

**NOVEMBER 27, 2018  
MONTHLY MEETING OF  
THE BOARD OF TRUSTEES**

On **November 27, 2018**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at 6:00 p.m. in Room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan. Following the Monthly Meeting the Board will meet in Closed Session to discuss a legal opinion in room 120 of the Morris Lawrence Building.

*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**

Washtenaw Community College Board of Trustees, Room 215 Student Center Building,

4800 East Huron River Drive, Ann Arbor, MI 48105-4800 734.973.3621

**MONTHLY MEETING OF THE BOARD OF TRUSTEES**  
**6:00 P.M. – NOVEMBER 27, 2018**  
**Room 150, MORRIS LAWRENCE**  
**4800 E. Huron River Drive, Ann Arbor, Michigan**

- I. CALL TO ORDER**
  
- II. APPROVAL OF AGENDA**
  
- III. APPROVAL OF MINUTES (October 30 Monthly Meeting) (Action).....Tab A**
  
- IV. CITIZEN PARTICIPATION**
  - A. Verbal Communications
    - 1. WCC Education Association
    - 2. Public
  - B. Written Communications
  
- V. SPECIAL REPORTS**
  - A. TRENDS in Occupational Education, Educator of the Year Award – Elizabeth Connors
  - B. Michigan Society of Radiologic Technologists – Student Award
  - C. Technologist of the Year Award – William Nelson
  
- VI. REPORTS**
  - A. Monthly Reports
    - 1. Personnel Recommendations (Action).....Tab B
    - 2. Financial Reports (October 2018) (Action).....Tab C
    - 3. Facilities Development Report .....Tab D
  
- VII. REMARKS**
  - A. Remarks of Members of Board of Trustees
  - B. President’s Remarks
  
- VIII. NEW BUSINESS**
  - A. Discussion
    - 1. WCC Health & Fitness Center Hot Water System Upgrade.....Tab E
  
- IX. ADJOURNMENT OF MONTHLY MEETING and Move into Closed Session to Discuss a Legal Opinion (Action)**

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

Subject  
Approval of Minutes

Date  
November 27, 2018

**RECOMMENDATION**

That the Board of Trustees approve the minutes of the October 30<sup>th</sup> Monthly Meeting as submitted.

Prepared by: Vanessa Brooks

Recommended by: Rose B. Bellanca, Esq.

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, OCTOBER 30, 2018**

**CALL TO ORDER**

The Monthly Meeting of the WCC Board of Trustees was called to order by Vice Chair Christina Fleming on October 30, 2018 at 6:03 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

**Present:** Vice Chair Christina Fleming, Treasurer Bill Milliken, Secretary Angela Davis, Trustee Ruth Hatcher and Trustee Richard Landau (*arrived at 6:05p.m.*)

**Absent:** Chair Diana McKnight-Morton and Trustee David DeVarti

**Approval of the Agenda (Action)**

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the October 30<sup>th</sup> 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 September 25<sup>th</sup> Special and Monthly Meeting. The motion was adopted.

**CITIZEN PARTICIPATION**

**WCC Education Association**

There were no comments given.

**Public Comments**

There were no public comments given.

**Written Communications**

There were no communications received.

**SPECIAL REPORTS**

**OER Update**

Dr. Kimberly Hurns, Vice President of Instruction introduced Executive Director of the Learning Resources Center; Ms. Joyce Hommel. She spoke to the Board about the progress made on the OER initiative. She informed the Board that cohort 2 was under way. Lastly, Ms. Hommel stated that the estimated cost savings to students will be almost 2.2 million dollars at the end of the 2017-18 academic year.

**Grants Awarded to Washtenaw Community College**

Mr. Philip Snyder, Associate Vice President for Advancement presented an overview of grant activity at WCC for the 2017 – 18 fiscal year to the Board. He pointed out that grant activity has increased significantly since 2011.

