \$867 per course contact hour

David Cannon, Public Service Training, \$35.00 hourly

William Clock, Public Service Training, \$35.00 hourly

Lewis Kempf, Public Service Training, \$35.00 hourly

Andrew Vaineer, Public Service Training, \$35.00 hourly

Full Time Ending Employment

Terri Herrera, Professional Faculty Culinary Arts & Hospitality Management

Student & Academic Services

Full-Time New Hires

Office Professional Technical

Carissa McNellen, Lead Student Connection Specialist, \$16.43 hourly

Replacement

Part-Time New Hires

Independent

Marc-Yves Nganpi, Security Patrol Officer, \$14.50 hourly

Kelsey Sullens, Accreditation Coordinator, \$21.57 hourly

Support Staff

Shari Maser, Student Connections, \$14.40 hourly

Zoe Feil, Admissions, \$14.40 hourly

Austin McIntosh, Student Orientation, \$14.40 hourly

Foundation

No Report

Facilities Development & Operations

No Report

Human Resources

No Report

President

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 (April 2018)

May 22, 2018

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for April 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, Ed.D.
Rose B. Bellanca, President

Financial Narrative

April 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2017-18, the ten months ended April 30, 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 April 30, 2018, Total Revenues were \$102.1 million; Total Expenditures and Operating Transfers were \$87.1 million. Revenues in total are ahead of the expected budget for the first ten months of the year by approximately \$715,000.

Spring Tuition revenue is ahead of the year-to-date budget by over \$230,000 with both headcount and credit hour enrollments ahead of the pace of last year. The Spring Tuition revenue amount includes 65% of the tuition revenue billed through April 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 ten months of the annual appropriation for the new fiscal year, along with some additional revenue specifically appropriated to offset increases in the cost of the MPSERS pension plan. The total impact of this additional appropriation is unknown at this time, but as of the end of April, the College had received approximately \$170,000 of additional appropriations to offset pension costs.

Receipts for Local Government Taxes through April are \$50.5 million, or 98.3% of the total budget. At this point in the year, the various taxing jurisdictions are completing their final reconciliations and handling over their delinquent accounts to the County. We expect to receive that final payment from the County by early June.

Expenditures

Total Expenditures through April 30, 2018, represent 81 percent of the budgeted expenditures for the fiscal year. Overall expenditures are slightly lower than what was expected through the first ten months of the year, resulting in a small positive variance of approximately \$150,000.

Direct expenditures are approximately \$400,000 better than budget, offset by a \$250,000 negative variance in personnel expenditures. We believe these variances are timing differences, and we are on track to meet the revised budget goal.

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. The negative variance in the Health Sciences Division is a result of strong enrollments driving additional instructional costs.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of April 30, 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	11,248,706	(51,294)
Tuition Spring	4,752,069	4,475,837	4,712,455	236,618
Student Fees	4,260,000	4,234,259	4,313,812	79,553
Total Tuition and Fees	<u>32,412,069</u>	<u>32,110,096</u>	<u>32,370,305</u>	<u>260,209</u>
Local Property Taxes	51,400,000	50,441,135	50,510,187	69,052
State Appropriations	14,558,874	12,286,974	12,458,830	171,856
Trade Partnerships	3,711,702	3,456,313	3,504,792	48,479
Investment Income	786,500	655,417	688,107	32,690
Other	1,764,825	1,452,780	1,585,701	132,921
Auxiliary Activities	1,226,650	1,021,681	1,021,298	(383)
Total Revenue	105,860,620	101,424,396	102,139,222	714,825
EXPENDITURES				
Humanities & Social Sciences	11,747,560	9,796,815	9,638,538	158,277
Math, Science & Engineering Technologies	8,897,370	7,366,533	7,281,592	84,941
Health Sciences	5,315,587	4,461,056	4,809,535	(348,479)
Business & Computer Technologies	7,047,770	5,892,327	5,871,881	20,446
Advanced Technologies & Public Service Careers	7,159,664	5,922,994	5,440,658	482,336
Continuing Education	641,662	499,506	395,738	103,769
Distance Learning	1,835,766	1,423,853	1,437,523	(13,671)
Instructional Support	13,384,961	11,167,605	10,150,829	1,016,777
Total Instruction	<u>56,030,340</u>	<u>46,530,689</u>	<u>45,026,294</u>	<u>1,504,395</u>
Student Services	8,916,142	7,276,480	6,424,507	851,973
Scholarships	1,558,402	1,411,854	1,298,277	113,577
Executive Management	2,103,303	1,682,556	1,529,858	152,697
General Admin - Institutional Services	2,879,550	2,604,780	6,551,826	(3,947,046)
MIS/Computer Services	7,838,644	5,645,547	5,426,833	218,714
Public Relations Development	3,525,438	2,645,183	2,174,144	471,039
Community Services	2,024,898	1,636,872	1,579,134	57,738
Physical Plant Operations	10,439,378	8,569,808	7,813,178	756,630
Utilities	2,103,493	1,747,861	1,706,281	41,581
Equipment	1,561,015	905,817	978,467	(72,650)
Total Non-Instruction	<u>42,950,263</u>	<u>34,126,757</u>	<u>35,482,504</u>	<u>(1,355,747)</u>
Total Expenditures	98,980,603	80,657,446	80,508,798	148,648
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	87,228,671	87,080,023	148,648
Operating Revenue Over Expenditures & Transfers	727,542	14,195,726	15,059,199	863,473
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(331,730)	(331,730)
Total Revenue over Expenditures & Transfers	727,542	14,195,726	14,727,469	531,743

