



Office of the President

**JULY 17, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **July 17, 2018**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in the Seminar Room at The Health & Fitness Center at Washtenaw Community College. 4833 East Huron River Drive, Ann Arbor, MI 48105.

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

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – JULY 17, 2018
In the Seminar Room, at
THE HEALTH & FITNESS CENTER at WASHTENAW COMMUNITY COLLEGE
4833 E. Huron River Drive, Ann Arbor, Michigan 48105**

I. CALL TO ORDER, APPROVAL OF AGENDA

II. APPROVAL OF MINUTES (Action).....Tab A
June 26th Monthly Meeting

III. CITIZEN PARTICIPATION

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

IV. SPECIAL REPORTS

- A. Harriet Street Update
- B. Parkridge Update

V. REPORTS

- A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Facilities Development Report.....Tab C

VI. REMARKS

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

VII. NEW BUSINESS

- A. Discussion
 - 1. Cybersecurity Mobile Hacking Workbench.....Tab D

VIII. ADJOURNMENT OF MONTHLY MEETING

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
Approval of Minutes

Date
July 17, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of the June 26th 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, JUNE 26, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on June 26, 2018, at 6:03 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 Ruth Hatcher and Trustee Richard Landau.

Absent: Trustee David DeVarti

Approval of the Agenda (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board approve the June 26th monthly meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board approve the minutes of the April 24th Closed Session, May 22nd Special and Monthly Meetings and June 12th Special Meeting. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty thanked the Board for approving the WCCEA Contract at their last meeting.

Public Comments

There were no public comments.

Written Communications

There were no communications received.

SPECIAL REPORTS

Mandatory Audit Communication

Ms. Michelle Fowler of Rehmann Robson reminded the Board of the type and scope of professional services Rehman Robson offers to them. She also spoke about key audit communications, the purposed audit timeline, and new accounting pronouncements.

HLC Assessment Academy Update

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation provided the Board with a brief background on WCC's HLC Quality Initiative.

Call to Order

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICIPATION

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Mandatory Audit Communication

HLC Assessment Academy Update

Dr. Kimberly Hurns, Vice President for Instruction gave the Board an update on the progress of the Assessment Academy. She also spoke about the assessment activities occurring at WCC.

Master Plan Process Update

Ms. Stephanie Comai, Chief of Staff spoke to the Board in detail on the work that has been done with the Master Planning process thus far. She also briefed the Board on the Master Planning Principles used to guide the internal working group in the process.

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation spoke to the Board on the Master Plan process and the proposed timeline.

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Appointment and 2018-19 Salary Adjustment for President/CEO (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that after reviewing current Michigan Community College Association presidential compensation comparison data and recognizing that last year's one-time deferred compensation payment equal to 5.6% of her annual salary would not be renewed, the Board of Trustees extend the appointment of Dr. Rose B. Bellanca as President and Chief Executive Officer to June 30, 2021, that her 2018-2019 salary be set at \$220,785, that she receive a \$13,000 increase to her existing Miscellaneous Expenses annual payment, that she receive an annual retirement annuity payment equal to 6.1% of her annual salary, that she receive an annual supplemental retirement account plan payment equal to 6.1% of her annual salary, and that the Chair of the Board of Trustees be authorized to sign a contract with Dr. Bellanca on behalf of the Board.

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

2018 - 19 Independent Staff Salary Range Table (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that the Board approve the 2018 – 19 Independent Staff Salary Range Table as submitted.

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

HLC Assessment Academy Update (cont.)

Master Plan Process Update

MONTHLY REPORTS

Personnel Recommendations (Action)

Appointment and 2018-19 Salary Adjustment for President/CEO (Action)

2018 - 19 Independent Staff Salary Range Table (Action)

2018 - 19 Independent Staff Salary Adjustments (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board approve a 1.5% adjustment to the Independent Staff salary and wage rates, for the 2018 – 19 fiscal year.

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

Part –Time Staff and Coaches Wage Rates (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board approve the 2018 – 19 Part-Time Support Staff and Club Sports Coaches Salary as submitted.

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

Part – Time Faculty Wage Rates (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board approve the 2018 – 19 Part-Time Faculty Wage Rates as submitted.