**Call to Order**

**Approval of Agenda (Action)**

**Approval of Minutes (Action)**

**Citizen Participation**

**WCC Education Association**

**Public Comments**

**Written Communications**

**SPECIAL REPORTS**

**OER Update**

**Grants Awarded to Washtenaw Community College**

Annual Student and Financial Aid Profile; Fall Student Profile

Ms. Linda Blakey, Vice President of Student and Academic Services highlighted data from the 2017 -18 annual enrollment report. She mentioned that over 4,100 degrees and certificates were earned.

Ms. Lori Trapp, Director of Financial Aid, presented the 2017-18 Financial Aid Profile. She thanked her staff for helping 6,522 students receive over \$34,486,681.00 of aid. She also spoke about the various sources and types of assistant students receive.

Lastly, Ms. Linda Blakey, Vice President of Student and Academic Services highlighted data in the Fall 2018 enrollment report.

**MONTHLY REPORTS**

Personnel Recommendations (Action)

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

Financial Reports (September 2018) (Action)

It was moved by Treasurer Milken and seconded by Secretary Davis that the Board receive the Financial Reports for September 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, CFO and Vice President of Finance informed the Board that the GM transformer project will require an electrical shut down over the Thanksgiving Break. Lastly, he mentioned that the SEMCOG pathway project bids are due to MDOT in January.

Remarks of Members of the Board of Trustees

Secretary Davis spoke about the HLC Session at the ACCT Conference she attended. Lastly, she thanked the staff for their hard work and dedication in ensuring students come first.

Trustee Landau reminded everyone to vote next week.

Trustee Hatcher thanked Vice President Blakey and her staff for the profile reports prior to the meeting. She also thanked Vice President Hurns for the list of newly hired faculty.

Treasurer Milliken spoke about the Foundation Board Retreat he attended. He stated that the Foundation would be focusing on funding the Emergency Fund and increasing the number of scholarships given.

Annual Student and  
Financial Aid Profile;  
Fall Student Profile

**MONTHLY REPORTS**

Personnel  
Recommendations  
(Action)

Financial Reports  
(September  
2018) (Action)

Facilities  
Development Report

Remarks of  
Members of the  
Board of Trustees

President's Remarks

President Bellanca played the clip of Dean Greaves and Nursing Student, Ashley Gransden, which demonstrated how to stop an infant from choking that aired on FOX 2 News. She also congratulated WCC Counselor, Arnett Chisholm for receiving the NAACP Ypsilanti/Willow Run Distinguished Dr. Martin Luther King Jr. Civil and Humanitarian Award. Lastly, she reminded the Board about the upcoming Foundation Scholarship Luncheon and the Washtenaw Economic Club Luncheon.

**OLD BUSINESS**

Receipt of FY 18 Audit (Action)

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board receive the FY 18 Audit Report as submitted.

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

Approval of the 2020 – 2024 WCC Capital Outlay Plan (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board approve the Five-Year Capital Outlay Plan for fiscal years 2020 – 2024 as submitted.

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

**NEW BUSINESS**

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

It was moved by Treasurer Milliken and seconded by Trustee Landau that the Board establish and hold their annual Fall Retreat on November 27th at 3:00 pm. The Fall Retreat will be held in Room 150 of the Morris Lawrence Building.

A roll call vote was taken: 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 Secretary Davis and seconded by Trustee Landau that the Board move to adjourn the monthly meeting and move into closed session to discuss a legal opinion.

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

President's Remarks

**OLD BUSINESS**

Receipt of FY 18  
Audit (Action)

Approval of the  
2020 – 2024 WCC  
Capital Outlay  
Plan (Action)

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

Motion to Adjourn  
Monthly Meeting  
(Action)

The Monthly Meeting was adjourned at 7:35 p.m..

Respectfully submitted,

Angela Davis  
Secretary

Diana McKnight-Morton  
Chair

Motion to Adjourn  
Monthly Meeting  
(Action)(cont.)

