

**Board of Trustees**  
Washtenaw Community College

**TAB A**

**ACTION**

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

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Subject  
Approval of Minutes

Date  
July 17, 2018

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**RECOMMENDATION**

That the Board of Trustees approve the minutes of the June 26<sup>th</sup> Monthly Meeting as submitted.

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Prepared by: Vanessa Brooks

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

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

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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 26<sup>th</sup> 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 24<sup>th</sup> Closed Session, May 22<sup>nd</sup> Special and Monthly Meetings and June 12<sup>th</sup> 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)**