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

2018 -19 Department Chair Appointments (Action)

It was moved by Trustee Landau and seconded by Secretary Davis that the Board approve the attached 2018- 2019 Faculty Department Chair appointments as submitted.

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

Financial Reports (May 2018) (Action)

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

**2018 - 19
Independent Staff
Salary
Adjustments
(Action)**

**Part –Time Staff
and Coaches Wage
Rates (Action)**

**Part – Time
Faculty Wage
Rates (Action)**

**2018 -19
Department Chair
Appointments
(Action)**

**Financial Reports
(May 2018)
(Action)**

Facilities Development Report

Mr. Mark Allen, Vice President of Facilities Development and Operations informed the Board that the Capital Outlay Project was accepted by the State and he anticipates construction to begin in 2019-2020.

Remarks of Members of the Board of Trustees

Vice Chair Fleming spoke about the annual Tech Trek that she attended, noting WCC had a booth there.

Secretary Davis gave kudos to the faculty and staff involved in the Adult Transitions Program and mentioned their recent ceremony she attended.

Chair McKnight-Morton thanked Trustee Hatcher for speaking at the Adult Transitions Ceremony. Lastly, she spoke about the barbeque that WCC hosted for Ypsilanti middle and high scholars and their families.

President's Remarks

President Bellanca thanked the Board for approving her contract and stated that the recognition of her successes are based on Board Support, Executive Leadership Team, Faculty and Staff. She also spoke about the Operative Plasterers and Cement Masons' International Association contract signing which is the third union partnership for WCC.

OLD BUSINESS

Approval of 2018 -19 Faculty Sabbaticals (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board approve the requested 2018 – 19 Faculty Sabbatical leaves as submitted.

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

Contract Award for Lobby Furniture Upgrade Project (Action)

It was moved by Treasurer Milliken and seconded by Trustee Landau that the Board approve a contract for KI of Green Bay, Wisconsin, as a supplier for the Campus Wide Lobby Furniture Replacement Project, in the amount of \$177,531.81; contingent upon the College administration obtaining a satisfactory contract with the firm.

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

Facilities Development Report

Remarks of Members of the Board of Trustees

President's Remarks

OLD BUSINESS

Approval of 2018 -19 Faculty Sabbaticals (Action)

Contract Award for Lobby Furniture Upgrade Project (Action)

NEW BUSINESS

Revision to the 2018 Schedule of Monthly Board Meetings (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board revise the 2018 Schedule of Board Meetings and hold the July Monthly Meeting on July 17, 2018 at 6:00 pm in the Seminar Rooms of the Health and Fitness Center at Washtenaw Community College located at 4833 E Huron River Drive, Ann Arbor, MI 48105.

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

Motion to Adjourn Monthly Meeting (Action)

It was moved by Treasurer Milliken and seconded by Trustee Landau that the Board move to adjourn the monthly meeting. The motion was adopted. The monthly meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

NEW BUSINESS

**Revision to the 2018
Schedule of Monthly
Board Meetings
(Action)**

**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

July 17, 2018

RECOMMENDATION

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

Prepared by: Samuel J. Veltri

Title: Vice President

Human Resource & Labor Relations

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

Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
July 2018

Economic & Community Development

Full-Time New Hires

Independent

Cana Owens, JATC669 WE & LMS Administrator, \$56,200

Replacement

Part Time New Hire

Support Staff

Krystle DuPree, Part time Program Assistant, \$12.72

Alisha Stumbo, Temporary Part time Summer Camp Aid, \$12.72

Full Time Ending Employment

Chelsea Harvey, Executive Secretary to the Vice President for Economic, Community and College Development, with less than one (1) year of service.

Facilities Development & Operations

No Report

Finance/Information Technology

Full-Time New Hires

Support Staff

Renee Bock, Accounts Receivable Clerk, \$16.14

Replacement

Foundation

Full Time Ending Employment

Roseanne Bailey, Corporate Giving & Special Events Manager, with fifteen (15) years of service

Human Resources

No Report

Instruction

Full-Time New Hires

Faculty - Classified & Professional Services Personnel

Julie Lee, Academic Advisor - Advanced Technical Public Service Careers, \$27.12

Replacement

Part-Time New Hires

Faculty

Heather Albee-Scott, Academic Skills, \$876 per course contact hour

Support Staff

Betty Adams, Part Time Library Assistant, \$14.62

Manuel Rodriguez, Center of Interactive Teaching and Learning, \$14.62

Zaynab Alhawary, Living Wall, \$11.05

Full Time Ending Employment

James Williams, Instructional Laboratory Assistant – Auto Services, retirement, with eleven (11) years of service.