**Board of Trustees**  
Washtenaw Community College

TAB B

**ACTION**

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

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Subject

Date

Personnel Recommendations

November 27, 2018

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**RECOMMENDATION**

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

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Prepared by: Samuel Veltri

Recommended by: Rose B. Bellanca E.D.

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

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PERSONNEL RECOMMENDATIONS  
November 2018

**Economic & Community Development**

**Part-Time New Hires**

*Independent*

**Kristen Teasdale**, Program Development Manager, \$26.27 hourly

**Instruction**

**Part-Time New Hires**

*Faculty – Classified & Professional Services Personnel*

**Torrence Greene**, Adult Transitions Counselor, \$33.97 hourly

**Jenell Buday**, Academic Career Skills Center Assistant, \$19.40 hourly

**Nick Burleson**, Corrections Academy Instructor, \$35.53 hourly

**Brad Beverly**, Corrections Academy Instructor, \$35.53 hourly

**Mark Smolenski**, Corrections Academy Instructor, \$35.53 hourly

**James Friedman**, Corrections Academy Instructor, \$35.53 hourly

**Brett White**, Corrections Academy Instructor, \$35.53 hourly

**Mark Pulford**, Police Academy Instructor, \$58.67 hourly

*Faculty – Professional Instruction*

**Amy Eversole**, Business, \$880 per course contact hour

**Katherin Grech**, Culinary Arts & Hospitality Mgt, \$880 per course contact hour

**Karen Bailey**, Foreign Languages, \$880 per course contact hour

**Nirit Mor-Vakim**, Life Sciences, \$880 per course contact hour

*Support Staff*

**Nathan Smith**, Entrepreneurship Center Marketing Assistant, \$12.72 hourly

**Full Time Ending Employment**

Joyce VanMeter, Senior Director Public Service Training, with two (2) years of service.

**Student & Academic Services**

**Full-Time New Hires**

*Support Staff*

**Cieara Franklin**, Campus Safety Technician, \$16.78 hourly

Replacement

**Facilities Development & Operations**

No Report

**Finance/Information Technology**

No Report

**Human Resources**

No Report

**Foundation**

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

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Subject

Date

Financial Reports (October 2018)

November 27, 2018

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**RECOMMENDATION**

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

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

Recommended by:   
Rose B. Bellanca, President

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# Financial Narrative

October 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the four months ended October 31, 2018.

## Revenue

As of October 31, 2018, Total Revenues were \$65.8 million; Total Expenditures and Operating Transfers were \$36.9 million. Revenues in total are ahead of the expected budget for the first four months by approximately \$580,000.

Fall Tuition revenue of \$12.1 million is just slightly below the budgeted revenue. Overall, slightly lower enrollment and credit hours (down by 0.1%) have been nearly offset by increased Out of District enrollments, which yield a higher tuition rate. Revenue from Student Fees is down slightly due to a lower level of Contact Hour fees as compared to last year.

State Aid revenue reflects an accrual for four months' of the annual appropriation for the fiscal year, along with a partial payment of approximately \$364,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). The State has indicated that the remaining LCSA payment, now expected in May 2019, will be between 100% and 134% of the initial payment, which will leave us in range of our budget of approximately \$800,000.

Receipts for Local Government Taxes are \$41.8 million through October, which represents 79.0 percent of the total budgeted revenue from property taxes. This is ahead of the expected collections through the first four months and is a positive indication that we will likely exceed the budgeted amount of tax revenue for the year.

## Expenditures

Total Expenditures through October 31, 2018, represent 32 percent of the budgeted expenditures for the fiscal year. Overall expenditures are right on pace with what was expected through the first third of the year, with small positive personnel-related variances related to vacancies in part-time positions offsetting some negative timing variances in non-personnel spending. For the year, vacancies in full-time positions were budgeted to provide savings of approximately \$2 million, based on an average of 20-25 vacant positions per month. Actual vacancies averaged just above 20 per month for the first four months of the year, on target with the budget. As the year progresses, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition.