**Capital Fund
Project Summary
April 30, 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	1,828,220	-	1,780
Total Storage Receiving Building	\$ 1,830,000	\$ 1,828,220	\$ -	1,780
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	552,785	6,041	11,976
CC - STEP Equipment	7,627,434	7,504,061	0	123,373
Campus Security System Upgrades	318,691	226,839	90,601	1,251
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,507,764	\$ 96,642	137,521
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,335,984	\$ 96,642	139,301
Revenue Over (Under) Expenditures		\$ 246,710		

**Washtenaw Community College
Deferred Maintenance Fund
April 30, 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	3,276,842
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	<u>24,058,242</u>

Since inception of fund:

General Fund Transfers	15,300,000
Completed projects	(8,880,558)
Projects in process	(3,317,827)
Uncommitted Fund Balance	<u>3,101,615</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	106,309
Total Completed	<u>8,880,558</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 sys	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
April 30, 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.
Federal Agency Coupon Securities	7,000,000.00	6,793,172.22	6,983,025.55	26.81%	2,479	1681	2.110	2.139
Treasury Coupon Securities	1,000,000.00	990,781.00	993,288.90	3.81%	388	303	1.918	1.945
State of Michigan Coupon Securities	4,000,000.00	3,853,720.00	4,010,347.47	15.40%	2,505	2017	2.114	2.144
Municipal Bonds	14,000,000.00	13,837,580.00	14,062,409.27	53.98%	2,096	1237	2.355	2.388
	26,000,000.00	25,475,253.22	26,049,071.19	100.00%	2,197	1,440	2.236	2.267

Investments	Month Ending 4/30/2018	Fiscal Year 2017 - 2018 To Date	Month Ending 4/30/17	Fiscal Year 2016 - 2017 To Date
Total Earnings				
Current Year	49,124.86	469,104.46	44,704.18	401,899.34
Average Monthly Balance - Long Term Invested Balance		25,703,241.03		25,081,069.36
Effective Rate of Return - Long Term Invested Balance		2.19%		1.92%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 4/30/2018	2.04%	2.24%	2.79%	2.95%	3.01%

Reporting period 4/01/2018-4/30/2018

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, & State Budget Office reviewed submittal package.
- Minor revisions made to submittal package and resubmitted to State Budget Office.
- State Budget Office recommended submittal package for construction.

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>2nd Floor Construction Complete. 1st Floor Construction beginning.</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. Tie-In Complete.</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. Board Agenda Item.</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>Project out for bids.</i>
10.	OEB Sanitary Line and Manholes Rebuild <i>Budget = \$70,000</i>	<i>Complete.</i>
11.	Maintenance Garage Mechanical System Replacement <i>Budget = \$90,000</i>	<i>Work to start June 15th.</i>

12.	GMB 3 rd Floor Carpet and resilient flooring Replacement <i>Budget = \$75,000</i>	<i>Construction ongoing.</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>Construction 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 bids under review.</i>
21.	Bus Loop & Parking Lot 6 Replacement <i>Budget = \$950,000</i>	<i>Project out for bids.</i>
22.	HFC Heat Exchanger Replacement <i>Budget = \$55,000</i>	<i>Materials on order.</i>
23.	Parking Structure Waterproofing & Joint Repl. <i>Budget = \$225,000</i>	<i>Construction ongoing.</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. Board agenda item.</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>Construction ongoing.</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 Complete. Phase 2 awaiting award.</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>Work to start June 1st.</i>
12.	Welding Lab Lighting Upgrade <i>Budget = \$40,000</i>	<i>Construction ongoing.</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 bids under review.</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>Complete.</i>