Brad Hoth, Professional Service Faculty – Advanced Technical Public Service Careers, with thirty (30) years of service.

President

No Report

Public Relations/Marketing

No Report

Student & Academic Services

Full-Time New Hires

Support Staff

Jacqueline Smith, Lead Student Connection Specialist, \$16.78 hour

Replacement

Full Time Ending Employment

Nicole Vilminot, Manager Enrollment Services, with two (2) years of service.

Mariela Pucci, Financial Aid Technician, with less than one (1) year of service.

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is complete. Materials all ordered and partially delivered to campus.
- Work continuing 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

- State Budget Office recommended submittal package for construction.
- The project was included in the 2019 state budget.
- Project team working to award next phases of design.

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 ongoing.</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>Startup scheduled.</i>
5.	Energy Center water cooled heating pump(s) replacement with air cooled pumps and piping reconfiguration <i>Budget = \$400,000</i>	<i>Submittals & planning ongoing</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>Submittals & planning ongoing</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>Complete.</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>Project out for bids.</i>
16.	MLB Firing Range Air-Handling Units Replacement <i>Budget = \$150,000</i>	<i>Project out for bids.</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.	Campus Wide Concrete Sidewalk Replacement <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>Construction underway.</i>
22.	HFC Heat Exchanger Replacement <i>Budget = \$55,000</i>	<i>Construction underway.</i>
23.	Parking Structure Waterproofing & Joint Repl. <i>Budget = \$225,000</i>	<i>Complete.</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 bid 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>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 construction ongoing.</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>Construction ongoing.</i>
12.	Welding Lab Lighting Upgrade <i>Budget = \$40,000</i>	<i>Complete.</i>
13.	SC203 Rearrangement <i>Budget = \$40,000</i>	<i>Complete.</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>Construction ongoing.</i>
16.	Huron River Watershed Council Grant Upgrades <i>Budget = \$0</i>	<i>Grant Cancelled.</i>
17.	WTMC Furniture & Space Upgrade <i>Budget = \$0 (WTMC Funded)</i>	<i>Work underway.</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, Energy Center Pump Replacement Electrical, \$24,185
2. McNaughton-McKay, GM Transformer Procurement, \$40,651
3. Acoustic Ceiling & Partition, TI Nursing Simulation/Skills Labs Carpentry, \$56,000
4. Flooring Technologies, TI Nursing Simulation/Skills Labs Flooring, \$42,315
5. Tel Systems, TI Nursing Simulation/Skills Labs AV Equipment, \$41,936
6. Atlas Industrial Contractors, GM Transformer Installation, \$91,018

DISCUSSION

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

Subject

Date

Cybersecurity Mobile Hacking Workbench

July 17, 2018

Background

The Cybersecurity Mobile Hacking Workbench is a project that will be 100% funded by the Center for Connected Automated Transportation (CCAT) Grant for use in hands-on instruction in the cybersecurity courses as well as for career outreach regarding cybersecurity careers in the auto industry. Washtenaw Community College is a sub-grantee of the CCAT Grant that is led by the University of Michigan. GRIMM is a service disabled, Veteran-Owned Small Business founded in 2012 as a cybersecurity research firm. WCC has been working with GRIMM to increase education outreach in auto cybersecurity.

RECOMMENDATION

That the Board of Trustees approve the contracts listed below for the purchase of capital equipment related to the CCAT Grant not to exceed 100,000.00.

Computer Information Systems (CIS) Department

Vendor	Item	Cost	Associated Academic Program
SMFS, Inc. DBA GRIMM	Cybersecurity Mobile Hacking Workbench	\$100,000.00	Cybersecurity Associate Degree

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Eva Samulski

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

Title: Dean, Business and Computer
Technologies

Rose B. Bellanca, President