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

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>REVENUES</b>				
Tuition Fall	12,125,248	12,125,248	12,095,536	(29,712)
Tuition Winter	11,294,472	-	-	-
Tuition Spring	4,887,996	1,613,039	1,656,550	43,511
Student Fees	4,985,000	2,151,310	2,122,396	(28,914)
Total Tuition and Fees	<u>33,292,716</u>	<u>15,889,597</u>	<u>15,874,482</u>	<u>(15,115)</u>
Local Property Taxes	52,900,000	41,383,231	41,778,649	395,418
State Appropriations	14,696,374	4,953,160	4,956,681	3,521
Trade Partnerships	3,773,072	1,827,957	1,840,931	12,974
Investment Income	825,000	275,000	333,710	58,710
Other	1,835,364	550,738	556,584	5,846
Auxiliary Activities	1,218,650	287,590	409,944	122,355
<b>Total Revenue</b>	<b>108,541,176</b>	<b>65,167,272</b>	<b>65,750,980</b>	<b>583,708</b>
<b>EXPENDITURES</b>				
Humanities & Social Sciences	11,770,381	3,703,699	3,715,636	(11,937)
Math, Science & Engineering Technologies	8,726,871	2,741,279	2,811,534	(70,255)
Health Sciences	5,685,926	1,769,997	1,796,669	(26,672)
Business & Computer Technologies	7,182,590	2,229,949	2,326,130	(96,181)
Advanced Technologies & Public Service Careers	7,275,484	2,319,979	2,235,775	84,204
Continuing Education	596,556	163,776	202,865	(39,089)
Distance Learning	1,886,517	617,240	620,453	(3,214)
Instructional Support	14,037,500	5,242,334	5,120,434	121,900
Total Instruction	<u>57,161,825</u>	<u>18,788,251</u>	<u>18,829,496</u>	<u>(41,245)</u>
Student Services	8,899,245	2,726,153	2,586,255	139,899
Scholarships	1,668,520	711,498	687,061	24,436
Executive Management	2,137,464	684,361	708,702	(24,341)
General Admin - Institutional Services	7,623,326	2,352,324	2,690,863	(338,539)
MIS/Computer Services	8,104,195	2,933,034	2,803,413	129,621
Public Relations Development	3,139,150	837,400	814,722	22,678
Community Services	2,435,272	782,129	741,802	40,327
Physical Plant Operations	10,922,089	3,142,198	3,091,185	51,014
Utilities	2,089,700	594,962	599,139	(4,177)
Equipment	1,938,515	707,086	675,192	31,894
Total Non-Instruction	<u>48,957,476</u>	<u>15,471,145</u>	<u>15,398,333</u>	<u>72,812</u>
<b>Total Expenditures</b>	<b>106,119,301</b>	<b>34,259,397</b>	<b>34,227,829</b>	<b>31,567</b>
<b>OPERATING TRANSFERS</b>				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	175,938	175,938	-
Health & Fitness Center	(1,750,000)	(437,500)	(437,500)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
<b>Total Operating Transfers</b>	<b>2,421,875</b>	<b>2,688,438</b>	<b>2,688,438</b>	<b>-</b>
<b>Total Expenditures and Operating Transfers</b>	<b>108,541,176</b>	<b>36,947,835</b>	<b>36,916,267</b>	<b>31,567</b>
<b>Operating Revenue Over Expenditures &amp; Transfers</b>	<b>-</b>	<b>28,219,438</b>	<b>28,834,713</b>	<b>615,276</b>
<b>OTHER NON-OPERATING ACTIVITY</b>				
Unrealized Gain/(Loss) on Investment	-	-	(124,910)	(124,910)
<b>Total Revenue over Expenditures &amp; Transfers</b>	<b>-</b>	<b>28,219,438</b>	<b>28,709,803</b>	<b>490,366</b>