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

1. AF Smith Electric, SC 304 Electrical, \$28,658
2. Inland Water Pollution Control, Inc., Change Order for OE Sanitary Line Project, \$36,679.20

ACTION

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

Subject

Date

Energy Center Pump Replacement Mechanical Contract

May 22, 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, as Mechanical Contractor for the Energy Center Pump Replacement Project, in the amount of \$374,900.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Mark Allen

Recommended by: Rose B. Bellanca, Esq.

Title: Vice President, Facilities

Rose B. Bellanca, President

Development and Operations

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)

May 22, 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, Esq.
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.

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

Subject
Recommendations for New Programs 2018 -19

Date
May 22, 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

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

Title: Vice President for Instruction

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

Board of Trustees
Washtenaw Community College

TAB H

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Resolution to recommend the Allowable 2018-19 Ad Valorem Tax Rate	May 22, 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 E.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

Board of Trustees
Washtenaw Community College

TAB I

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Approval of the 2018 -19 General Fund Operating Budget

Date

May 22, 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

Summaries for Recommended Sabbatical Leave Requests

(from Jennifer Baker, *Sabbatical Leave Summaries Memorandum*, May 22, 2018)

Mary Coral-Burns: Nursing Department, Winter 2019

Mary will develop assessment methods and tools across the curriculum which will connect the end of program student learning outcomes specific to evaluating clinical judgment/critical thinking and student's readiness for practice. Her work will also involve using the student's self-evaluation of clinical sites for increasing their clinical judgment/critical thinking skills, along with the clinical faculty's evaluation of individual student's clinical judgment/critical thinking skills, and nurse managers from practice sites evaluations of the individual student's clinical judgment/critical thinking skills.

Kathleen Cook: Physical Therapy Assistant, Winter 2019

Kathleen will take two classes at the University of Montana as part of their Health Sciences Education Leadership Certificate Program. This curriculum is specifically designed to provide experience in educational theory and methodology, instructional design, student evaluation and outcome assessment for health science programs. The WCC PTA program accreditation under CAPTE requires the equivalent of 9 credits in this area for Program Directors. She will also attend the CAPTE accreditation self-study workshop and APTA Combined Sections meeting.

Kim Jones: English Department, Winter 2019

In Kim's sabbatical, she will study neurocriminology [an emerging sub-discipline of biocriminology and criminology that applies brain imaging techniques and principles from neuroscience to understand, predict, and prevent crime] and its impact on law, policy, and the criminal justice system. She will look at the intersection between science and political policy as it relates to current knowledge of the brain. She will conduct a literature review on the general topic, interview researchers on their perspectives and talk with local politicians, lawyers, and inmates on their views on this topic. Her research will culminate in a campus wide panel discussion on using this knowledge to create reform in 'the criminal justice system as well as in creating preventative measures against violence by youth.

Kristy Norris: Behavioral Science Department, Fall 2018

Kristy will develop and deploy an extensive, HSW specific survey that drills down into student experience, program impact, and long-term outcomes. In addition, she will conduct a brief survey of agency partners as a way to identify any specific skills/needs that would increase the appeal of our graduates. Kristy plans to utilize survey outcomes to implement program changes, handbook changes, and communication changes in her program. Kristy will also develop an advising toolkit to streamline HSW communications with academic advising.

Juan Redondo: Foreign Languages Department, Fall 2018

During Juan's sabbatical he will visit several French and Spanish universities. The purpose of his visits will be to analyze their programs to improve courses here at WCC and to pursue the possibilities of study abroad opportunities for our students. Juan will be performing an in-depth study of foreign languages teaching methodologies in Europe, specifically in Spain, France and Italy. This study will include analysis of internet resources used in the classroom and outside the classroom. He will scrutinize the nature of in-class activities at the institutions he visits with special attention to both oral comprehension and oral communication.