**Capital Fund**  
**Project Summary**  
**October 31, 2018**

Project Category	Budget	Actuals	Commitment	Balance
<b>Revenues</b>				
State Appropriation CC - STEP Equipment	4,516,749	4,516,749	-	0
General Fund	6,055,178	6,055,178	-	0
Misc. Revenue		11,167		11,167
<b>Total Revenues</b>	<b>\$ 10,571,927</b>	<b>10,583,094</b>	<b>-</b>	<b>11,167</b>
<b>Construction/Repair Projects</b>				
<b>Storage Receiving Building</b>				
<b>Renovations:</b>				
SRB Addition	1,830,000	1,828,220	-	1,780
<b>Total Storage Receiving Building</b>	<b>\$ 1,830,000</b>	<b>\$ 1,828,220</b>	<b>\$ -</b>	<b>1,780</b>
<b>Campus Wide</b>				
<b>System Improvements:</b>				
Classroom & Lab access Control	570,802	561,385	2,623	6,794
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,647	-	1,044
Campus Data Storage Upgrades	225,000	224,080	-	920
<b>Total Campus Wide</b>	<b>\$ 8,741,927</b>	<b>\$ 8,607,173</b>	<b>\$ 2,623</b>	<b>132,131</b>
<b>Grand Total Construction/Repair Projects</b>	<b>\$ 10,571,927</b>	<b>\$ 10,435,393</b>	<b>\$ 2,623</b>	<b>133,911</b>
<b>Revenue Over (Under) Expenditures</b>		<b>\$ 147,701</b>		

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

<b>Five Year Priority List at inception of fund - September 2012</b>	<b>12,570,900</b>
New projects identified - 2015	5,420,000
Additional Projects undertaken (not on above lists)	4,827,971
Adjustments to budgets of started or completed projects	4,326,152
Projects funded through other budgeted sources	(821,900)
<b>Deferred Maintenance requirement 2012-2022</b>	<b><u>26,323,123</u></b>

Since inception of fund:

General Fund Transfers	17,300,000
Completed projects	(9,533,909)
Projects in process	(6,031,099)
Uncommitted Fund Balance	<b><u>1,734,992</u></b>

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	9,533,909
<b>Total Completed</b>	<b><u>9,533,909</u></b>

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
GMB Carpet/Flooring Replacement	174,222
EC Heating Pumps Replacement	432,827
EC - Upgrade 13,200 v main campus fed with a power line conditioning system	60,000
CLASB Humidification Boiler Replacement	260,000
Maintenance Garage replace oil separator/sanitation line	120,000
BEB Fan Coil Units	615,000
GMB Penthouse replace main building transformers	150,000
EC Boiler Control & Valve Repl	75,000
Siemens Temp.control Panel Upgrade	130,000
Replace Bus Loop	350,000
Campus-Concrete sidewalk replacement and GL-Correct curb height	102,000
THFC Pool Filtration Piping & HX Rep	60,000
HFC Hot Water System	375,000
FEB-Roof Replacement	60,000
ML-Boiler Replacment	556,075
ML-Firing Range AHU Replacement	693,975
GL-Handicap ramp replacement	100,000
EC-Replace campus cooling tower with stainless steel unit	800,000
FEB-Upgrade & Replace Lighting	75,000
LA-Replace Chemistry Hoods	700,000
Total of other projects < \$50,000 each	142,000
<b>Total in Process</b>	<b><u>6,031,099</u></b>

Additional projects pending for next twelve months

	<u>Expected Budget</u>
CAMPUS-Flooring Replacement (Based upon assessment)	100,000
GL-Northeast wall waterproofing & draintile	62,000
HFC-The lap pool and therapy pool floor and walls need to be replaced	200,000
LA-Corridor Tile Flooring Replacement 2nd Floor	110,000
LA-Exploratory roof or air intake on the southeast side to the CLASB Addition	60,000
ML-Replace seminar room walls	300,000
Total of other projects < \$50,000 each	330,000
<b>Total Pending</b>	<b><u>1,162,000</u></b>



**WCC Active Portfolio  
Portfolio Management  
Portfolio Summary  
October 31, 2018**

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

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM/C 360 Equiv.</b>	<b>YTM/C 365 Equiv.</b>
Federal Agency Coupon Securities	7,000,000.00	6,753,490.00	6,988,394.57	26.83%	2,478	1496	2.110	2.139
Treasury Coupon Securities	2,000,000.00	1,991,600.00	1,994,322.04	7.66%	372	149	2.070	2.098
Miscellaneous Coupon Securities	4,000,000.00	3,837,640.00	4,009,649.00	15.39%	2,505	1833	2.114	2.144
Municipal Bonds	13,000,000.00	12,805,455.00	13,058,836.11	50.13%	2,180	1147	2.395	2.428
	<b>26,000,000.00</b>	<b>25,388,185.00</b>	<b>26,051,201.72</b>	<b>100.00%</b>	<b>2,172</b>	<b>1,270</b>	<b>2.250</b>	<b>2.282</b>

<b>Investments</b>	<b>Month Ending 10/31/2018</b>	<b>Fiscal Year 2018 - 2019 To Date</b>	<b>Month Ending 10/31/17</b>	<b>Fiscal Year 2017 - 2018 To Date</b>
<b>Total Earnings</b>				
Current Year	49,883.51	199,386.66	47,360.53	184,783.74
Average Monthly Balance - Long Term Invested Balance		26,049,117.42		25,571,436.36
Effective Rate of Return - Long Term Invested Balance		2.30%		2.17%

	<b>6 Month</b>	<b>1 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>20 Year</b>
Treasury Yield Curve 10/31/2018	2.49%	2.69%	2.98%	3.15%	3.30%

Reporting period 10/01/2018-10/31/2018

**FACILITIES DEVELOPMENT REPORT**

**Capital Projects Update**

Campus Security System Upgrades

- Materials purchasing is complete
- Work continuing in buildings including supports, wiring and mounts
- Project status by location
  - Business Education – Complete.
  - Health Fitness Center – Installation on going.
  - Morris Lawrence – Installation on going.
  - Harriet St Center – Materials delivered

Construct Advanced Transportation Center

- The project was included in the 2019 state budget
- Phase 400/500 design contract RFP to be developed

**Deferred Maintenance Project Update**

1	CLASB Humidifier Replacement <i>FY17 \$260,000 – Replace 4 existing humidifiers for AHU1, 2, 5 &amp; 7</i>	Training ongoing
2	Energy Center Pump Replacement <i>FY17 \$400,000 – Replace 6 existing water cooled pumps w/ air cooled pumps</i>	Awaiting pump delivery
3	MLB Storm Water Drainage Pond Elevation Repairs <i>FY18 \$40,000 – Correct water drainage issues associated with pond elevation</i>	Engineering solutions are being re-evaluated
4	GM Main Transformer Replacement <i>FY18 \$125,000 – Replace existing oversized dry transformer</i>	Outage planned for Thanksgiving break
5	GMB 3 <sup>rd</sup> Floor Carpet Replacement <i>FY17 \$75,000 – Replace existing carpet and install resilient floor in corridors</i>	Complete
6	Campus Primary Electrical Service Line Conditioning <i>FY17 \$60,000 – Study electrical service and recommend changes for reliability</i>	Reviewing A/E recommendations
7	MLB Main Boilers Replacement Project <i>FY18 \$550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers</i>	Project Planning
8	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$630,000 – Replace existing AHU w/ new ERU</i>	Project Planning
9	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2<sup>nd</sup> floor</i>	Construction Documents complete. Sequence w/ other SC work.
10	SC 2 <sup>nd</sup> Floor HVAC Upgrades <i>FY18 \$180,000 – Replace existing HVAC controllers and dampers.</i>	Construction Documents complete. Sequence w/ other SC work.
11	Campus Wide Concrete Sidewalk Replacement <i>FY19 \$102,000 - Replace failing concrete and trip hazards across campus.</i>	Complete