Matthew Zacharias: Digital Media Arts Department, Winter 2019

Matt's sabbatical will include upgrading his skills in DSLR camera operation and lighting/gaffing skills, integrating entrepreneurial skills and accessible resources across numerous course in the Video Production curriculum, increasing community program awareness and marketing by organizing and standardizing social media practices within the department, launching a new course (VID 275 - Documentary Video Production) and completing production and editing of a feature length documentary project, 'Spahn Ranch.'

DISCUSSION and possible ACTION

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

Subject
Approval of Non-Motorized Path Easement

Date
May 22, 2018

Background

SEMCOG awarded a grant to Washtenaw Community College in 2017 to construct a non-motorized pathway on campus. With assistance from the Michigan Department of Transportation (MDOT) and the Washtenaw County Road Commission (WCRC), the 0.6 mile shared use path will be constructed along the west side of Huron River Drive from Clark Road to college's main entrance driveway located across from the Health and Fitness Center. Construction work will be bid, awarded and facilitated by MDOT and WCRC.

As a condition of the grant, an easement needs to be granted to an entity other than WCC. Based upon past practice for similar projects in the county, the easement is to be granted to the Washtenaw County Parks and Recreation Commission. The County Parks and Recreation Commission and WCC's Legal Counsel has both reviewed and approved the agreement as to legal form.

RECOMMENDATION

That the Board of Trustees authorize execution of the easement by President Bellanca or her designee.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Mark Allen
Title: Vice President, Facilities
Development and Operations

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

DISCUSSION

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

Subject
Lobby Furniture Upgrade Contract

Date
May 22, 2018

Background

Lobby spaces around campus serve as the gateway to our building and the first points of entry for the public, students, staff and visitors. In November of 2017, an inventory and condition assessment of the existing lobby furnishings began. Upon review, it was determined that most areas on campus did not have an adequate number or type of seats, and the seats that did exist were generally in poor condition. Working with our in-house staff and vendors, spaces were prioritized and appropriate layouts, furnishings, and finishes were selected to complement existing facility design.

This work was identified as the priority for the Capital Furniture Fund recently created and approved by the board. This project includes the replacement of lobby furniture in the second floor of the Student Center building, the first and second floor of the Business Education building, the first floor of Technical & Industrial building, the third floor of the Gunder Myran building, and the first, second and third floor of Crane Liberal Arts building. Through multiple iterations functional seating capacities in the identified areas was increased by 53% overall.

On May 11, 2018, the vendor provided the final quotation with all selected items including finishes. KI of Green Bay, WI provided the quotation in accordance with campus design standards. The contract award is for \$177,531.81. See attached quotation for further details.

RECOMMENDATION

That the Board of Trustees approve a contract for KI of Green Bay, Wisconsin in the amount of \$177,531.81.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Mark Allen
Title: Vice President, Facilities
Development and Operations

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

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

Subject
Bus Loop Paving Replacement Project Contract

Date
May 22, 2018

Background

The bus loop is located north of the Student Center Building and serves as the primary bus service location for campus. The existing pavement has deteriorated considerably with heaving, wear due to age and use, and weather damage during freeze thaw cycles. Multiple locations present tripping hazards and safety concerns. A project was developed and funded to replace the pavements of the bus loop, handicap ramps and selected sidewalk sections.

The board previously approved this work from the Deferred Maintenance Fund. The project includes the replacement of the existing asphalt pavement from the service drive through the entire bus loop, subgrade improvements, selective curb and sidewalk replacement, and handicap accessible ramps. Concrete pavement will be utilized through the loop to better withstand the weight and turning loads presented by busses.

On May 11, 2018, construction bids (Bid 6024) were received back from contractors for the work associated with the Bus Loop Paving Replacement Project. Asphalt Specialists, Inc., of Pontiac, MI was low bidder for the scope of work. The bus loop replacement base bid is included in the contract award for \$166,000.00. See attached bid tally for further details.

RECOMMENDATION

That the Board of Trustees approve a construction contract for Asphalt Specialists, Inc. of Pontiac, Michigan in the amount of \$166,000.00.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Mark Allen
Title: Vice President, Facilities
Development and Operations

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

ACTION

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

Subject
Ratification of WCC-WCCEA Agreement

Date
May 22, 2018

RECOMMENDATION

That the Board of Trustees ratifies the proposed three-year contract effective August 29, 2018, continuing through August 27, 2021, between the Washtenaw Community College Education Association, a Chapter of the Michigan Education Association and affiliated with the National Education Association and the Washtenaw Community College Board of Trustees.

A ROLL CALL VOTE WILL BE TAKEN

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

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