12	<b>BE Stair Tread Replacement</b> <i>FY19 \$30,000 – Replace stair treads w/ resilient tread</i>	Materials on order
13	<b>Campus Wide Flooring Replacement</b> <i>FY19 \$100,000 – Complete flooring replacements across campus based upon assessment</i>	Target LA corridors
14	<b>Energy Center Cooling Tower Replacement</b> <i>FY19 \$800,000 – Replace campus cooling tower, associated piping and electrical</i>	Engineering in progress
15	<b>Parking Lot 6 Replacement</b> <i>FY19 \$600,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Design complete. Bid package developed.
16	<b>FEB Lighting Replacement</b> <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Engineering in progress
17	<b>Great Lakes Building Handicap Ramp Replacement</b> <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Bid package developed
18	<b>Great Lakes Building Foundation Waterproofing</b> <i>FY19 \$62,000 – Repair waterproofing membrane for foundation wall</i>	Planning in progress
19	<b>HFC Domestic Hot Water System Replacement</b> <i>FY19 \$375,000 – Replace hot water tanks w/ new gas fired hot water tanks</i>	Contracts awards in progress.
20	<b>HFC Family Locker Room Shower Stalls</b> <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Bid Documents in Preparation
21	<b>HFC Chiller 10 Year Maintenance Package</b> <i>FY19 \$32,000 – Perform periodic recommended tear down and maintenance</i>	Contract award in progress
22	<b>LA Chemistry Hood Repairs</b> <i>FY19 \$150,000 – Complete repairs on existing lab hoods</i>	Engineering in progress
23	<b>LA Corridor Tile Floor Replacement 2<sup>nd</sup> Floor</b> <i>FY19 \$110,000 – Replace quarry tile flooring w/ resilient flooring</i>	Design in progress
24.	<b>LA Water Softener Replacement</b> <i>FY19 \$45,000 – Replace existing softener</i>	Planning in progress
25	<b>LA Roofing Repairs</b> <i>FY19 \$60,000 – Complete repairs to the roof/parapet wall interface</i>	Planning in progress
26	<b>OEB Isolation Valve Replacement</b> <i>FY19 \$20,000 – Relocate valve and strainer to accessible location</i>	Planning in progress
27	<b>OEB Dental Lab Compressor Replacement</b> <i>FY19 \$8,000 – Replace compressor unit</i>	Awaiting pricing
28	<b>OEB Autoclave Electrical Panel Relocation</b> <i>FY19 \$12,000 – Reroute electrical feed directly from building substation</i>	Bids received Nov 9th
29	<b>OEB Auto Lab Exhaust Fan Replacement</b> <i>FY19 \$25,000 – Replace failing exhaust fan</i>	Engineering in progress
30	<b>OEB Tunnel Exhaust Fan Replacement</b> <i>FY19 \$20,000 – Replace failing exhaust fan</i>	Engineering in progress
31	<b>Campus Wide Fall Protection Upgrades</b> <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning in progress
32	<b>HFC Pool Chemical Systems Upgrades</b> <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Planning in progress

### Campus Repair & Maintenance Projects Update

1	<b>SEMCOG Non-Motorized Pathway</b> <i>FY18 \$80,000 – WCC cost to support new grant funded pathway along HRD</i>	MDOT/WCRC bid Jan. 2019
2	<b>SC 1<sup>st</sup> Floor Renovations</b> <i>FY18 \$250,000 – Renovate existing spaces to create new spaces for Student Activities, B&amp;N Book Storage, Quiet Study area, Reflection room &amp; Career Services</i>	Complete

3	SC304 Classroom conversion to office suite. <i>FY18 \$75,000 – Convert existing classroom to new office space</i>	Complete
4	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	Project development in progress
5	Huron River Watershed Council Grant Upgrades <i>FY18 \$0</i>	Grant cancelled
6	WTMC Furniture & Space Upgrade <i>FY18 \$0 (WTMC Funded) – Renovate WTMC spaces and upgrade furniture</i>	Installation scheduled
7	LA275 Renovations <i>FY19 \$135,000 – Renovate classroom including furniture</i>	Design in progress
8	GM118 Renovations <i>FY19 \$55,000 – Renovate classroom including furniture</i>	Design in progress
9	OE163 Replace epoxy flooring. <i>FY19 \$20,000 – Replace existing floor surface in main auto lab</i>	Planning in progress
10	Power Upgrades OE143 <i>FY19 \$30,000 – Install new 200A 480V service</i>	Bids received Nov 9th
11	Replace Welding Booth Exhaust Arms <i>FY19 \$40,000 – Replace 40 existing exhaust arms in the welding booths</i>	Installation ongoing
12	Replace Welding Lab Overhead Lighting <i>FY19 \$25,000 – Improved overhead lighting with new LED fixtures</i>	Design in progress
13	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Planning in progress
14	Install motorized loading dock plate <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	Bids received Nov 9th
15	TI126 Upgrade Power Requirements <i>FY19 \$11,000 – Install new circuits to power new electrical drops over tables</i>	Bids received Nov 9th

**Construction Contracts issued in the past 60 days exceeding \$20,000**

1. Flooring Technologies, BEB Stair Tread Replacement, \$20,714.11
2. Peter Basso Associates, EC Cooling Tower Replacement Design, \$49,900.00
3. Peter Basso Associates, CLASB Chem Lab Fume Hood Replacement Design, \$40,400.00
4. Siemens Industry Inc., MLB Boiler Replacement Controls, \$42,803.00
5. Siemens Industry Inc., MLB AHU Replacement Controls, \$75,591.00

**DISCUSSION**

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

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Subject	Date
Health & Fitness Center Domestic Hot Water System Upgrade Contract	November 27, 2018

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**Background**

This project accomplishes the replacement of portions of the domestic hot water system serving the Health and Fitness Center. This work is a Deferred Maintenance project previously identified to the board and is budgeted for execution from that fund.

The Health and Fitness Center is a key community support asset and is one of the busiest, most visible venues on the campus for customers both internal and external to the College. Since original completion, the facility has experienced difficulty with maintaining space temperatures in the facility and in providing a consistent hot water supply. Unpredictable temperatures in the showers have produced many negative comments and reviews from users with a coincident negative impact to active memberships and usage fees.

As originally constructed 11 years ago, the facility has four hot water tanks producing 140 degree hot water through a heat exchange with the facility's comfort heating system. Hot water for the restrooms and locker rooms is reduced to 120 degrees with a mixing valve. A detailed engineering investigation determined that the system is incapable of maintaining a consistent supply of hot water across all demand rates, and that producing hot water from the facility's heating system overtaxes the capacity of the two boilers. Under this project, the facility heating system and the hot water systems will be separated. Three new high efficiency gas fired hot water tanks, each capable of handling 50 percent of the peak hot water demand, will replace the existing four units. This will allow the boilers to use their full capacity for maintaining facility temperatures. In addition, the kitchen, which requires 140 degree supply water, will have an independent system installed. This will facilitate the removal of the mixing valve and avoid heating the entire loop to the higher temperature just to have most of the water reduced to a lower temperature. The new system configuration will provide a higher reliability, better control, stable pressures, increased energy efficiency, and redundant capacity for the building.

On November 1, 2018, construction bids were received for this project. John Darr Mechanical, of Ann Arbor, MI was low bidder for the mechanical contract for this project with a verified bid of \$242,500.00.

**RECOMMENDATION**

It is the recommendation that the Board of Trustees approve a construction contract for John Darr Mechanical, of Ann Arbor, MI in the amount of \$242,500.00.

**A ROLL CALL VOTE WILL BE TAKEN**

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Prepared by: Mark Allen

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

Title: Vice President, Facilities  
Development and Operations

Rose B. Bellanca, President

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